

## APPLICATION

### Study field "Internal Security and Civil Protection" for assessment

Study field	<i>Internal Security and Civil Protection</i>
Title of the higher education institution	<i>Daugavpils Universitāte</i>
Registration code	<i>2793000222</i>
Legal address	<i>VIENĪBAS IELA 13, DAUGAVPILS, LV-5401</i>
Phone number	<i>65422180</i>
E-mail	<i>du@du.lv</i>



# **Self-evaluation report**

Study field "Internal Security and Civil Protection"

Daugavpils University



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# 1. Information on the Higher Education Institution/College

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

### Brief characteristics of Daugavpils University

Daugavpils University (henceforth – DU) is a significant centre of science and education in Daugavpils and East Latvia. DU is a modern science-based university that offers high quality education, prepares highly qualified specialists and professionals, greatly contributes to science innovation and transfer of scientific ideas to broader public and national economy. DU is the only university in Latgale that performs the functions of the driving force for the development of the region of East Latvia and its adjacent territories, it concentrates major intellectual and technical resources in the region. DU has gained international recognition by joining the European University Association, European International Studies Association, European Union Universities of Small States Association, and European Science Events Association.

### Daugavpils University mission and vision

**DU mission:** to contribute to the development of sustainable future society by implementing scientific research on an international level and ensuring high quality education in the fields of natural, engineering, education, health, humanities and social sciences, thus promoting the sustainable development of Latgale region and the whole country.

**DU vision:** In 2030 DU is a modern scientific university that offers high quality education and conducts important scientific work. The quality of the University work and its reputation in Latvia and all over the world has provided the basis for its growth and stability. DU has become a driving force of the educational, scientific, innovation and business development in Eastern Latvia. DU functions as an excellence centre in the fields of mathematics, physics, nano-materials, material engineering, biology, regional studies, literature, art, and education science. DU accumulates, preserves, and maintains regional knowledge and contributes greatly to the regional development.

### Main objectives of DU activity:

1. to act as a regional university in the spheres of natural sciences, humanities, education and social sciences creating opportunities for diversified high quality studies and research;
2. to provide high quality study programmes and conduct research in compliance with the dynamics of labour market demands and needs of the community;
3. to create opportunities for enhancing the professional mobility of the population by developing further education;
4. to develop personality capable of analytical thinking, critical perception, and creative processing of information, who can, due to the acquired education, contribute to the development of the state and region of Latvia and the welfare of the population;
5. to preserve and develop Latvian national identity and culture legacy, simultaneously entering international integration;
6. to implement interior quality provision systems that build policy and procedures for the provision of the higher education quality.

### DU strategic areas of specialization

According to the order of the Cabinet of Ministers of June 21, 2022 no. 449 "On strategic



specialization of state universities" (in Latvian only: <https://likumi.lv/ta/id/333471-par-valsts-augstskolu-strategisko-specializaciju>), three areas of strategic specialization are defined in DU:

- natural sciences;
- social Sciences;
- humanities and artistic sciences.

DU, implementing its studies and research activities in accordance with the areas of strategic specialization defined for it in paragraph 1 of this order, implements interdisciplinary studies, research and innovations, as well as cooperation with the business sector.

The university has the right to implement study programs and research activities also outside the initial areas of strategic specialization specified in this order, in accordance with Article 4 of the Law on Universities.

### **Implemented study directions and the number of study programmes within them**

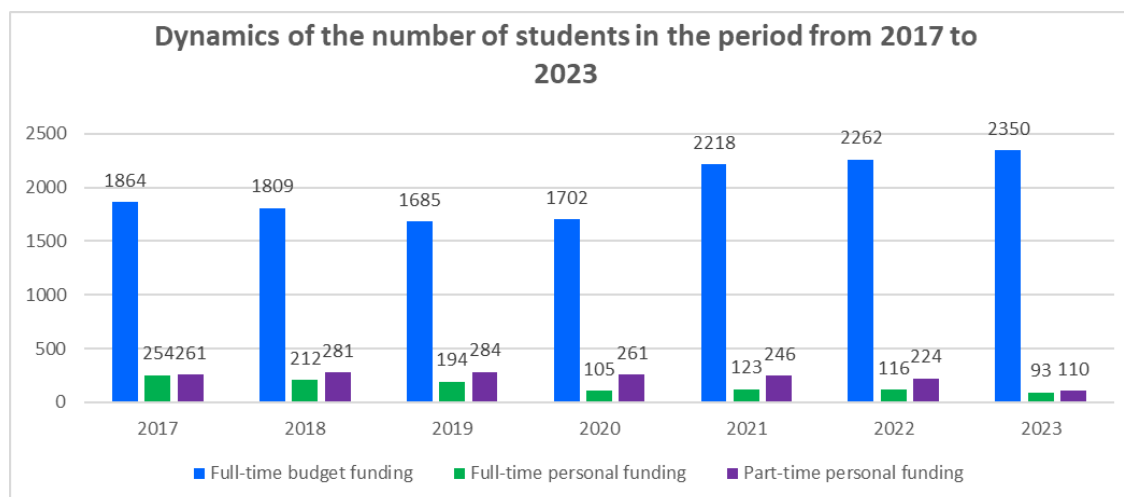
**Study process at DU is implemented in 15 study directions:** "Education, pedagogy, and sports" (6 study programmes), "Art" (5 study programmes), "History and philosophy " (3 study programmes), "Language and culture studies, native language studies and language programmes " (5 study programmes), "Psychology" (3 study programmes), "Economics" (3 study programmes), "Management, administration, and real estate management" (3 study programmes), "Law" (3 study programmes), "Life sciences" (3 study programmes), " Chemistry, Chemical Technologies and Biotechnologies" (2 study programmes), "Physics, material science, mathematics, and statistics" (3 study programmes), "Information technologies, computer technology, electronics, telecommunications, computer management, and computer science" (3 study programmes), "Health care" (2 study programme), "Environment protection" (2 study programmes), " Internal Security and Civil Protection " (3 study programmes).

### **The dynamics of student number at Daugavpils University in the period of assessment**

In accordance with the Ministry of Education and Science "Survey of higher education in Latvia in 2021" (in Latvian only: <https://www.izm.gov.lv/lv/media/18744/download?attachment>), DU occupies 5th place among Latvian higher education institutions as to the number of students. DU provides higher education not only to East Latvia region represented by the majority of DU students but to other regions of Latvia and labour market of foreign countries.

Assessment of the dynamics of the student number in the time period from 2017 to 2023 (Figure 1) leads to a conclusion that the number of students at DU has remained steady and even increased in 2021, despite the long-term decline and emigration of the population in Latgale and Latvia. According to the informative material "Summary: Economic and labor market trends", in the following years the number of the population of Latvia will keep diminishing (<https://prognozes.em.gov.lv/en>). The main reasons of this process include aging of the society, durably low birth rate and emigration of the population (in Latvian only: <https://www.em.gov.lv/lv/media/598/download>). Due to economic reasons, more and more secondary school leavers choose to study or get employed outside Latvia, therefore state funded budget places are not filled and the fall of the number of students concerns almost all higher education institutions.





**Figure 1.** Dynamics of the number of students in the period from 2017 to 2023. Displayed data for October 1 of the respective year.

In order to attract students in the current conditions, Daugavpils University is developing new competitive study programmes, for example, in 2021, one of such study programmes was the professional Bachelor's study programme "Nursing", in turn, in 2022 – professional Master's study programme "Economic security".

Enlarging of the number of foreign students is one of the priority goals of DU. For the purpose of internationalization of studies, 19 study programmes are offered in English. In the time period from 2017 to 2023, there were 775 students from abroad at DU. Most of foreign students at DU are citizens of Russia, Uzbekistan, Kazakhstan, Tajikistan, Belarus, China, USA, Israel, Finland, Italy, Ukraine, Philippines and Indonesia.

### **Daugavpils University development strategy major goals and activity directions**

DU development goals are envisaged by "Daugavpils University development strategy for 2015-2020" (henceforth – Strategy, <https://du.lv/wp-content/uploads/2022/09/DU-Strategy-summary-1.pdf>).

Based on letter No. 4-10e/21/99 "On Development Strategies of Institutions" issued by the Ministry of Education and Science on 11.01.2021, for the implementation of nationally mutually harmonized education and science policy and successful implementation of the ongoing reforms, by the decision of the DU Senate (Protocol No.1 of the DU Senate meeting of January 25, 2021) the period of "Daugavpils University Development Strategy 2015-2020" has been extended until the start of a new approved strategy (2023). At the time of submission of the evaluation application for the study direction, the new DU Strategy ("Daugavpils University Development Strategy for 2022-2028") is under approval by the Ministry of Education and Science.

**Strategy general goal is** developing Daugavpils University as academic traditions based, modern, and competitive study, scientific, and innovation centre.

### **Strategy determines the medium-term goals:**

1. To provide high quality education that corresponds with future challenges and is based on theoretical knowledge and acquiring of research skills, preparing internationally competitive specialists, developing their abilities and encouraging life-long learning.
2. To develop scientific and creative work on an international level, deepening integration of scientific research in the study process, facilitating technology transfer and development of innovations and contributing to public understanding of the science.
3. To increase the role of Daugavpils University as a consolidator of scientific educational



institutions in Eastern Latvia and a driving force of the development, as well as to promote the reputation of the University in Latvia and all over the world.

4. To ensure united and efficient work of organizational structure and to introduce a quality management system.
5. To develop a modern, environmentally friendly infrastructure, safe and supporting working environment.

**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.**

DU is a derived public person. DU is state founded and acts as an autonomous self-governing institution. Decision about reorganization or liquidation of DU is made by the Cabinet of Ministers on the proposal of the Minister of education and science.

DU self-governing is based on the rights and opportunities of the staff to engage in academic and scientific, administrative, and economic decision-making. DU acts on the basis of the Constitution of the Republic of Latvia, Law on Education, Law on Scientific Activity, Law on Higher Education Institutions, DU Constitution, and other laws and regulations.

**DU major decision-making institutions are: Daugavpils University Council, Constitutional Assembly, Senate, rector, Academic Court of Arbitration.**

In 2022, the **Daugavpils University Council** was approved – the highest decision-making body of the University, which is responsible for the sustainable development, strategic and financial supervision of the University, as well as supervises the activities of the Rector of the University and ensures the University's activities in accordance with the goals set in its development strategy. The Council is established in the composition of 7 (seven) members, of which 3 (three) members of the Council are nominated by the University Senate, 3 (three) are nominated by the Cabinet of Ministers of the Republic of Latvia, and 1 (one) by the President of the Republic of Latvia. The Council operates in accordance with the regulations of the Daugavpils University Council (in Latvian only: [https://du.lv/wp-content/uploads/2022/09/Padomes-nolikums\\_25.08.2022..pdf](https://du.lv/wp-content/uploads/2022/09/Padomes-nolikums_25.08.2022..pdf)).

**DU Constitutional Assembly** (Satversmes sapulce) is the academic, general staff and student representative body of DU, which is elected for three years by secret ballot, from professors and other academic staff - 35 representatives (70%), students - 10 representatives (20%), and general staff - 5 representatives (10%). The Constitutional Assembly decides on the adoption, amendment, or repeal of the Constitution (Satversme); The Constitutional Assembly adopts and makes amendments to the Regulation of the Senate, elects the Senate, calls off the members of the Senate; elects the rector to the position and can initiate the removal of the rector from the position, listens to the rector's report; elects the Academic Arbitration Court and approves its regulation. The Constituent Assembly has the right to accept for examination and decision also other conceptual issues of operation and development of Daugavpils University.

**DU Senate** is a collegial higher academic decision-making body, which is responsible for the excellence, development and compliance of DU with internationally recognized quality standards of education, research, creative activity. The Senate regulates the academic, creative, and scientific spheres of DU. The Senate operates in accordance with the procedures established in the DU



Constitution and the regulations approved by the Senate. Within the autonomy of the university, the Senate protects and ensures the academic freedom of the academic staff and students. The Senate is elected by the Constituent Assembly for three years. The Senate consists of 15 members - 11 representatives from the academic staff of DU elected by the Constitutional Assembly, 3 student representatives elected by the student self-government and approved by the Senate, as well as the rector in accordance with the position held and in accordance with the Act on Higher Education Institutions. The students represented in the Senate of DU have the delaying veto right in matters related to the interests of the students.

The highest official of DU is the **rector**. Candidates for the post of rector are selected within an open international competition by the university Council and elected by DU Constitutional Assembly. The rector administrates the university and is responsible for the achievement of the goals set in the university development strategy, as well as efficient and lawful use of the university's financial resources in accordance with the law, other regulatory enactments, as well as the university's Constitution, the decisions of the Council and the Senate. The rector carries out representative functions of the university, performs other activities to ensure successful operation of the university and represents the university in cooperation with other institutions and private individuals, within the scope of rector's competence bearing responsibility for the compliance of the university's activities with the Act of HEI and other regulatory acts.

**The Academic Arbitration Court** examines applications by DU students and academic staff regarding restrictions or violations of academic freedom and rights stipulated in the DU Constitution; examines disputes between DU officials, as well as administrative institutions of DU structural units, which are in a subordinate relationship; examines, in the cases specified in the Act on HEI, submissions on challenging administrative acts or actual actions and makes relevant decisions on them, as well as performs other tasks provided for in the DU Constitution. The Academic Arbitration Court is elected for three years in the composition of seven people, including four representatives from among the academic staff by secret ballot by the Constitutional Assembly, three student representatives by the student self-government.

**Council of Studies** is a management authority that supervises issues of study planning, organizing, and coordinating, provides the necessary conditions for the academic work at faculties and departments. Council of Studies includes vice rector for studies, faculty deans, and the head of the Department of Studies. Main duties of the Council of Studies are coordinating the elaboration and execution of bachelor, master, and professional study programmes, elaboration of the scheme of studies, its analysis and determining the main directions of its improvement and development, organizing the investigation and implementation of foreign countries' experience.

**Council of Science** is an institution of representation of branches and sub-branches of science that coordinates the scientific work at the university. Main functions of DU Council of Science are supervising the elaboration and implementation of DU strategy, science development process, allocation of funds for science, execution of promotion, and the work of professor councils. DU Council of Science consists of vice rector for science, head of the Department of Science, representatives delegated from each scientific institute council, a representative from professors delegated by faculty in case the faculty has no institute or no institute council, DU Young Scientist Association representative.

**Faculty council** supervises the study, scientific and/or artistic work and economic activity of the faculty. The configuration of council corresponds to the requirements of the promotion council in the respective branch or sub-branch of science and no less than a half of its members must be professors, associate professors, senior researchers, and experts approved by Latvian Council of Science. The council is formed of the chairperson of the council, deputy chairperson of the council,



and council members. The council includes the dean; deputy dean/s and/or education methodologist; heads of departments, institutes, centres and other faculty structural units; it may include study programme directors, representatives of the academic staff from the structural units; student representatives that are delegated by the faculty student self-governance (20% of the council members).

**Study direction council** is formed upon the recommendation of DU Council of Studies and approved by DU Senate. The members of the Study direction council are approved by DU Council of Studies. Study direction council includes study direction programme directors, the academic staff, students (at least one representative from 1st level professional education programme, bachelor, master, and doctoral study programmes) and representatives of employers. Functions of the council are: to elaborate the study programme/s of the study direction; execute the direction study programme self-assessment and implementation analysis; analyze students' academic performance; analyze the academic work of the academic staff involved in the study direction; facilitate the integration of scientific work in the study programme.

### **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.**

Quality ensuring policy is part of Daugavpils University Development Strategy for 2022-2028.

DU study quality management system observes the compliance with ISO 9001:2017 quality standard. Compliance with this standard testifies to the fact that DU tends for the quality of its education services by maintaining the quality management system (QMS), periodically passing accreditation and verifying the efficiency of the system. QMS testifies that DU makes an effort to make out the preferences of the potential students, tends to maintain constantly good quality of studies and governance and ensure systematic and transparent processes as well as incessantly improve cooperation with cooperation partners and community.

The outcomes of DU implemented ESF project "Daugavpils University governance and management competence improvement" (No. 8.2.3.0/18/A/010) are – adjust DU study and governance quality systems and receive ISO 9001 certificate that is an internationally recognized organization quality mark.

DU Council of Studies and DU Centre of Study Quality Assessment (henceforth – CSQA) introduces quality provision systems on the basis of "DU study internal quality assurance policy" (<https://du.lv/en/about-us/documents/>). The policy has been elaborated in accordance with *The Standards and guidelines for quality assurance in the European Higher Education Area* (ESG) and observing legal acts of the Republic of Latvia (Law on Higher Education Institutions, Higher education standards, etc.), DU normative acts and "Daugavpils University development strategy for 2015 – 2020".

To ensure the improvement of the existing normative documents and procedures at DU and compliance with the student centered and sustainable higher education, especially assessing and updating quality policy implementation mechanisms, the study quality system is being updated within ESF project "Daugavpils University governance and management competence improvement" (No. 8.2.3.0/18/A/010). Within the framework of the project, in 2021, the new normative acts for the



internal study quality assurance were drawn up, which were approved by rector's ordinance, for example, "DU Study Internal Quality Assurance Policy", "DU Study Quality Policy and Study Quality Monitoring Strategies (see "Other Annexes")", "Procedures for Ensuring the Effectiveness of DU Study Internal Quality Assurance System" (see in Latvian only "Other Annexes"), etc. (see "Other Annexes"), which are aligned with the content of the newly developed "DU Quality Policy" and "Quality Management System Manual". All these documents are available from the DU internal network in Latvian.

### **Mechanisms of the study process quality provision**

Study quality maintaining aims at monitoring and improving the study programme implementation and facilitating prerequisites for reaching study programme outcomes. Quality monitoring is constant: during enrolment, recruiting the academic staff, improving the study programmes, reviewing the activity of structural units and their heads according to the academic and research work outcomes.

Higher education internal and external quality provision proceeds in cooperation between DU and the Ministry of Education and Science (in distribution of State budget funded places, execution of conceptual decisions), Higher Education Council (dealing with strategic issues, drawing statements), and Academic Information Centre (study programme licensing, study direction assessment, recognition of students' prior education).

### **The main forms of quality assessment are as follows:**

External assessment – licencing, accreditation, and assessment of independent experts. It is ensured by the quality ensuring agency listed in the European higher education quality ensuring register (in Latvia – Higher Education Quality Agency). It is coordinated by heads of study directions along with CSQA and vice-rector for studies.

Internal assessment – constantly performed by DU study direction councils elaborating self-assessment reports. Internal assessment is implemented and coordinated by DU CSQA approved by the Senate. In accordance with DU study internal quality ensuring policy there is systematic assessment of study directions and programmes in order to make sure how the programme objectives and study outcomes are reached, the compliance of the programme with the current developments of national economy and labour market demands (Tab. 1.1.1).

Tab. 1.1.1. The internal quality of studies is ensured by the following measures

<b>Quality ensuring instrument</b>	<b>Implementation procedure</b>
<b><i>Strategic planning of the process of studies</i></b>	Implemented by the study programme director in cooperation with the academic staff and members of the study direction council; Analyzing the shortcomings, risks, development opportunities of the study direction and study programmes wherein.



<b><i>Examining the issues related to the process of studies</i></b>	<p>Study direction councils assess the process of studies within a programme, its outcomes, and proposes to the head of the study direction and study programme directors measures for the programme improvement and integration of recent ideas in the study content and process. The respective structural units discuss the submitted proposals and initiate changes in the study course amount, their content and calendar arrangements in semesters.</p> <p>Each semester, departments, taking into consideration the results of student surveys, formal indicators of students' academic performance as well as the professional indicators of the academic staff members in respective spheres (participation in conferences, research and other projects, applied projects, publications, etc.), analyze in detail the content of each course and the quality of its delivery. After that proposals as to changes in the study courses or study programme are discussed in faculty councils and after their support are addressed to DU Council of Studies that examines the justification of changes proposed. In case of a positive decision taken by the Council of Studies, the changes are implemented.</p>
<b><i>Surveys</i></b>	<p>At the end of each academic year surveys of students (in Latvian only - <a href="https://aptaujas.du.lv/index.php/526982/lang-lv">https://aptaujas.du.lv/index.php/526982/lang-lv</a>) are carried out. Surveys of employers (in Latvian only - <a href="https://aptaujas.du.lv/index.php/544412">https://aptaujas.du.lv/index.php/544412</a>) and alumni (in Latvian only - <a href="https://aptaujas.du.lv/index.php/764263/lang-lv">https://aptaujas.du.lv/index.php/764263/lang-lv</a>) are carried out every two years. Based on the survey results, the study programme content is reviewed and improved within study direction councils executed by study programme directors. All justified opinions, proposals, and reprimands are examined by the study programme director, in case of necessity discussing the issues in study direction councils. CSQA upon necessity carry out express surveys in order to clarify students' opinion on current issues concerning the process of studies.</p>
<b><i>Self-assessment of the study direction and preparation of the self-assessment report</i></b>	<p>The head of the study direction organizes meetings of the study direction council in order to discuss the main trends of programme development and management. For examining debatable issues (assessment of examinations, ignoring the regulations of DU by students and/or academic staff members, etc.) student representatives are invited.</p> <p>Once a year the head of the study direction along with programme directors prepare the self-assessment report of the study direction on the previous academic year that is examined by CSQA and approved by the Council of Studies and the Senate.</p>
<b><i>E-study environment improvement</i></b>	<p>DU e-study environment Moodle is used to provide information on the courses acquired during the semester. For each course students have access to the following information: study course description, criteria of assessment, materials for student independent work, etc.</p>

### **Characteristics of the parties involved in the elaboration and improvement of quality ensuring system and their role**

Efficient results are reached by means of understanding and support of the administration, purposeful DU strategy and policy implemented by successful participation of the academic staff as



well as full partnership, resource saving approach, and process governance (Tab. 1.1.2).

Tab. 1.1.2. Characteristics of the parties involved in the elaboration and improvement of quality ensuring system and their role

Party involved	Characteristics of the role
<b><i>DU administration</i></b>	<ul style="list-style-type: none"> <li>- elaborates DU development strategy and implements its objectives;</li> <li>- facilitates the development and professional growth of the staff, elaborates and implements various motivation and support mechanisms (e.g. research activity facilitation, involvement in ERASMUS+ programmes for experience exchange and good practice);</li> <li>- cooperates with deans, heads of study directions, provides support for the solution of governance and financial issues.</li> </ul>
<b><i>Academic and research staff</i></b>	<ul style="list-style-type: none"> <li>- ensures high quality studies;</li> <li>- performs scientific research and integrates it into the study content;</li> <li>- participates in professional updating events, international mobility and experience exchange activities;</li> <li>- cooperates with external experts, employers, alumni, facilitates their involvement in the study direction improvement.</li> </ul>
<b><i>Administrative staff</i></b>	<ul style="list-style-type: none"> <li>- ensures high quality study programme governance;</li> <li>- provides support for students and the academic staff involved in study programmes;</li> <li>- tends to the updating of the material and technical base for studies.</li> </ul>
<b><i>Employers, social partners, and external experts</i></b>	<ul style="list-style-type: none"> <li>- provide the expertise for the study programme content and proposals for the improvement of the study content and methods;</li> <li>- provide opportunities for practical placement and internship, facilitating working environment-based study principles in professional study programmes.</li> </ul>
<b><i>Alumni</i></b>	<ul style="list-style-type: none"> <li>- use the acquired knowledge, skills, and competences in their professional activity;</li> <li>- provide proposals for the improvement of the study content.</li> </ul>
<b><i>Students</i></b>	<ul style="list-style-type: none"> <li>- provide feedback for the study quality improvement.</li> </ul>

Access to the links specified in the appendix 1.3. *Normative acts for internal quality assurance* is available from the DU internal network.

**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.	Complies DU is being implemented “DU study internal quality ensuring policy” ( <a href="https://du.lv/en/about-us/documents/">https://du.lv/en/about-us/documents/</a> ) that facilitate and ensure the quality of higher education. To ensure the improvement of the existing normative documents and procedures at DU and compliance with the student centered and sustainable higher education, especially assessing and updating quality policy implementation mechanisms, the study quality system is being updated within ESF project “Daugavpils University governance and management competence improvement” (No. 8.2.3.0/18/A/010) (see section 1.3).
2.	A mechanism for the creation and internal approval of the study programmes of the higher education institution/ college, as well as the supervision of their performance and periodic inspection thereof, has been developed.	Complies In accordance with the “Regulation on Studies at Daugavpils University” ( <a href="https://du.lv/wp-content/uploads/2022/06/ENG-NOLIKUMS_PAR_STUDIJAM_D_U_2018-1-1.pdf">https://du.lv/wp-content/uploads/2022/06/ENG-NOLIKUMS_PAR_STUDIJAM_D_U_2018-1-1.pdf</a> ) and “Regulations on Opening and Managing Daugavpils University Study Directions and Study Programmes” ( <a href="https://du.lv/en/about-us/documents/">https://du.lv/en/about-us/documents/</a> ) there are established mechanisms for the development, internal approving of study programmes, their monitoring and periodic examination.
3.	The criteria, conditions, and procedures for the evaluation of students’ results, which enable reassurance of the achievement of the intended learning outcomes, have been developed and made public.	Complies “Regulation on Studies at Daugavpils University” ( <a href="https://du.lv/wp-content/uploads/2022/06/ENG-NOLIKUMS_PAR_STUDIJAM_D_U_2018-1-1.pdf">https://du.lv/wp-content/uploads/2022/06/ENG-NOLIKUMS_PAR_STUDIJAM_D_U_2018-1-1.pdf</a> ) and study course descriptions of each study programme state the criteria, conditions, and procedures of the assessment of students’ academic performance that attests to reaching the envisaged outcomes of studies. The Regulation and study course descriptions are freely available to students. Students have an opportunity of giving proposals for the criteria, conditions, and procedures of the assessment of students’ academic performance in surveys.
4.	Internal procedures and mechanisms for assuring the qualifications of the academic staff and the work quality have been developed.	Complies DU has elaborated internal normative acts and mechanisms that regulate the ensuring of the qualification and work quality of the academic staff: “Regulation on elections to academic positions in Daugavpils University” (in Latvian only: <a href="https://du.lv/wp-content/uploads/2021/12/Nolikums-par-velesanam-akademiskajos-amatos-DU_APSTIPRINATAIS.pdf">https://du.lv/wp-content/uploads/2021/12/Nolikums-par-velesanam-akademiskajos-amatos-DU_APSTIPRINATAIS.pdf</a> ) and “Procedure for evaluation of scientific work effectiveness of Daugavpils University academic staff” (see “Other attachments”). Self-assessment reports include the results of surveys and measures of implementing students’ proposals and averting criticism.
5.	The higher education institution/ college ensures the collection and analysis of the information on the study achievements of the students, employment of the graduates, satisfaction of the students with the study programme, efficiency of the work of the academic staff, the study funds available, and the disbursements thereof, as well as the key performance indicators of the higher education institution/ college.	Complies Surveys of students are organized every year. Surveys of employers and graduates are organized every two years. CSQA carries out express surveys to learn students’ opinion on current issues related to the process of studies and academic staff work efficiency. There is regular cooperation with the Student Council, exchange of opinions, examination of proposals. Program directors collect, analyze and discuss information about student progress in Study direction Councils. Necessary changes in study programs are reviewed and accepted by the Study Council. Every year, the scientific efficiency of the academic staff is evaluated by the Council of Science. Information on available study funds and their costs is collected in the Finance and Accounting section, while decisions related to finances are made by the Budget Commission of DU.



6.	The higher education institution/ college shall ensure continuous improvement, development, and efficient performance of the study field whilst implementing their quality assurance systems.	Complies DU study quality management system observes the compliance with ISO 9001:2017 quality standard. Compliance with this standard testifies to the fact that DU tends for the quality of its education services by maintaining the quality management system (QMS), periodically passing accreditation and verifying the efficiency of the system. QMS testifies that DU makes an effort to make out the preferences of the potential students, tends to maintain constantly good quality of studies and governance and ensure systematic and transparent processes as well as incessantly improve cooperation with cooperation partners and community.
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## 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 study direction "Internal Security and Civil Defense" implemented at DU is an essential constituent part of DU's strategic specialization direction in the field of natural sciences, in accordance with Cabinet of Ministers Order No. 449 of 21 June 2022 "On strategic specialization of state HEI" [1].

The study direction "Life Sciences" is implemented and its development is planned based on DU Strategy of Development for 2022-2028 (see annex in Latvian only 1.1. *DU attīstības stratēģija 2022.-2028. gadam*). The goal of the study direction is in line with the medium-term goal set in the Development Strategy of DU: "To provide quality education that meets the challenges of the future and is based on the acquisition of theoretical knowledge and research skills, preparing specialists who are competitive in the international labor market, developing their abilities and motivating lifelong learning."

The development strategy of the field of study envisages that DU strengthens its leading positions as a higher education institution and research center in Eastern Latvia and develops into one of the most important educational and scientific centers in Latvia and the Baltic Sea region, which is based on highly qualified specialists and a modern material-technical-information base.

Characteristics of the study programme implemented in the study direction:

<i>Name of the program</i>	<i>Program level</i>	<i>Direktor</i>
Civil security and protection (41861, 5th LQF*)	Short-cycle professional higher education study program	PhD Igors Trofimovs



Labour protection (47862, 7th LQF)	Professional master's study program	Dr.chem. Jeļena Kirilova
Economic security (45861, 7th LQF)	Joint academic master's study program[2]	PhD Igors Trofimovs

*\* The level of the Latvian qualifications framework*

The common goal of the "Internal Security and Civil Defense" study direction implemented by DU is to prepare highly qualified, internationally competitive civil security and labour protection specialists who are able to independently plan and carry out tasks related to the profession, innovative research, during the implementation of basic studies and higher level programs, and to make a contribution to the growth of welfare of the Republic of Latvia and the European Union.

Guided by the strategic goals, the task of the study direction is to prepare qualified specialists in police, penitentiary work and organizational security, as well as in labor protection.

Objectives of the study direction:

- to ensure demand for higher education study programs for internal security;
- to provide students in the field with the opportunity to acquire study programs in a high-quality and successful manner, for the implementation of specialization in the study process, integrating various branches of law and labor protection, emphasizing the interrelationship between theory and practice;
- to ensure the content of study courses and practice in accordance with the basic requirements of the professional qualification to be obtained and the specific requirements necessary for the performance of duties and main work tasks in the relevant profession, in accordance with the standards of the professions;
- to create an understanding of the basic principles of EU and Latvian regional policy, civil and labor protection, learning the main principles, methods, legislation, taking into account European and world experience;
- to deepen students' knowledge of the basic components of civil and labor protection (engineering, safety equipment, etc.), their interrelationship, creating active cooperation with the public, private and state sectors;
- to educate specialists with professional qualifications in civil and labour safety and security, promoting their competitiveness in changing socio-economic conditions;
- to promote cooperation between students and teaching staff, involving students in research work, in projects financed by EU or Republic of Latvia funds;
- to promote the development of the national economy of Latvia by preparing high-quality specialists in the field of internal security;
- to strengthen the connection of Daugavpils University with municipalities and companies of the Latgale region.

The aim and objectives of the study direction are coordinated with the new trends in the education system in the European Union, with the requirements described in the regulatory documents, the DU Constitution and with the priority research directions determined in the Daugavpils University Development Strategy. In the current version, the study programmes are intended to provide students with a scientific basis for their professional activity, developing the abilities of scientific analysis and the ability to independently solve problems, as well as prepare them for future scientific research work and practical work.



[1] Cabinet of Ministers Order No. 449 of 21 June 2022 "On strategic specialization of state HEI". Available in Latvian only:

<https://likumi.lv/ta/id/333471-par-valsts-augstskolu-strategisko-specializaciju>

[2] After the evaluation, a decision was made to change the type of educational program, moving from the professional master to the academic master's study program "Economic security" (45861)

**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.**

Based on the analysis of the formal indicators of the study programme implementation and taking into consideration the results of student surveys, as well as assessing the trend and dynamics of the development of external factors, the study direction council has carried out a SWOT analysis (see Table 2.1.2.1) and has highlighted strengths, weaknesses, opportunities and potential threats in the implementation of the study direction in order to prognosticate the future development of study programmes and ensure their improvement.

Evaluating the prior development, current situation, and perspectives of the study direction "Internal Security and Civil Defense", the study direction council evaluates both the content of study programmes in general and the content and provision of individual study courses, analyzes the organization of the study process and resolves issues related to programme development planning.

In order to ensure the quality of the study direction, a review of the study direction is prepared every year, which is evaluated by the Study Quality Assessment Center. The report is approved by the DU Senate. An integral part of the improvement report is the consideration of SWOT analysis issues, which allows you to show the achievements in a concentrated manner and emphasize the problems. It is an essential tool for achieving the goals of the study direction. The SWOT analysis of the study direction is given below in the text.

*Table 2.1.2.1. SWOT analysis of the study direction "Internal Security and Civil Defense"*

Strengths	Weaknesses
<i>Study direction</i>	



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| <ul style="list-style-type: none"> <li>- Clear goal, objectives, and strategy of the study direction;</li> <li>- Highly qualified academic staff;</li> <li>- Qualified guest lecturers - experienced practitioners of the respective fields are engaged for the implementation of the programs;</li> <li>- Good cooperation between teaching staff and students, regular evaluation of study program development;</li> <li>- Daugavpils and Jēkabpils city councils, Daugavpils, Jēkabpils, Ludza and Preiļu district councils, Līvāni county council and Latgale region development agency were involved in the process of developing the contents of study programs;</li> <li>- Good cooperation with DU structural units, Latvian and foreign educational and scientific research institutions;</li> <li>- Accumulated extensive research experience in project implementation;</li> <li>- Independent improvement of study content, search and introduction of new study and teaching forms;</li> <li>- Is state support for attracting students in the given study direction;</li> <li>- Continuous improvement of the scientific qualification, experience and professionalism of the teaching staff involved in the study program;</li> <li>- Studies are connected with research in laboratories of structural units;</li> <li>- Good laboratory equipment and a sufficient amount of practical work, which allows you to acquire good skills and abilities;</li> <li>- Experience in implementing new study programs;</li> <li>- Good cooperation with social partners;</li> <li>- Wide employment opportunities in the state and private sector, career development opportunities for program graduates in Latvian labor market.</li> </ul> | <ul style="list-style-type: none"> <li>- Insufficiently used student and academic staff exchange opportunities with other Latvian and foreign universities;</li> <li>- The uncompetitive remuneration of the academic staff lowers the competitiveness of state financed HEI on labour market and makes a negative impact on the motivation of professionals involved in the study direction;</li> <li>- Insufficient state financing for scientific institutions reduces students' opportunities to engage in research;</li> <li>- The heavy academic workload of the academic staff lowers the opportunities of working at methodical issues and greatly aggravates research work;</li> <li>- Part of students and the academic staff have insufficient level of foreign languages knowledge;</li> <li>- Insufficient scientific cooperation with foreign study programs and scientific research institutions, including in the creation of joint study programs;</li> <li>- High average age of academic staff;</li> <li>- Small number of exchange students;</li> <li>- Small number of guest lecturers, insufficient cooperation with foreign partners within the study program;</li> <li>- Academic staff rarely use creative vacations to improve their qualifications;</li> <li>- Separate specialized laboratory for practical work and research specifically in labor protection and civil safety has not yet been established.</li> </ul> |
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### *Study process*



<ul style="list-style-type: none"> <li>- Provided opportunity to obtain full education;</li> <li>- Integration of studies and research work;</li> <li>- High level material and technical base and provision with qualified academic staff members;</li> <li>- Opportunity to obtain in-depth knowledge and familiarize with latest ideas;</li> <li>- Use of diversified study forms and methods;</li> <li>- Students are involved in the research activities of the structural units, their research is approbated in the academic environment;</li> <li>- Broad opportunities of using international peer-reviewed scientific data bases.</li> </ul>	<ul style="list-style-type: none"> <li>- Quantitatively insufficient provision with recent textbooks and scientific periodicals;</li> <li>- Comparatively small number of visiting lecturers and professors in the study programmes within the study direction;</li> <li>- Small number of foreign students in the study direction.</li> <li>- Incomplete introduction of module system;</li> <li>- Insufficiently used opportunities of distant and e-studies;</li> </ul>
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#### *Students*

<ul style="list-style-type: none"> <li>- High motivation for studying in the selected speciality;</li> <li>- Good contact with the academic staff of the study programmes;</li> <li>- Engaging in the assessment of the study direction quality and content updating;</li> <li>- Students' interest in presenting their research results and approbating them in scientific forums and conferences.</li> </ul>	<ul style="list-style-type: none"> <li>- Uneven degree of knowledge of the students enrolled in the study programme;</li> <li>- Insufficient foreign language knowledge;</li> <li>- Comparatively low engagement in international exchange programmes;</li> <li>- Low engagement in the university academic and public life, lack of academic and students' traditions</li> </ul>
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#### *Academic staff*

<ul style="list-style-type: none"> <li>- High academic qualification in compliance with the requirements of Law on HEI;</li> <li>- Mutual cooperation, observing principles of good collegiate and tolerance;</li> <li>- Improving academic and professional competences involving in research projects, publishing research results and presenting them to the academic community at international conferences;</li> <li>- Good contact with students;</li> <li>- Ability to assess and admit flaws in the study courses taught and search for ways of improving the quality of studies.</li> </ul>	<ul style="list-style-type: none"> <li>- Disproportion between the amount of study courses taught and the research work load (under the given conditions the academic staff teaches too many contact hours that reduces their research activity);</li> <li>- Insufficient involvement in international academic and scientific exchange programmes and post-doctoral study opportunities.</li> </ul>
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#### *Other factors*



- Optimal number of students in academic groups that grants good contact between the academic staff and student as well as provides an individual approach opportunity;
- Rotation of students after completing each examination session and competition for state budget funded places that raises students' motivation and academic performance level;
- Contact with potential employers.

- Only the project-based development of infrastructure and especially human resources does not provide an opportunity to objectively plan the study and scientific research process.

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### **Opportunities**

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### **Threats**

*Study direction*



- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>- Constant improvement of the development strategy of the study direction, taking into account the changes on the labor market and major global development trends;</li> <li>- Cooperation projects and agreements with various Latvian and foreign educational and scientific research institutions;</li> <li>- Increasing the scientific and methodical potential of the staff, attracting qualified guest lecturers, adjusting adequate wages on a national scale;</li> <li>- Improving the content of study courses according to the main directions of study and research, publishing teaching materials in the national language;</li> <li>- Further improvement of the material base;</li> <li>- To more actively attract graduates of other related sciences programs in the direction of studies;</li> <li>- Increase the number of lecturers' doctoral theses and internationally recognized publications;</li> <li>- Creation of marketing and financial attraction plans;</li> <li>- Cooperate more actively with regional entrepreneurs;</li> <li>- Possibility to attract human resources and invest in increasing their capacity, using state and EU support;</li> <li>- Increasing the support of regional and national institutions in providing jobs, research and innovation development in the Latgale region.</li> <li>- Development and implementation of new integrated and interdisciplinary courses, provision of study courses in foreign languages;</li> <li>- Opportunities for students to study abroad, participate in exchange programs, actively participate in study program councils, in the work of the faculties Council are increasing.</li> </ul> | <ul style="list-style-type: none"> <li>- Risk of reduced number of students due to the poor demographical situation in the country;</li> <li>- Fall of the living standard and aggravated material situation in the country and the region, lower solvency of residents and inability to cover the study related costs;</li> <li>- Outflow of potential students to foreign countries;</li> <li>- Decrease in competitiveness of academic staff remuneration;</li> <li>- The problem of the succession of teaching staff in certain courses;</li> <li>- Small number of study places financed from the state budget or their absence;</li> <li>- It is not possible to plan long-term finances, because their allocation and realization depends on political and economic processes, which DU cannot influence;</li> <li>- Lack of competition in the local academic environment;</li> <li>- Low wages in state security structures where graduates work;</li> <li>- Slow increase in the number of production companies;</li> <li>- Students who study abroad in exchange programs may not return to DU, which means that it directly or indirectly finances the education system of another country, helping to prepare a specialist;</li> <li>- Insufficient use of external communications in program implementation;</li> <li>- Unpredictability of the future due to the effects of the Covid-19 pandemic and the security situation in the world.</li> </ul> |
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Evaluating the current study direction “Internal Security and Civil Defense”, it should be concluded that it is a good basis for future professional and academic work. The study direction has the following growth opportunities:

- - cooperation with foreign universities should be developed for the implementation of student and teaching staff exchange programs, joint scientific research projects, by continuing the conclusion of cooperation agreements;
- promoting the improvement and development strategy of the study direction, taking into



account the ongoing changes on the labor market both in Latvia and the EU states.

Events to prevent weaknesses and threats of the field of study are reflected in the summary of the development plan of the field of study (available in appendix 2.1.2. *Summary of the development plan of the field of study*). The study direction development plan for the next six years is related to the DU development strategy. The most important directions of activity are the continuous improvement of the quality of all aspects of studies, strengthening and expansion of existing international relations, raising the scientific capacity of the teaching staff of the study direction, becoming more actively involved in the international circulation, improving the material and technical base. Activities within the study process are still relevant: promotion of renewal of academic staff; strengthening of e-study opportunities, which became especially relevant in the context of the COVID-19 pandemic, etc.

**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.**

An essential prerequisite of the implementation of the study direction and its programmes is provision of programme management and its inner quality control system and its functioning at DU. The study process quality and management provision system is aimed at securing compliance of the programme content to the current requirements in the higher education and labour market demands in Latvia and EU.

Assessment of the quality of study programmes and the study process at DU is carried out in order to control the execution of study programmes in accordance with accreditation documents, improve its content, and plan its development. On the whole, this system is aimed at achieving the goals set for the study program and fulfilling the objectives set. Quality control is organized at the University level and is carried out at all stages, i.e. matriculating students, hiring academic staff, evaluating and improving the content of the study programme, evaluating the functioning of structural units and their heads according to the results of scientific and academic work.

In addition to external evaluation provided by the University in cooperation with the Ministry of Education and Science of the Republic of Latvia, an internal quality assurance system operates continuously and systematically. The internal control of the quality of studies is constantly carried out by the study direction council, the profiling departments of the Faculty of Humanities and Social Sciences (FHSS) and Faculty of Natural Sciences and Health Care (FNSHC), this work is coordinated and managed by the Centre of Study Quality Assessment (CSQA) approved by the DU Senate, the Department of Studies of DU and the Council of Studies. See the diagram of the DU management structure in the appendix (2.1.3. *DU management structure*).

The management of the study direction “Internal Security and Civil Defense” is carried out in accordance with the “Regulations on opening and management of study directions and study programmes of Daugavpils University”[1]. The study process is organized in accordance with the DU Constitution[2], Act on HEI[3], and other regulatory documents.

The study direction council assesses the progress and results of the study process and recommends



measures to improve the programs and integrate the latest knowledge into the study content and process. The study direction council approves proposals for changes in the amount of study courses, their content and calendar arrangement by semesters, taking into account the results of student surveys, student academic performance, as well as indicators of the professional performance of lecturers. Proposals for changes in study courses or study programmes submitted by the study direction council are discussed at the FNSHC and FHSS Council and forwarded to the DU Council of Studies.

The head of the study direction, in cooperation with programme directors, organizes and coordinates the study process in the study programmes included in the study direction, constantly monitoring the quality of studies. The head of the study direction is responsible for conceptual changes in the study direction, convenes meetings of the study direction council if necessary, prepares the annual study direction self-evaluation report in cooperation with study programme directors, collects and analyzes the information to be included in it.

The director of the study programme cooperates with the directors of other programmes and the academic staff to ensure the continuity of the study process and mutual connections. At the end of each academic year, programme directors plan the workload for the next academic year and send requests to respective structural units. The heads of the relevant structural units are responsible for appointing an academic staff member to teach the relevant study course. Directors of study programmes communicate with students, make improvements in study programmes, coordinating them with the head of the study direction. If necessary, topical issues are considered by the study direction council and the faculty council.

The preparation of the annual programme self-evaluation report in the internal quality control system should be emphasized. Namely, at the end of each academic year, a programme report is drawn and after its discussion and approval at the study direction council and the FNSHC and FHSS council, it is submitted to the CSQA and after approval by the DU Senate, it is published and is available from the DU internal network.

It should be added that the DU Student Service Center (SSC) operates at DU and its main task is to inform DU students about current issues, as well as to provide consultations and services. Key features of SSC are as follows:

- issue certificates to students (to the bank, the State Revenue Service and other institutions, as well as certificates about study leaves, elaboration and defense of bachelor and Master's theses, etc.);
- issue the signed study contracts to students;
- advise students on issues related to the study process, extracurricular activities and dormitories;
- participate in organizing informative events (career days, educational exhibitions, etc.);
- listen to, collect students' proposals and submit them to the appropriate structural units.

The work of the SSC provides great support for the organization of the study process within the field of study.

The support provided within the DU administrative and general personnel for study direction is evaluated positively. Effective communication and systematic circulation of information is ensured in the faculties. Students are informed about where to turn if they have questions or need help. Each structure has its own tasks, together they complement each other, supporting study program directors and students. Therefore, we rate the support provided within the study direction of administrative and technical personnel of DU as good.



[1] “Daugavpils University study direction and study programme opening and management regulations”. Available: <https://du.lv/wp-content/uploads/2024/06/REGULATIONS-FOR-THE-OPENING-AND-MANAGEMENT-OF-STUDY-FIELDS-AND-STUDY-PROGRAMS-OF-DAUGAVPILS-UNIVERSITY-1.pdf> [viewed 20.02.2023]

[2] DU Constitution. Available in Latvian only: [https://du.lv/wp-content/uploads/2022/09/DU-Satversme\\_17.06.2022.pdf](https://du.lv/wp-content/uploads/2022/09/DU-Satversme_17.06.2022.pdf) [viewed 20.02.2023]

[3] Law of HEI. Available in Latvian only: <https://likumi.lv/ta/id/37967-augstskolu-likums> [viewed 20.02.2023]

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

Admission to the short-cycle professional higher education study program (PSP) “Civil security and protection” of DU study direction “Internal Security and Civil Defense” is provided in accordance with “Daugavpils University admission rules for full-time and part-time undergraduate studies”, admission to professional master's study program (PMSP) “Labour protection” and joint PMSP “Economic security” takes place in accordance with “Daugavpils University admission rules for full-time and part-time higher level studies. Admission is done every year as per admission rules. Admission rules are approved annually by the DU Senate. The admission rules are updated every academic year in accordance with the Act on Higher Education Institutions, the Cabinet of Ministers’ regulations of October 10, 2006 No. 846 “Rules on requirements, criteria and procedures for admission to study programmes” and the decision of the DU Council of Studies. Admission rules at DU have been developed for different levels of studies, “Admission rules for full-time studies for foreigners” are available separately. Detailed information on admission, as well as links to admission rules, are available on the DU website[1].

The admission process is additionally regulated by “Full and part-time study opportunities”, “DU admission rules”, registration fee, tuition fee in programmes, number of study places for admission that are approved by the decision of the DU Senate before its start. The Senate approves the deadlines for the competition and announces admission.

“DU Admission Rules” and “Study Opportunities” determine the requirements for persons who are willing to study at DU, mutual rights and obligations between the university and this person in the admission process, provide information about the study programmes and study forms of a specific academic year, about additional requirements for applicants’ prior education, readiness, or special suitability for specific studies, on the evaluation criteria of the competition. Admission to DU study programmes comprises registration of applicants for studies, the procedure of the competition for study places, the announcement of the results of the competition, signing of the study agreement, and registration in the list of students (matriculation).

Admission to DU study programmes is ensured by the Secretariat of the DU Admission Commission.



The admission commission determines and approves the results of the competition. The Admissions Commission can also approve and redistribute admission places. The responsibilities of the Admissions Commission and the Secretariat of the Admissions Commission are defined in the document “Mutual obligations and rights of a person and DU in the admission process”.

The decision of the DU Admission Commission on the results of the competition can be appealed in accordance with the “Procedure in which a person can challenge and appeal decisions related to admission to a study programme at Daugavpils University” developed by DU[2]. The DU admission procedure and information about it are implemented efficiently and transparently. During the admission, information boards are placed in the DU hall on the ground floor, consultations are provided in person, by phone, and via e-mail; it should be added that most of the potential students communicate about admission issues using DU accounts on social networks.

In the study programmes realized by the study direction “Internal Security and Civil Defense”, students can be matriculated also in later stages of studies, according to the “Procedure for starting studies in later study stages at Daugavpils University”[3], taking into consideration the applicants’ professional experience and prior formal and informal educations (Regulations on recognition of competences acquired outside of formal education or professional experience and study results achieved in prior education at Daugavpils University[4]).

DU admission rules and calendar are available in Latvian at: <https://du.lv/gribu-studet/uznemsana/>

[1] DU admission rules (Interantional Students). Available: <https://du.lv/en/studies/admission/> [viewed 20.02.2023]

[2] “Procedure in which a person can challenge and appeal decisions related to admission to a study programme at Daugavpils University”. Available in Latvian only : [https://du.lv/wp-content/uploads/2024/04/Kartiba\\_kada\\_persona\\_var\\_apstridet\\_un\\_parsudzet\\_ar\\_uznemsanu\\_saistitus\\_lemumus.pdf](https://du.lv/wp-content/uploads/2024/04/Kartiba_kada_persona_var_apstridet_un_parsudzet_ar_uznemsanu_saistitus_lemumus.pdf) [viewed 20.02.2023]

[3] “Procedure for starting studies in subsequent study stages at Daugavpils University”. Available: [https://du.lv/wp-content/uploads/2022/06/ENG\\_Procedure-for-the-initiation-of-studies-in-subsequent-study-stages-1.pdf](https://du.lv/wp-content/uploads/2022/06/ENG_Procedure-for-the-initiation-of-studies-in-subsequent-study-stages-1.pdf) [viewed 20.02.2023]

[4] Regulations on recognition of competences acquired outside of formal education or professional experience and study results achieved in prior education at Daugavpils University. Available in Latvian only: [https://du.lv/wp-content/uploads/2022/06/Nolikums\\_par\\_arpus\\_formalas\\_izglitibas\\_apguto\\_vai\\_profesionalaja\\_pieredze\\_ieguto\\_kompetencu\\_un\\_iepriekseja\\_izglitiba\\_sasniegtu\\_studiju\\_rezultatu\\_atzisanu\\_DU-1.pdf](https://du.lv/wp-content/uploads/2022/06/Nolikums_par_arpus_formalas_izglitibas_apguto_vai_profesionalaja_pieredze_ieguto_kompetencu_un_iepriekseja_izglitiba_sasniegtu_studiju_rezultatu_atzisanu_DU-1.pdf) [viewed 20.02.2023]

#### **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.**

In compliance with the Standards and guidelines for quality assurance in the European higher education area (standard 1.3) adopted in 2015, higher education institutions must ensure that the study programmes are implemented in the way as to encourage students to actively participate in



the the study process development, and that the assessment of student academic performance complies with this approach. Assessment in the study programmes of the “Internal Security and Civil Defense” study direction is carried out based on the following principles:

- the assessment criteria are clear and understandable, are previously published and available for public;
- evaluators are familiar with testing and examination methods;
- assessment gives students an opportunity to show to what extent they have achieved the expected learning outcomes;
- students receive feedback, which, if necessary, provides advice related to the learning process;
- assessment is consistent, fair, suitable for all students and is implemented in accordance with legislation and approved procedures;
- there is a procedure for examining student appeals.

Depending on the teaching form and methods, the academic staff chooses the assessment forms and criteria. A large part of the study outcomes require the student not only to demonstrate knowledge, but also to practically analyze the learned material, connecting it to everyday life and existing experience. Therefore, seminars and practical assignment classes play an important role. In practical assignment classes, during individual or group work presentations, students improve their analytical skills by expressing their opinion. Acting in this way, a constant dialogue is maintained with surrounding partners – students are aware of the diversity of existing opinions and enrich each other’s experience. In study courses for the acquisition of practical skills and competences, special attention is paid to the development of integrative reflection. Reflection contributes to the stabilization of students' acquisition of professional skills, as well as promotes self-awareness and self-actualization. Therefore, in these cases, the formative assessment of study outcomes has a particularly motivating importance in the study process. It is within the framework of formative assessment that students understand the mistakes made and improve their acquired competence, because formative assessment provides students with feedback on the fact that knowledge is being obtained.

In addition to the formative assessment, lecturers also use summative evaluation. Summative evaluation is formed in the case of grading mid-term tests. At the end of the study course, a test with a mark or an exam is envisaged. The final examination shall take place orally, in writing, in the form of an achievement test.

Students can get acquainted with the criteria, conditions and binding procedures for the evaluation of achievements in the descriptions of the courses of the study programme.

The principles and criteria of evaluation are described in the description of each study course, which is available in the E-environment of the DU. Teaching staff, when starting work with students in the auditorium, introduce students to the requirements of the study course and the knowledge and skills assessment system.

In order to analyse the conformity of assessment methods and procedures with the achievement of the aims of study programmes and students’ needs, the results of student surveys, formal indicators of student success are described, the content of each study course and the quality of its teaching are examined in detail. If inconsistencies in assessment methods are found, then a decision is made on the necessary changes in the content of the study courses or the organization of the study process, if necessary, by examining the issues in the study direction council. After that, proposals for changes in study courses or study programme are discussed in the Council of the



FNSHC and FHSS, and after its approval, they are directed to the DU Council for Studies, which evaluate the relevance and necessity of changes. In case of a positive decision of the Council for Studies, the changes are approved.

Study outcome assessment is described in detail in "Regulations on Studies at Daugavpils University"[1].

[1] Regulations on Studies at Daugavpils University. Available: [https://du.lv/wp-content/uploads/2022/06/ENG-NOLIKUMS\\_PAR\\_STUDIJAM\\_DU\\_2018-1-1.pdf](https://du.lv/wp-content/uploads/2022/06/ENG-NOLIKUMS_PAR_STUDIJAM_DU_2018-1-1.pdf) [viewed 20.02.2023]

#### **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.**

"Code of Ethics for Employees and Students of Daugavpils University"[1] defines ethical guidelines for DU employees and students. The Code determines that students shall support and maintain academic and professional integrity, shall not allow plagiarism, other disintegrated use of intellectual property or fraud, while the academic staff shall assess students' paper in a timely, integrate and fair manner, support and maintain academic and professional integrity without creating conditions enhancing academic fraud, shall follow the process of student work development, shall not allow plagiarism and other disintegrate use of intellectual property or other forms of fraud.

In implementing the principles of academic integrity, DU complies with the "General Guidelines of Academic Integrity"[2], which contributes to the development of a common understanding of issues of integrity in science and entrepreneurship. Study programmes of the study direction shall observe the principles of academic integrity in compliance with the "Regulations on Studies at Daugavpils University". For example, if students use unauthorised aids in the examination or signs of plagiarism are detected in the final paper, they shall be suspended from the examination as having not passed the examination and an appropriate entry in the examination report shall be made.

DU have developed and follow the "Procedure for submission of final works for plagiarism control at Daugavpils University"[3], which provides for mandatory submission and storage of electronic versions of the final examination papers in the Daugavpils University informative system and provides an opportunity to compare students' final papers with the set of papers defended in previous years. All DU final examination papers incl. qualification and master's theses of the students of the study field "Internal Security and Civil Defense" are examined prior to the defence using plagiarism control system PLAG LV ([plag.lv](http://plag.lv)) or OXSICO ([https://www.oxsico.com/business/?gad\\_source=1&gclid=EAlaIQobChMlxfD0vdPOhQMV01iRBR1igAZzEAAYASAAEgL-MPD\\_BwE](https://www.oxsico.com/business/?gad_source=1&gclid=EAlaIQobChMlxfD0vdPOhQMV01iRBR1igAZzEAAYASAAEgL-MPD_BwE)). If signs of plagiarism have been detected in the process of comparing the final papers, the Expert Commission established by the Dean of the Faculty and approved by the Order shall evaluate the paper and decide on the detection of plagiarism in the paper. The expert commission shall, within three working days, examine the report and submit proposals regarding the student's responsibility to the Dean of the faculty. During the reporting period, signs of plagiarism were detected in ~7% of the total number of student qualification and master theses



submitted.

The contents of several study courses in the study programmes implemented within the study direction “Internal Security and Civil Defense” include topics related to the basic principles of academic integrity, and students are informed of the possible consequences of their violation.

[1] Daugavpils University academic staff and student code of ethics. Available in Latvian only: <https://du.lv/wp-content/uploads/2021/12/Etikas-kodekss.pdf> [viewed 20.02.2023]

[2] “General guidelines of academic integrity”. Available in Latvian only: <https://ebooks.rtu.lv/product/akademiska-godiguma-terminu-vardnica-akademiska-godiguma-vispar-ejas-vadlinijas/?lang=en> [viewed 20.02.2023]

[3] Procedure for submission of final works for plagiarism control at Daugavpils University. Available: <https://du.lv/wp-content/uploads/2022/09/Procedure-of-thesis-submission-for-plagiarism-control.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.**

### ***Internal quality provision system efficiency assessment within the study direction***

An important role in the implementation of the study process is played by the management of direction and the quality assurance system, as the functioning of the DU Council for Studies and DU Study Quality Assessment Centre (hereinafter – SQAC). The aim of ensuring the quality and management system of the study process is to guarantee the conformity of the content of the programmes with the higher education standard, the quality of science, as well as the labour market demands in Latvia and the European Union.

Evaluation of the quality of studies is carried out with the aim to control the implementation of study programmes and plan development in order to fully achieve the aims set in the programme and to fulfil the defined objectives. Quality control is carried out continuously: in admitting students, recruiting academic staff, evaluating and improving study programmes, evaluating the activities of structural units, their managers and staff according to the efficiency of science and the results of academic work.

DU has developed a structured quality management system model that sets guidelines for achieving excellence. This model of excellence is binding on every DU employee. It includes nine criteria (see Figure 2.2.1.1). Five of them cover contributing factors, the other four cover outcomes. Facilitator criteria reflect what DU does and how it is done, while outcome criteria reflect achievements.

The results are achieved thanks to the promoters/facilitators, while the promoters/facilitators are improved, feedback based on the achieved results. Effective results can be achieved with the



understanding and support of the management, a targeted DU strategy and policy implemented with the successful participation of the staff, as well as with the help of a full-fledged partnership, a resource-saving approach and effective management of processes. The arrows show the dynamic improvement nature of the model of excellence - the importance of creativity, innovation and education in the improvement of promoters/facilitators, which in turn ensures the achievement of better results. The model of excellence allows to understand the cause-and-effect relationships between the activities that DU implements and the results it achieves (DU development strategy).

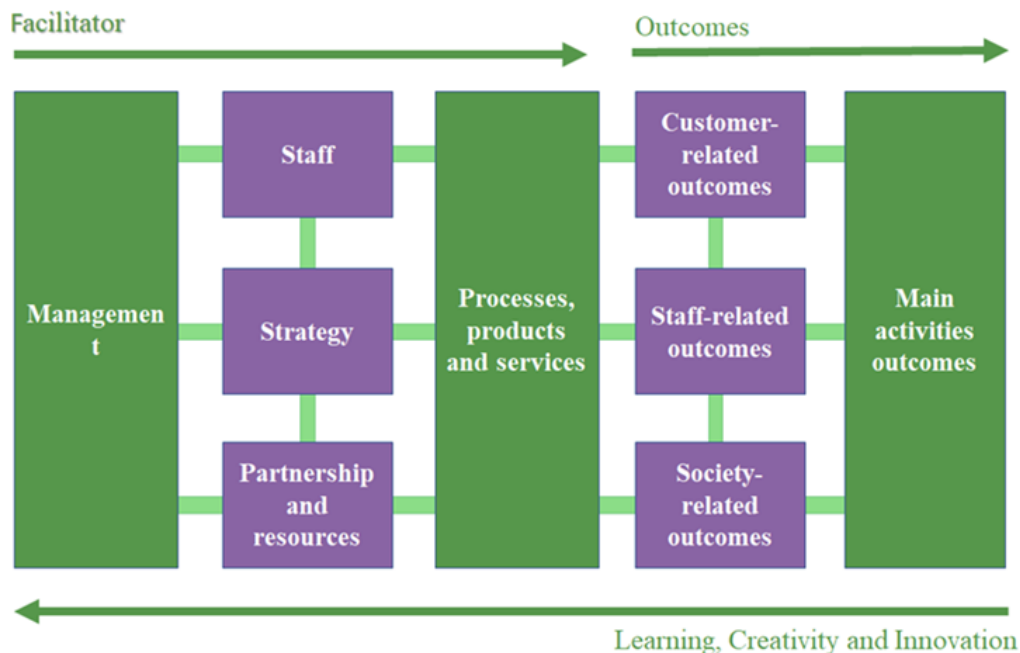


Figure 2.2.1.1. A model of a quality management system that sets out guidelines for achieving excellence at DU

The study quality assurance center carries out interconnected control and improvement measures, thus creating trust in the activities of DU and higher education in general.

To implement inner quality assurance system of studies effectively within the study direction "Internal Security and Civil Defense" the following activities are performed:

- Inner quality control of the study direction "Internal Security and Civil Defense" is carried out by the Council of study direction. Improvement actions for direction development plan and study quality are discussed and assessed at the end of each academic year at the council meeting of the study direction "Internal Security and Civil Defense".
- Once during an academic year the head of the study direction "Internal Security and Civil Defense" in cooperation with the programme directors prepare a study direction self-evaluation report on the previous academic year.
- Lecturers regularly review the descriptions of study courses, update the content of the course, supplement it with the latest literature, as well as with the forms of practical classes.
- During the implementation of the study programmes of the field, the opinions of the lecturers involved in the programmes - industry professionals, as well as employers and graduates of the programme are regularly surveyed (surveys, analysis of some separate components of the programme, involvement of employers and university graduates in the study council), which allows closer coordination of the programme content with the labour market needs. The quality of study work is promoted by the intensive participation of the graduates in the study process of the university, both by conducting guest lectures and by providing internships and jobs. The exchange



of views between the academic environment and employers also takes place regularly within the framework of scientific and practical conferences and professional seminars.

- There is a regular comparison of the content of the study programs, academic and scientific work with the study programs implemented in other Latvian universities in the fields of civil safety and labor protection.

- In order to improve the skills of remote work, the academic staff of the study field "Internal Security and Civil Defense" regularly participates in training courses, e.g., to ensure an effective use of the possibilities of the e-learning environment Moodle. Within the framework of the ESF project "Reduction of Fragmentation of Study Programmes of Strengthening of Shared Use of Resources at Daugavpils University", Nr. 8.2.1.0/18/A/019, for lecturers there were organized seminars for the development and integration of the study course materials necessary to support a study process.

- There is a regular strengthening of the integration of the study process and research work, considering it an essential part of the quality assurance system.

- Strategic planning of the study process is constantly performed, analyzing the weaknesses of the study program, risks, development opportunities and other related aspects.

- The personal profiles of DUIS contain information about the courses to be acquired during the semester. In each course the student has access to the descriptions of the study course, etc.

- Academic staff of the study direction "Internal Security and Civil Defense" participates in academic and methodological conferences, seminars and qualification training courses as lecturers or listeners, regularly improving study courses with innovative study forms and modern methods.

All the above-mentioned actions and events helped to improve the study programs corresponding to the field of study. For example, teaching staff involved in the field of study began to use the opportunities to participate in scientific conferences more actively, the number of scientific publications developed and published in journals Q1-Q2 increased and continues to increase, the involvement of students in research projects increases, etc. which positively affects the quality of studies in the field of study " Internal Security and Civil Defense ".

**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 principles of the opening and management of new study directions and study programmes are determined by the "Daugavpils University Regulations on the Opening and Management of Study Directions and Study Programmes"[1]. The purpose of the regulations on the opening and management of DU study directions and study programmes is to determine the principles, content and implementation requirements for the opening and management of DU study directions and study programmes, in accordance with Act on HEI and other binding regulatory acts of the Republic of Latvia, DU Constitution and other binding DU regulatory documents. The regulations determine the procedure for opening, management, development and quality assurance of DU study



directions and study programmes, the procedure for closing study directions and study programmes, the principles of the study direction council, as well as the duties, rights, and qualification requirements for the head of study direction and study programme directors. The development of a new study programme is initiated in accordance with the DU strategy or other strategic and study process regulatory documents at least one academic year before starting the study programme implementation.

The study direction (as well as all the programs included in the direction) is evaluated in accordance with the accreditation schedule of study directions of the Ministry of Education and Science of the Republic of Latvia, which is determined in Clause 48 of Chapter XII of the Law on Higher Education Institutions. The preparation of documents and annexes necessary for the evaluation of the field of study is carried out in accordance with the "Guidelines for the development of the self-evaluation report of the field of study" developed by the Higher Education Quality Agency of the Academic Information Center.

During the reporting period, while developing the study direction "Internal Security and Civil Defense", the joint with Riga Stradiņš University professional master's study program "Economic security" was developed and licensed in order to prepare specialists in the field of economic security, since there was practically no higher education offer in this very specific field in Latvia. Such a development of the study direction was also determined by the concept of National Security, which emphasizes that internal security is related to the everyday feeling of safety of Latvian residents, the socio-economic situation in the country, respect for the rule of law, as well as the security of the national border. This determined the choice to train specialists specifically in the field of economic security, where there is a lack of both specialists and adequate educational offer.

Economic security is closely related to various areas of security (for example, social security, military security, cyber security), because it is the availability of primary economic resources to carry out measures in other areas that is decisive for the state to be able to strengthen its abilities to successfully limit the consequences of any kind of security threat. The study program "Economic security" is organically included in the study direction "Internal Security and Civil Defense".

[1] "Daugavpils University Regulations on the Opening and Management of Study Directions and Study Programmes". Available: <https://du.lv/wp-content/uploads/2024/06/REGULATIONS-FOR-THE-OPENING-AND-MANAGEMENT-OF-STUDY-FIELDS-AND-STUDY-PROGRAMS-OF-DAUGAVPILS-UNIVERSITY-1.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.**

Submitting and considering the complaints and proposals from students is an essential component of the study quality system. To ensure the improvement of the quality of studies, it is necessary to analyze the processes, collect clear survey of the causes for the complaints submitted and provide



feedback to the person who submitted the complaint or proposal.

### **The procedures and systems of submitting complaints and proposals from students**

Students have the right to submit complaints and proposals to the study programme director, the head of the major department, dean, vice-rectors, and rector. Complaints and proposals, depending on their degree of significance, are accepted orally, in writing, and electronically.

Complaints and proposals are accepted from individuals or collectively, openly (with identified submitter) and anonymously. Drafting the submissions and their acceptance at DU is executed in accordance with the procedures set in "The Law on Submissions"[\[1\]](#). Submissions concerning possible violations of the norms of "DU Code of Ethics"[\[2\]](#) including action or conduct outside DU, if that affected the prestige of DU, may be made by DU academic, administrative, and general staff, students. On behalf of students submission may be made by the Student Council that may represent the student in the course of examining the complaint.

Submissions from students and the academic staff concerning the infringements and violations of the academic freedom and rights that are stated in the Constitution are examined by DU Academic Court or Arbitration.

### **Submitting open complaints and proposals**

DU students may submit open complaints and proposals in a free form or in accordance with the procedures stated in DU interior normative acts.

### **Submitting anonymous complaints and proposals**

The following tools for submitting complaints are available at DU:

- CSQA section available on the DU website, where anyone can submit a complaint / proposal to CSQA anonymously[\[3\]](#)
- Questionnaire of trust designed by the Student Council [\[4\]](#) (*available in Latvian only*)

Anonymous complaints are received electronically, after examination and content analysis of the complaint CSQA leads negotiations with the involved parties and in case of necessity conducts the monitoring of the study quality. In the prior practice, in examination of anonymous complaints CSQA closely cooperated with the Student Council, examining the situation and taking steps for the improvement of the study quality, because, in accordance with "The Regulation of Daugavpils University Student Council"(accessible in Latvian), the Student Council has the right to request and receive information from any structural unit of DU concerning all matters in its competence that concern students' interests.

In order to examine complaints related to enrolment, "Order whereby a person may dispute and appeal decisions related to enrolment to a study programme at Daugavpils University" is in force at DU, in accordance with which a person may dispute the decision of the Enrolment commission on the results of the competition by submitting an application to DU rector in seven working days' time after the publication of the competition results.

In accordance with "The Regulation on Studies at Daugavpils University"[\[5\]](#) , students have the right to submit to the faculty dean a motivated appellations about the results of examination within one working day after their announcement. Appellation is examined in three working days' time by a commission formed on the dean's decision by the participation of the examiner and the head of the respective department.

### **Information accessibility**

All interior administrative acts, in accordance with which students may submit complaints and



proposals are publicly available from DU website. Students may receive information by addressing the study programme director, dean, CSQA, and the Student Council.

### **Feedback in examining complaints and proposals**

CSQA coordinates the examination of students' complaints and proposals and, if needed, organizes express surveys, executes study quality monitoring by attending classes and talking with students and the academic staff in order to ensure full bodied analysis of the conflict or problem.

During the implementation of the remote study process in 2019/2020 spring semester, there was organized a survey of DU students on the quality of the implementation of the remote learning process, as a result of which the offer of the library services was improved, as well as the methods and tools for organizing remote learning were diversified for all the university students including the students of the study direction "Internal Security and Civil Defense". During the implementation of the remote study process in the academic years 2019/2020, 2020/2021 and 2021/2022, the head of the study direction and the directors of the study programmes regularly communicate with the students of all levels, monitoring the study process of the study programmes of the direction.

Since 2013, CSQA has received oral and written complaints about the study quality (e.g. discrepancy between the requirements for crediting indicated in the study course description and the forms of examination of students' knowledge and skills in the study process, proposals for the timetable, communication problems, etc.). All complaints and proposals are always discussed with the involved parties. In the examination of complaints and proposals there participates study programme director and, if needed, also the head of the study direction and vice-rector for studies. After the situation analysis, possible solutions are found, students are always informed about the implementation of the complaints and/or proposals, CSQA provides consultations in the matters of study quality.

It is worth noting that the University regularly (once a month) holds meetings of the management and the head of the CSQA with the Student Council, where students' problems, complaints and recommendations for improving the quality of studies are identified and discussed.

[1] The Law on Submissions. Available: <https://likumi.lv/ta/en/en/id/164501-law-on-submissions>

[2] DU code of ethics. Available in Latvian only: <https://du.lv/wp-content/uploads/2021/12/Etikas-kodekss.pdf>

[3] Study Quality Assessment Centre. Available: <https://du.lv/en/about-us/study-quality-assessment-centre/>

[4] Trust questionnaire drawn by the Student Council. Available in Latvian only: <https://du.lv/en/students-council/>

[5] Regulations on Studies at Daugavpils University. Available: [https://du.lv/wp-content/uploads/2022/06/ENG-NOLIKUMS\\_PAR\\_STUDIJAM\\_DU\\_2018-1-1.pdf](https://du.lv/wp-content/uploads/2022/06/ENG-NOLIKUMS_PAR_STUDIJAM_DU_2018-1-1.pdf)

**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.**



When collecting physical person data, DU collects and processes person data for concrete, clear, and lawful reasons and exclusively according to the procedure and amount stated in the normative acts.

DU operates informative system DUIS, that holds statistical data and information on study programmes, students, and academic staff members. The system is accessible from DU inner network. Data are entered into DUIS by study programme directors, faculty records managers; they are summarized and verified by the Department of Studies. At the end of each month the data from DUIS system are exported to State Education Information System (SEIS). Data export is executed in accordance with the regulations of the Cabinet of Ministers No. 276 of 25 June 2019 “Terms of State Education Information System”[1]. SEIS data export entails person data of DU students, information of students’ status (matriculated and ex-matriculated student number, their status changes, e.g. semester of studies, students being in an academic withdraw, etc.) and other binding information.

One of the main instruments contributing to the improvement of the study directions is student survey that is announced by the Centre of Study Quality Assessment 2 times a year – for the first year students 2 months after beginning the studies, at the end of each academic year. Based on the data and information provided in the surveys, in case of need CSQA carries out lecture auditing and individual student group surveys as well as organizes interviews with the academic staff concerning the measures of the study quality improvement.

The data gained in surveys are collected in DU survey system (Open Source Project LimeSurvey), data are analyzed. Their results are reflected in the study direction self-assessment reports.

DU organizes also alumni and employer surveys (once per two years). Alumni survey[2] data contain the information on the trends of alumni’s employment, assessment of the acquired study programmes and proposals for their improvement. Employer surveys [3] are executed and their data are summarized by the study programme directors. Their aim is obtaining proposals for the improvement and development of DU study content.

The analysis and interpretation of the data systematically obtained are used for the improvement of the study direction. The data of students and employers’ surveys ensure the compliance of the aims and tasks of the study direction programmes with the requirements of the market and society, allowing for tracking and evaluating the quality of each study course, its compliance with the aims and tasks of the programme.

Great attention is paid to students’ satisfaction with the quality of delivery of the study programmes and study courses. The results of the surveys are discussed at the meetings of the council of the study direction. The information obtained is passed on to the director and the teaching staff implementing the study programme. Evaluating the quality of the programmes of the study direction and certain study courses provides for taking a decision regarding necessary changes in the content of the study courses or in the organisation of the study process.

### **Mechanism of receiving and providing feedback (working with students, alumni, employers)**

For the study programme elaboration to be compatible with the labour market demands, special significance is attributed to the feedback received from students and alumni. Students and alumni assess the proceeding of the study programme as well as the applicability of the acquired knowledge, skills, and competences in professional activity, thus the feedback becomes a valuable element of the study process improvement.



The SQAC at the end of each academic year organizes a student survey the results whereof provide information on the assessment of the study quality and related aspects. Student survey is available in e-environment. Alumni and employer survey questionnaires are elaborated as well. The results of student surveys are taken into account when planning the next academic year, assessing the pedagogical and professional competences of the lecturers, the availability of the study materials and sources, the involvement of foreign teaching staff, and other related issues.

Graduate student and employer surveys are conducted randomly. Employers are surveyed after internships, the survey of employers not involved in internship provision takes place every two years on average. Questionnaires or interviews of graduates are organized both immediately after graduation and after graduation (after a year, three years). After processing the obtained data and reviewing the results, changes are introduced into the content of the study programme. The director of the study programme informs all involved parties (students, teaching staff, employers, graduates) about the changes introduced, thus providing feedback. The recommendations or reprimands mentioned in the surveys and the prevention mechanisms are discussed in meetings with both the teaching staff and the students of the study direction, as well as in consultations with the representatives of the sector. Student representatives participate in the direction councils and in the development of solutions to the comments provided in the surveys.

Student, alumni, and employer survey results are used to review and improve the study programme content. The study programme director reacts to all justified opinions, proposals, and reprimands expressed in the survey questionnaires, and upon necessity they are discussed by the study direction council. After introducing the changes in the study programme content, the study programme director informs all the parties involved (students, academic staff members, employers, alumni), thus providing a feedback.

As an example, the 2022/2023 academic year is attached to the appendix. compilation of student, graduate and employer survey results (2.2.4. *Analysis and evaluation of the results of all surveys*).

[1] Regulations of the Cabinet of Ministers of 25 June 2019 No. 276 “Rules of State Education Information System”. Available in Latvian only: <https://likumi.lv/ta/id/307796>

[2] Graduate survey. Available in Latvian: <https://aptaujas.du.lv/index.php/764263/lang-lv>

[3] Employer survey. Available in Latvian only: <https://aptaujas.du.lv/index.php/544412>

**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).**

All necessary information on studies, the faculty, study direction and study programmes in Latvian and English is available on DU website and is accessible to students. DU website section “Studies”[1] contains information about DU faculties, implemented study programmes, opportunities of auditing study courses, as well as further education opportunities provided by DU life long education centre. DU website section “Study programmes”[2] contains information on all study programmes implemented at DU, incl. short-cycle PSP Civil security and defense



(<https://du.lv/en/studies/study-programmes/1st-level-study-programmes/civil-security-and-protection/>), PMSP Economic security (<https://du.lv/en/studies/study-programmes/professional-master-study-programmes/economic-security/>) and PMSP Labour protection (<https://du.lv/en/studies/study-programmes/professional-master-study-programmes/labour-protection/>). The website provides information about admission requirements for each study programme, study courses to learn (including study course descriptions in Latvian and English), opportunities after graduating as well as contact information of the study programme director.

The International and Public Relations Department is responsible for the compliance of the information on the DU study fields available on the DU website with the information available in the official registers. In turn, the Study Department is responsible for regular and timely provision of information about students (SEIS).

[1] DU Studies. Available: <https://du.lv/en/studies/>

[2] DU Study programmes. Available: <https://du.lv/en/studies/study-programmes/>

## 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.**

The study direction "Internal Security and Civil Defense" is funded from the state budget financing for studies (subsidy) and tuition fees. The cost calculation for one student in the programmes of the study direction was made at the Department of Finance and Accounting of DU, including the salary fund and the employer's SSIA, the costs of business trips, materials, energy resources and inventory costs, the costs of purchasing books, equipment and investments, as well as the costs for social security of students.

The study programmes of the study direction "Internal Security and Civil Defense" are funded from the state budget financing and tuition fees. The main source of funding for study programmes is the state budget. It is also possible to learn in the study programme for a fee. Students have the opportunity to apply for tuition fee discounts. More information about tuition fees and discounts [1].

For the development of science in the DU study field "Internal Security and Civil Defense", funds for the development of the science base are allocated from the Ministry of Education and Science. The study field obtains the funds intended for the development of science on the basis of the scientific achievements and indicators of the lecturers for the previous year, which are evaluated by the DU Department of Science. The assessment of the efficiency of the scientific work of the academic staff of DU is carried out in accordance with the "Procedure for evaluating the effectiveness of the scientific work of the academic staff of the University of Daugavpils" (1.4. Procedure of assessing the scientific activity).



DU academic staff (assistants, lecturers, docents, associate professors, professors, research assistants, researchers, leading researchers) have the right to receive within the available DU budget financing royalties for scientific publications indexed in the Web of Science and/or SCOPUS databases, and scientific monographs. Payment for scientific publications is made in accordance with the "Procedure in which scientific publications and monographs of academic staff of Daugavpils University are paid" developed by DU (available from the internal network of DU in Latvian only -

<https://veidlapas.du.lv/wp-content/uploads/2017/12/K%C4%81rt%C4%ABba-k%C4%81d%C4%81-tiek-apmaks%C4%81tas-Daugavpils-universit%C4%81tes-akad%C4%93misk%C4%81-person%C4%81la-Zin%C4%81tnisk%C4%81s-publik%C4%81cijas-un-monogr%C4%81fijas.pdf>).

DU academic staff (assistants, lecturers, assistant professors, associate professors, professors, research assistants, researchers and leading researchers) within the available DU budget financing have the right to receive remuneration for the citation characterizing Hirsch index in SCOPUS and/or Web of Science (hereinafter referred to as WoS) databases. The amount of compensation is calculated according to the "Procedure in which the academic staff of Daugavpils University receives remuneration for the Hirsch index" (2.3.1.Procedure\_H-index\_EN).

DU academic staff have the opportunity to participate in the annual Daugavpils University research project competition and receive funding for the implementation of scientific research [2]. The general goals of the research project competition are to ensure the development of DU's scientific activity and scientific excellence; promote the research growth of DU academic, scientific staff and students; promote the practical applicability of research results, cooperation with the private sector and attraction of additional external funding; to form innovative interdisciplinary research groups for the implementation of current research topics. The right to submit individual or research group projects to the competition is granted to representatives of the academic and scientific staff working on the basis of an employment contract: professors, associate professors, docents, leading researchers, researchers, lecturers, assistants, research assistants, doctoral students and applicants for a doctoral degree. The total funding amount of the project competition for the current year is determined by the DU Budget Commission. The allocated project tender fund for 2024 was EUR 51,000.00. The maximum allowable amount of funding for one research project is EUR 3000.00.

Students of DU study programmes are eligible for applying to student research project competition[3]. The general goals of the research project competition are to ensure the development of DU's scientific activity and scientific excellence; promote the research growth of DU students; promote the practical applicability of scientific results, cooperation with the private sector and attraction of additional external funding; to form innovative interdisciplinary research groups for the implementation of current research topics; involve DU bachelor and Master students in scientific activity; promote the increase in the number of publications indexed in the Web of Science and/or SCOPUS databases at DU. The right to submit projects to the student research project competition is granted to academically successful students in DU bachelor and Master study programmes who are enrolled in the respective level study programme for the first time. If the student terminates studies, the scholarship payment is stopped starting from the following month. During the implementation of the project, it is planned to publish at least one publication in editions indexed in the Web of Science and/or SCOPUS databases. For the project implementation, bachelor and Master students receive a scholarship of EUR 200.00 per month for annual 10 months duration. The maximum available amount of funding for one research project and the total amount of funding for the project competition for the given year are determined by the DU Budget Commission. The project tender fund in 2023 was EUR 24,000.00, while the maximum allowable amount of funding for one research project was EUR 2,000.00.



Funding for the improvement of the educational material and technical base (additional improvement of auditoriums and laboratories, purchase of educational literature and modern research equipment, purchase of visual aids and software, etc.) is mainly provided from various projects (e.g. ERDF, ESF).

[1] DU tuition fees and reduction. Available in Latvian only:  
<https://du.lv/gribu-studet/studiju-maksa-un-atlaides/>

[2] DU research project competition for 2024. Available in Latvian only:  
<https://du.lv/aktualitates/daugavpils-universitate-izsludinats-ieksejo-petniecibas-projektu-konkurss-2024-gadam/>

[3] DU student research project competition for 2024. Available in Latvian only:  
<https://du.lv/aktualitates/daugavpils-universitate-izsludinats-studejoso-petniecibas-projektu-konkurss-2024-gadam/>

**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.**

The implementation of the study programmes included in the study direction “Internal Security and Civil Defense” is ensured by several study and research structural units of DU - Institute of Humanities and Social Sciences, Institute of Life Sciences and Technologies, Faculty of Humanities and Social Sciences, Faculty of Natural Sciences and Health Care. To ensure the study process and conduct scientific research, students are provided with more than 20 specialized offices and teaching or scientific research laboratories: Criminalistics laboratory (from 2023), in the Institute of Life Sciences and Technologies (Department of Technology), as well as in the Faculty of Natural Sciences and Health Care (Department of Environment and Technology). See the most important equipment available in scientific and teaching laboratories in the appendix (2.3.2.*Infrastructure and un material and technical provision*).

Within the last 10 years, DU has purposefully invested in the modernization of the study and research infrastructure, as a result of which students have access to modern teaching and research laboratories equipped with the necessary laboratory and field research equipment to ensure the study and the research process. Infrastructure modernization projects implemented by DU, within the framework of which the study and research opportunities for the students of the study field “Internal Security and Civil Defense” have been improved, are the following ones:

- ERDF project “Modernization of STEM, health care and art study programmes at Daugavpils University” (agreement No. 8.1.1.0/17/I/005, project implementation time: 2017 – 2020, DU total costs: 1 425 138.00 EUR). Within the framework of the project, the material and the technical base of study programmes has been developed, equipment, laboratory materials, inventory and tools have been purchased, as well as library collections have been supplemented and information technology equipment has been developed to offer high-quality education that meets international standards and is competitive.
- ERDF project “Development of research infrastructure in the fields of smart specialization and strengthening of institutional capacity at Daugavpils University” (agreement No.



1.1.1.4/17/I/008”, project implementation time: 2017 – 2020, DU total costs: 3,069,684, 21 EUR). Within the framework of the project, infrastructure has been developed by purchasing new equipment in the priority development areas defined in the internationally recognized research programmes: mathematics, physics, nanomaterials, materials engineering, biology.

- ERDF project “Improvement of the quality of Daugavpils University study programmes and ensuring the environment accessibility” (agreement No. 2010/0115/3DP/3.1.2.1.1/09/IPIA/VIAA/021, project implementation time: 2010 – 2015, DU total cost: EUR 16 715 991). Within the framework of the project, the auditoriums of the study building at 1 Parādes Street were renovated and adapted for people with functional disorders, their energy efficiency was increased, as well as the equipment, tools, facilities and information technologies were modernized. The building of the DU Life Sciences and Technologies building with teaching and scientific laboratory rooms, equipped with modern equipment as part of the project, was added to the existing building.

All DU students are provided not only with modern study environment, but also with modern living infrastructure – renovated dormitories, a sports complex with a swimming pool, etc. The study and the research processes are provided in sufficient quantities with the necessary photocopying equipment, visual presentation equipment, video filming and video reproduction equipment, modern photo equipment and audio equipment. The students and the lecturers have constant access to the Internet and the Internet connection of the local DU network, e-learning environment Moodle, as well as the opportunity to use e-mail and teleconferencing, various online platforms, such as ZOOM.

**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.**

Replenishment of the library collection and subscription of databases take place at the request of the lecturers of the faculties. Applications for the purchase of books are regularly (every academic year) reviewed and approved by the DU Budget Commission, thus implementing a mechanism for purchasing the latest publications for the DU library. The library does not digitize the collection, but the final theses of the DU students are uploaded to the library’s information system. The library regularly informs the faculties about the latest literature, database trials and subscription options, so that the faculty lecturers and students can get acquainted with new offers.

The lecturers and the students have access to the services offered by the DU Library – the library’s electronic catalogue, ordering, reserving and renewing books on the Internet, automated service provide to the user, as well as access to electronic databases. The library users have the opportunity to use the open access reading room with 60 workstations, incl. 15 Computerized, Subscription, Bibliography and Information Sectors. The total area of the library is 1,000 m<sup>2</sup>, including premises to service the users – 400 m<sup>2</sup>. The library collection consists of 267,655 items,



incl. books – 233,868, periodicals – 20,322, other editions – 13,465. The number of books in the field of legal science – 4615, incl. in criminal law – 705, forensics – 564, labor law – 234, civil law – 849, European law – 176, labor safety and security – 81; in the field of environmental science – 1995.

Access to the following electronic databases is provided in the DU network:

- EBSCO Publishing (it includes 8 databases: Academic Search Elite, Business Source Premier, MasterFILE Premier, Newspaper Source, ERIC, Business Wire News, MEDLINE, Health Source – Consumer Edition, Agrikola); about 10,000 scientific journals are available in English for several sciences.
- Cambridge Journals online. 100 scientific journals in several branches of science are available in English.
- ScienceDirect. A multidisciplinary database from which full texts of about 380 journal titles are available in English.
- Web of Science – Multidisciplinary database in English.
- Scopus – bibliographic and citation information database of multidisciplinary scientific publications in English.
- Laws.Lid.lv. Regulatory documents of the Republic of Latvia and the European Union in the field of environment and nature protection.
- Letonics. Letonika is a Latvian reference and translation system on the Internet. Currently, these resources include the Latvian Encyclopedic Dictionary, Terms Dictionary, translating and explanatory computer dictionaries, etc.
- CEPOL database of the European Union Law Enforcement Training Agency, about 10,000 scientific journals and books in English are available.

Students also have access to the scientific libraries of the DU laboratories with more than 50 regularly supplemented foreign scientific journals. The computers in the computer classrooms of the Faculty of Natural Sciences and Mathematics, equipped with the relevant software, are offered for the development of studies and bachelor's theses, as well as for the creation of teaching aids.

The opening hours of the library are suitable for the needs of students. After the students' complaints about the short working hours of the library on working days and unavailability on Saturdays, the working hours of the DU library have been changed since the autumn semester of 2018 (on working days: from 9.00 am to 8.00 pm, on Saturdays: from 10.00 am to 4.00 pm). Students gave a positive evaluation.

**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.**

DU has developed an e-learning environment (Moodle), as a result of providing direct communication (e-mail, consultations) information is available in each study course. DU lecturers systematically use the e-learning environment Moodle<sup>[1]</sup> and place various study materials in it: materials for lectures, seminars and practical classes, which support students' independent work. At the same time, e-learning reduces the risk of students dropping out in cases where it is not possible to attend all study courses in full due to their work or health conditions. Activation of the e-learning environment is an important step in promoting the possibility to keep the critical mass of



students, thus ensuring the training of specialists not only for the region of Eastern Latvia, which is represented by the majority of the DU students but also for other regions of Latvia and abroad.

The study courses also include sending homework and tests via e-mail or adding them to the e-learning environment Moodle, receiving work evaluations and reviews by e-mail, consultations in the e-environment, the opportunity to use library and Internet resources. Thus, by integrating a variety of modern IT solutions (e-mail, Moodle, ZOOM, Skype, Facebook), the programme offers more flexible conditions for e-learning.

The e-learning environment Moodle is synchronized with the DU information system DUIS, which facilitates students' access to study courses created in the e-learning environment without additional registration. DU regularly organizes professional development courses for the lecturers, for example, development of study courses in the e-learning environment Moodle, use of the e-learning environment MOODLE in the distance learning process, assessment in the e-learning environment MOODLE. If necessary, the lecturers are provided with individual consultations. The students can receive technical support at the Student Service Centre and the Dean's Offices of the faculties.

In the e-learning environment Moodle, lecturers can also post their lectures in video format. The filming process of video lectures is carried out by the Multimedia Centre of the Department of Informatics and the Information and Communication Technologies Department. In the auditorium 130 at DU, 1a Parādes Street, DU, modern equipment is available, which allows to create educational, informative and advertising video materials, as well as provides live webcasts of conferences. Video lectures are stored on the DU server and are available in the Moodle environment for each corresponding study course.

DU has an information system DUIS that contains descriptions of all study courses, a timetable of classes, and a student can see his/her progress and individual orders related to the study process in his/her profile.

[1] E-learning environment Moodle. Available: <https://estudijas.du.lv/login/index.php?lang=en>

### **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.**

Election to an academic position takes place in accordance with the requirements of "Regulations on elections to academic positions at Daugavpils University"[1]. According to the regulations, academic positions at DU are professor, associate professor, leading researcher, docent/assistant professor, lecturer, researcher, assistant, research assistant.

The number of positions of assistants, lecturers, docents is determined by the Rector according to the amount of the study work to be performed, upon the proposal of the Faculty Council. The number of positions of researchers, leading researchers and scientific assistants is determined by the Rector according to the need and funding possibilities, upon the proposal of the Institute/Scientific Council. The number of associate professor positions in the relevant science or art subfields is determined by the rector according to the need and funding opportunities after approval by the DU Senate.



Information about vacancies for academic positions and competition announcements are published on the DU website and/or in the official publication of the Republic of Latvia “Latvijas Vēstnesis”, thus giving an opportunity to any interested person to apply for a job at DU within a month after the announcement of the competition. DU can elect both citizens of the Republic of Latvia and foreign citizens whose academic education and professional qualifications meet the requirements of the science or art branch, study and research work at DU, and who are proficient in the national language and professional English.

Elections of docents, leading researchers, lecturers, researchers, assistants and research assistants, by open voting, take place in the Councils of faculties or Scientific Councils of scientific institutes no later than within three months from the date of the announcement of the competition. When electing docents and leading researchers, the qualifications of members of the Faculty Council or the scientific institute Council must meet the requirements of the Doctoral Council. The results of the elections of docents and leading researchers are confirmed at the DU Senate meeting. If there is a vacant or temporarily vacant academic position at the university, the senate, on the proposal of the faculty council, may decide not to announce a competition, but to hire a visiting professor, associate visiting professor, visiting associate professor, visiting lecturer or visiting assistant for a period of up to two years. Visiting assistant professors, guest lecturers and visiting assistants of DU are approved by the Faculties Council based on the decision of the Study Direction Council, which is adopted after the proposal of the director of the relevant study program.

Elections of professors and associate professors, by open voting, take place in the council of professors of the relevant branch of science.

[1] “Regulations on elections in academic positions at Daugavpils University”. Available in Latvian only:  
[https://du.lv/wp-content/uploads/2021/12/Nolikums-par-velesanam-akademiskajos-amatos-DU\\_APST\\_IPRINATAIS.pdf](https://du.lv/wp-content/uploads/2021/12/Nolikums-par-velesanam-akademiskajos-amatos-DU_APST_IPRINATAIS.pdf)

**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.**

DU developed internal regulatory enactments and mechanisms that regulate the qualification and quality assurance of academic staff:

- Regulations on elections to academic positions at Daugavpils University;
- Procedure for evaluation of the scientific activity of the Daugavpils University academic staff;
- Student’s surveys .

In order to ensure the implementation of high-quality and innovative study programmes of the study field “Internal Security and Civil Defense”, it is important to attract highly qualified academic staff – recognized specialists with innovative capacity, incl. the ability to use modern



working methods, and leadership competence.

For the selection of teaching staff to be involved in the study direction, the compliance of the teaching staff's qualification with the requirements set by the regulatory acts, as well as the knowledge of the national language and foreign languages, is evaluated.

The following basic criteria are set in the evaluation system of the academic staff:

- Excellence – sustainable and continuous development, ensuring process and resource management;
- ability to effectively use academic freedom – to freely choose the directions and methods of academic activity, to create and publish new knowledge, to openly discuss its content, to look for opportunities to implement it in practice;
- academic culture – collegial cooperation with students and other academic staff based on the principles of academic ethics, mutual respect, demandingness, interest and support;
- responsibility for one's work in front of the public and the state in accordance with the DU quality management system and quality culture.

The qualifications of the academic staff meet the requirements of the University Law, as all lecturers have a master's degree or a doctorate in science. Study courses can be delivered only by lecturers that hold a Master's degree – both the elected lectures and guest lecturers.

In order to ensure the implementation of the recommendation, several professional development programs were offered in DU. in 2020-2022 to improve the professional qualification of lecturers in the framework of the ESF project "Strengthening the professional competence of the academic staff of Daugavpils University strategic specialization areas" (No. 8.2.2.0/18/A/022), for example, "Communication and Communication Skills", "Leadership ABC", "Leadership in the style of coaching", "Communication", "Emotional intelligence in education", "Basics of developing e-learning materials and virtual learning platforms", "Trends in the use of educational technologies 21. century". Within the framework of the mentioned project, self-growth lectures on the commercialization of inventions, nutrition, body health, personality charisma and prevention of burnout risks, anti-stress days, 24-hour professional efficiency promotion camps, experience-based training and company visits in Latvia will be organized for academic staff. By participating in seminars, academic staff have the opportunity to improve their professional competence and develop learning skills.

Within the framework of the ESF project "Reducing the fragmentation of study programs and strengthening the sharing of resources at Daugavpils University" No. 8.2.1.0/18/A/019, seminars were organized for the development and integration of study course support materials necessary for lecturers into the study process.

DU academic staff actively use the opportunities offered by the "ERASMUS+" program to improve their professional skills - DU lecturers regularly visit foreign cooperation universities as part of the program or participate in staff training, improving professional competences, ensuring participation in training, work observation at a foreign cooperation university or industry organization.

Foreign mobility gives DU lecturers and staff the opportunity to gain knowledge and specific skills by learning from the experience and good practices of foreign partners, as well as to improve practical skills necessary for work at DU and professional development. Participation in the mobility program encourages the academic staff to expand and improve the range and content of the offered study courses, and also allows students who do not have the opportunity to participate in the mobility program to benefit from the knowledge and experience provided by the academic staff of universities in other European countries and foreign guest lecturers, promotes knowledge and the exchange of experience in pedagogical methods between European higher education



institutions. Lecturers in the field of study improve their qualifications by doing internships abroad and lecturing in foreign educational institutions (2.5.3.*Incoming and outgoing mobility Teaching staff*).

Most of the teaching staff involved in the realization of the study field participate in various scientific and academic activities, thus developing new skills and promoting professional growth. For the summary of quantitative data on scientific and/or applied research and/or artistic creative activities corresponding to the field of study during the reporting period (academic staff publications, participation in conferences, artistic creative activities, participation in projects, etc.) see in the appendix 2.4.4.

Improving the professional competence of teaching staff involved in the realization of the study field by participating in trainings, international mobility programs, actively engaging in scientific activities, project implementation, etc. in scientific and academic activities, provides significant added value for the overall improvement of the study process and improvement of study quality.

Teaching staff who participate in the provision of programs corresponding to the field of study participate in organized trainings, qualification improvement programs, lectures and seminars. For example: three lecturers implement the professional qualification improvement program for employees of institutions and organizations "Fundamentals of work organization and management of persons involved in civil defense and disaster management" (64 hours), three lecturers implement the professional education program "Basic level knowledge program for employees responsible for fire safety of the facility" (160 hours), DU and the Prison Administration participated in the joint ESF projects "Integration of ex-prisoners into society and the labor market", No. 9.1.2.0/16/I/001, and "Increasing the efficiency of the resocialization system", No. 9.1.3.0/16/I/001, within the framework of which DU teaching staff conducted classes on 11 topics for 260 hours.

### **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.**

One of the most important factors of quality assurance in the implementation of the programs of the "Internal Security and Civil Defense" study direction is the teaching staff. The realization of the study direction is provided by 49 lecturers, 32 have been elected to DU. Those are three professors, one visiting professor, 8 associate professors, 14 assistant professors, 4 lecturers, one visiting associate professor, 14 visiting lecturers, two visiting assistants and one researcher. 27 (55%) teaching staff members have a doctoral degree and 21 have a master's degree. 16 teaching staff members work in the field institutions, two in the Prison Administration, four in municipal institutions, five in the structural units of the State Police, two in security companies and one in the bar.

40 teaching staff members are involved in the implementation of the short-cycle professional higher education study program "Civil security and protection" and the joint academic master's study program "Economic security", 27 are elected to DU, of which two professors, nine associate professors, 12 assistant professors, five lecturers, one visiting assistant professor, eight visiting lecturers, one visiting assistant and two researchers. 30 (75%) teaching staff have a doctorate degree and 10 have a master's degree.



11 teaching staff members are involved in the implementation of the professional master's study program "Labour protection": one professor, one visiting professor, one associate professor, four assistant professors, two lecturers and two guest lecturers. Of the participating teaching staff, 8 have been elected DU. 7 lecturers have a doctor's scientific degree and the rest of the lecturers have a master's degree.

The knowledge of the national language of the academic staff employed in the field of study "Internal Security and Civil Defense" complies with the regulations on the extent of knowledge of the national language and the procedure for testing the proficiency of the national language for the performance of professional and official duties, respectively, they allow any course in the field of study to be fully taught in the national language.

The workload of lecturers is determined in accordance with the "Procedure for Accounting the Workload of the Academic Staff at Daugavpils University". If the lecturer's study work is more than 1000 hours per academic year, then in accordance with the procedure prescribed by law, the work overload is calculated only for the study work for which the company's contract for the performance of academic work is concluded.

The formation of the teaching staff considers the stability of the number of academic positions and persons, equal distribution of workload; the involvement of industry professionals in the study process is promoted in order to ensure the quality implementation of professional programs. Attracting lecturers with a doctoral degree is being intensified in order to implement high-quality study programs in accordance with regulatory enactments.

The results of the scientific activity of the academic staff are summarized once a year, in accordance with the "Procedure for Evaluating the Efficiency of the Scientific Work of the DU Academic Staff". Based on the evaluation of the efficiency of scientific work, the Science Department may decide to recommend to the DU Scientific Council and Senate to evaluate the amount of scientific activities of DU structural units and/or remuneration of academic staff and suitability for the position.

**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.).**

The DU Student Service Center (SSC) operates at DU and its main task is to inform DU students about current issues, as well as to provide consultations and services. Key features of SSC are as follows:

- issue certificates to students (to the bank, the State Revenue Service and other institutions, as well as certificates about study leaves, elaboration and defense of bachelor and Master's theses, etc.);
- issue the signed study contracts to students;
- advise students on issues related to the study process, extracurricular activities and dormitories;
- participate in organizing informative events (career days, educational exhibitions, etc.);



- listen to, collect students' proposals and submit them to the appropriate structural units.

DU infrastructure has been modernized and adapted to improve the accessibility of the environment for people with disabilities (movement, vision, hearing impairment), as well as there have been opened children's rooms for students, who are young parents, so that they could to change and feed their babies and a playroom to entertain the students' children while they are at their classes[1].

In 2016, the Latvian Association of Disabled People and their Friends "APEIRONS" awarded Daugavpils University a prize in the nomination "Education for All" on the grounds that "Daugavpils University, as a higher education institution, had done the most in ensuring accessibility of the environment. DU became accessible to people with special needs – the students have ideal conditions to attend full-time studies". DU modernized its premises and buildings not only for people with disabilities, but also for the visually impaired people, which is especially noted by the evaluators of the environmental accessibility competition, noting that "the building is easy to navigate and move around for everyone[2].

The students can use DU in various ways: computer classes and auditoriums – for consultations, meetings, library premises – for literature analysis, preparation of independent and research work, as well as specially equipped premises – for conferences, study and extracurricular activities (DU Sports Complex).

The lecturers and the students can receive medical support in a certified health office, where first aid in case of various illnesses is provided by a doctor's assistant (feldsher).

The Psychological Support Center (PSC) operates at DU, which provides psychological support to DU students and employees in solving various daily problems in personal, work related, or educational matters. PSC psychologists provide up to three free consultations per person. If necessary, the number of consultations can be increased. Counseling is organized on the premises of DU in person or remotely (online format) after prior agreement on the counseling time. PSC psychologists do not advise close colleagues and students they educate to avoid multiple relationships. PSC operates in accordance with the "Regulations of the Daugavpils University Psychological Support Center"[3].

DU has an active DU Student Social Support Program, the purpose whereof is to support academically successful DU full-time study programme students who reside in DU dormitories and have grave social and material conditions. The program provides 50% support to cover the monthly rent for one academic semester. The amount of the program support is up to 10% of the total number of students living in the dormitories.

DU has an active Career and Initiative Support Centre[4] aimed at promoting career development service, voluntary work and supporting initiatives facilitating the wellbeing of Latgale region residents enhancing their professional capacity, competitiveness, cooperation, and involvement. The Centre sets objectives of creating and providing education and initiative support environment for Latgale region residents; facilitating cooperation with state and non-government organizations in spheres of research, project management and professional recruiting; cooperating with Latvian and foreign education institutions, enterprises in education and practical placement provision; organizing forums, conferences, seminars for updating competences, involving DU academic staff; providing career counselling and education psychologist's services; providing consultations on conducting voluntary work.

The DU Department of International and Public Relations provides support functions for foreign students studying at DU.



- [1] Availability of DU environment. Available: <https://du.lv/en/about-us/environmental-accessibility/>
- [2] "APEIRONs" annual award. Available in Latvian only: <https://www.la.lv/ne-tikai-ieklut-eka-bet-ari-parvietoties-invalidu-apvieniba-apbalvo-labakos-vides-pieejamibas-veicinatajus>
- [3] Regulations of the Daugavpils University Psychological Support Center. Available in Latvian only: <https://du.lv/wp-content/uploads/2023/02/Psihologiska-atbalsta-centra-nolikums.pdf>
- [4] Career and Initiative Support Centre at DU. Available in Latvian only: <https://du.lv/karjeras-un-iniciativu-atbalsta-centrs/>

## 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).

The research activity of the academic staff involved in the realization of the study direction is carried out in the following directions: Police law, Criminal Law, Criminal procedural Law, Municipal Law, Law of execution of criminal sentences, Criminology and operative theory, Civil Law. Lecturers working in the labour protection program mainly conduct research in the fields of natural sciences and technical sciences, which are related to the content of the specific study courses of the program. Since the lecturers regularly carry out research work and report at foreign conferences, current trends in the development of appropriate scientific directions are taken into account in the management of study courses and qualification works.

According to the collected data, the DU lecturers purposefully and regularly participate in various professional development activities in the fields corresponding to their scientific interests both in DU and in foreign universities. In addition to academic work at the university, the teaching staff has practical experience in the implementation of scientific projects. This type of activity contributes to a comprehensive understanding of the specifics of the industry, thus ensuring a direct unity of theory and practice during the study process.

The directions of the research work of the academic staff involved in the program are oriented towards the successful implementation of the study program and in most cases are related to the lecturer's specialization within the program. Lecturers prepare scientific articles, including in internationally peer-reviewed journals, participate in conferences and practical seminars, training, internships and various scientific events, publish textbooks and develop methodological materials, participate in international and national research projects.

The research carried out by the academic staff is a significant contribution both to the development of the field they represent, as well as to the development of the study programme, the improvement and updating of the study content. The research covers both the theoretical aspects and the topicalities and novelties of the fields, which are used in the study courses of the lecturers, thus promoting the interaction of the research and study process and significantly improving the quality of the study process. For instance:



- Publications: Trofimovs I., Teivāns-Treinovskis J. (2020) Impact of globalization on the cooperation related to the investigation of transnational crimes[1], Teivāns-Treinovskis J., Trofimovs I. (2022) Suddenness factor in criminal investigation process[2], Teivāns-Treinovskis J., Trofimovs I. (2022) Possibilities of Applying Forensic Methodology in Latvia and the European Union[3], Teivāns-Treinovskis, J.; Yefimov, N.; Velika, R.; Trofimovs, I. (2023) Legal conditions of EU energy security[4], Trofimovs I. (2023) Crisis and its causing factors[5]. Crisis management in Latvia, Rakšiņš, V.: Trofimovs, I. (2023) Current aspects of the civil defense system of Latvia and Ukraine[6].
- Conferences: 35th Eurasia Business and Economics Society Conference, April 7-9, 2021, Rome, Italy, presented a paper online entitled "Influence on national security of the suddenness factor in the process of criminal investigation". CEPOL & Science conference 2021, Mykolas Romeris University Lithuania, 5-7 May 2021, online, „Pandemic Effects on Law Enforcement Training & Practice: Taking early stock from a research perspective”. EUCrimACon 21 - European Criminal Analysis Conference 2021, 9-11 June 2021, online, European Union Agency for Law Enforcement Training, The Innovation by Law Enforcement Agencies Networking (ILEAnet). The Society of Juridical and Administrative Sciences the International conference "Challenges of business law in the third millenium" Bucharest, Romania, 25 november 2022, online, „Possibilities of applying forensic methodology in Latvia and the European Union". Conference: The Horizon Europe "Civil Security for Society" 12-13 June 2024, Brussels, Belgium.
- seminars: on January 15-17, 2020, Warsaw, (Poland), FRONTEX, at the strategic meeting "Exercises for the detection of cross-border crimes". 13 October 2021, online, CEPOL e-seminar: "22/2021 MTIC/VAT fraud between several EU countries in the used car trade". November 25, 2021, Riga, State Probation Service Settlement and Public Participation Coordination Department, seminar "Society and restoration of justice". 03.03.2022. European Social Fund project No. 8.2.2.0/18/A/022, seminar "Digital security". 25.11.2022 In Riga, the seminar of the UN High Commissioner for Refugees (UNHCR) in cooperation with the Latvian Human Rights Center: "Current theoretical and practical issues of providing legal assistance in the field of asylum". 28.11.2022 Riga, Latvian judges training center, seminar: "The role of the investigating judge in criminal proceedings", 1. Amendments to the Law on Operative Activities. 2. Identification of the person against whom special investigative actions are carried out. 21.09.2023 Riga, ALTAS IT international conference: Northern European Security Technology Summit "Nordic SecTech Summit 2023". 26.09.2023 CERT.LV seminar: "Friendly IT security - 2023". 19.12.2023 In Riga, the Latvian Human Rights Center and the Office of the United Nations Refugee Agency in the Nordic and Baltic States (UNHCR) seminar: Providing legal assistance to asylum seekers in Latvia. 12.07.2024. Riga. National contact point of the Latvian Science Council. Seminar on Horizon Europe cluster 3 "Civil security for society" work program tenders.

Student's participation in scientific and practical conferences and seminars as listener is also constantly stimulated.

The implementation of the study programs of the "Internal Security and Civil Defense" study direction is closely related to the goal defined in the DU strategy: *to develop DU as a modern and competitive study, science and innovation center based on academic traditions.*

[1] [1] Journal of Security and Sustainability Issues. Available: [https://www.researchgate.net/publication/348358542\\_IMPACT\\_OF\\_GLOBALIZATION\\_ON\\_THE\\_COOPERATION\\_RELATED\\_TO\\_THE\\_INVESTIGATION\\_OF\\_TRANSNATIONAL\\_CRIMES](https://www.researchgate.net/publication/348358542_IMPACT_OF_GLOBALIZATION_ON_THE_COOPERATION_RELATED_TO_THE_INVESTIGATION_OF_TRANSNATIONAL_CRIMES)



[2] Journal of Social Sciences. Available: [https://doi.org/10.9770/szv.2022.1\(7\)](https://doi.org/10.9770/szv.2022.1(7))

[3] Perspectives of Law and Public Administration. Available:  
<https://adjuris.ro/revista/articole/An11nr4/1.%20Trofimovs,%20Treinovskis.pdf>

[4] Entrepreneurship and Sustainability Issues. Available: [https://doi.org/10.9770/jesi.2023.10.4\(3\)](https://doi.org/10.9770/jesi.2023.10.4(3)).

[5] DU Academic Publication "SAULE". 23, Available:  
<https://du.lv/daugavpils-universitates-socialo-zinatnu-fakultates-starttautisko-zinatnisko-konferencu-rakstu-krajumi/>

[6] Journal of Social Sciences, Available: [https://doi.org/10.9770/szv.2023.1\(4\)](https://doi.org/10.9770/szv.2023.1(4)).

#### **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.**

Within the framework of the study process, the latest current events in the field are constantly followed – the academic staff participates in projects, the results are used to update the content of the study courses. Lecturers actively participate in the approbation and dissemination of the research results by speaking at scientific and practical conferences and seminars. The information obtained in scientific events is used in the management of study courses and works, as well as in the preparation of teaching aids. The research and creative activity of the academic staff is closely related to the study process, promoting students' understanding of the relationship between the innovation sector and the needs of the real organization. The staff of the programme consists of lecturers who regularly cooperate in the improvement of study processes, thus achieving interdisciplinarity in the development of students' knowledge and skills. Compilation of quantitative data on scientific and applied research activities corresponding to the field of study during the reporting period - academic staff publications, participation in conferences, artistic creative activities, participation in projects, etc. *see in the appendix 2.4.3.*

Practically all lecturers working at DU have participated or are participating in projects related to academic or scientific activity. Since 1995, the professors working in the program have worked in 4 TEMPUS projects related to the integration of the Latvian education system into the EU. Several dozens of Ministry of Education and Research projects, grants Latvian Academy of Sciences and cooperation projects in the field of exact and social sciences were implemented, which are represented in the given labour protection program. For example, by participating in the ESF project "Development of Interdisciplinary Biomechanics and Industry Related Courses at Daugavpils University", the equipment used in ergonomics was modernized and supplemented according to modern requirements. A modern laboratory has been created for the determination of physical parameters of human body activity and computer processing, with the following equipment: biochemical analyzer, Master Screen CPX modular heart-lung examination equipment, Treadmill-sliding treadmill, EEG set with computer program for analyzing indicators.

It is very important that the staff involved in the field provide an innovative study environment and professional experience for the students in the study programmes of the field. It should be noted that currently a great deal of emphasis in knowledge transfer is placed on the interaction of study work with research and training of students based on scientific achievements. The interdisciplinary aspect of the given aspect and the inclusion of different study programmes and students of



different levels (including study direction " Internal Security and Civil Defense") in solving current problems of science and thus society as a whole are significant.

Scientific communication plays an important role in the development of society. Scientists of the field are very active in this area, participating in the events of Daugavpils Science Festival, Scientists' Night, DU School of Science, providing training, lectures, interactive events for different age groups, as well as participating in consulting and evaluation of scientific research. DU is a member of the international associations active in the field of scientific communication (EUSEA).

**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.**

The academic staff of the Institute of Life Sciences and Technologies and the Institute of Humanities and Social Sciences of DU are involved in the realization of the study programs included in the study direction "Internal Security and Civil Defense", which ensures a high scientific capacity of the study direction. Students are provided with access to the scientific laboratories and scientific equipment of the mentioned scientific institutions.

In cooperation with other scientific institutions in Latvia and abroad, the lecturers of the "Internal Security and Civil Defense" study stream are involved in the implementation of research projects (including The fundamental and applied research project of the Latvian Science Council, available in Latvian:

<https://du.lv/project/jauni-fluorescejosi-funkcional-materiali-uz-antrona-bazes-bioattelveidosanas-va-jadzibam/>, etc.), participate in international scientific networks and consortia (including . Horizon Europe - Cluster 3: "Civil security for society"[1], Agreement on conducting training courses at CEPOL (CEPOL Framework Partnership – CEPOL-FPA-2024-028-Daugavpils University), agreement on cooperation with WSB University (WSB University, Poland) (agreements are available in the administrative part of DU), etc.) and publish research results in internationally indexed scientific publications. In the implementation of various international cooperation activities, students in the study programs implemented in the field of studies are also involved. For example, it is possible to participate in the research activities of the international scientific projects realized by DU, also for those studying in study programs realized within the study direction. Another example is the contribution to the field of study from DU's participation in international scientific networks, within the framework of which DU has access to various specialized databases, to which free access is also provided to students studying in the study direction, which significantly complements students' knowledge and competences.

The competence of DU academic staff is developed by participating in mobility within the framework of the European Union support program in the field of education, training, youth and sports "ERASMUS +". Cooperation agreements have been concluded with more than 90 higher education institutions in 22 countries.

"ERASMUS +" program supports teaching - DU lecturers go to one of the foreign co-operation universities or participate in staff training, improving professional competencies, ensuring participation in training, observing work at a foreign co-operation university or other appropriate organization. The goals of learning mobility enable DU lecturers and staff to gain knowledge and



specific skills by learning from the experience and good practice of foreign partners, as well as to improve the practical skills required for work at DU and professional development, to encourage academic staff to expand and improve the range and content of courses, enables students who do not have the opportunity to participate in a mobility program to benefit from the knowledge and experience provided by academic staff and foreign guest lecturers from other European universities, and promotes the exchange of knowledge and teaching experience between European higher education institutions.

The following plans for the development of co-operation in scientific research should be noted: increasing the scientific capacity of the teaching staff of the study field by becoming more actively involved in the international movement (consortia, international projects, conferences, publications in SCOPUS/WoS); conclusion of cooperation agreements and implementation of joint projects with foreign educational and research institutions.

[1] European Research Executive Agency. Pieejams:

[https://rea.ec.europa.eu/funding-and-grants/horizon-europe-cluster-3-civil-security-society\\_en](https://rea.ec.europa.eu/funding-and-grants/horizon-europe-cluster-3-civil-security-society_en)

**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.**

DU promotes the development and improvement of the academic staff by moving towards a competent staff. Most lecturers have experience in the field, which confirms their suitability for work in the program. The scientific capacity of the teaching staff is confirmed by the final work supervised by the publications indexed in the Web of Science and SCOPUS databases, incl. doctoral theses) and research in the implementation of which the lecturers of the study program participate. The average number of publications is 1.5 publications per year per lecturer. DU evaluates the scientific activity of the teaching staff every year, within the framework of which the results of research work, activity in projects, as well as pedagogical and organizational work are evaluated. Within the framework of the study process, the latest current events in the field are constantly followed - the academic staff participates in projects, the results are used to update the content of study courses. Lecturers actively participate in the approbation and dissemination of research results by speaking at scientific and practical conferences and seminars. The information obtained in scientific events is used in the management of study courses and works, as well as in the preparation of teaching aids. The research and creative activity of the academic staff is closely related to the study process, promoting students' understanding of the relationship between the innovation sector and the needs of the real organization. The staff of the program consists of lecturers who regularly cooperate in the improvement of study processes, thus achieving interdisciplinarity in the development of students' knowledge and skills.

Academic staff motivation system, cascading of scientific performance indicators up to the level of a scientific worker, i.e. see, setting the following criteria: number of WoS/SCOPUS publications (at least 2 publications per year for each FTE working lecturer); participation in research projects;



participation in international scientific events (at least 1 participation per year); research mobility (at least 1 participation in 2 years) etc. In cases where the lecturer does not meet the set requirements, DU can make a decision to terminate the contract.

**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.**

When developing their study works, qualification papers and master's theses, DU students in the study direction "Internal Security and civil protection" conduct research in the laboratories of the Institute of Life Sciences and Technologies of DU, faculties of DU, which are equipped with scientific equipment that meets modern requirements. Taking into account that basically study, qualification and master's theses in the specific field of study are led by practicing scientists from the structural units of DU, students are offered ample opportunities to choose topics of interest in various sub-sectors of science. During the practice, each student conducts research on current issues related to his qualification work. During the practice defense, the student presents results of the research, as well as reflects his conclusions and proposals in the Qualification work. In situations where students show interest in research areas that are not realized in the structural units profiling the study direction, individual solutions are sought on the basis of the company agreement by attracting study, bachelor's and master's theses leaders/consultants from other scientific institutions in Latvia or abroad.

In order to promote students' skills in the development of scientific projects and the preparation of publications, students in the bachelor and Master study programmes implemented at DU can apply for an annual student research project competition.

In cooperation with DU academic staff, students also have an opportunity to participate in the annual Daugavpils University research project competition and receive funding for the implementation of scientific research. In accordance with the evaluation criteria of DU research projects, it is a mandatory condition to involve at least one Master/doctoral study programme student or doctoral degree candidate in the implementation of DU research projects. The mentioned condition promotes students' involvement in research work.

In order to promote opportunities for students to develop their skills of presenting the results of their research to the scientific community, students involved in the DU study direction "Internal Security and Civil Defense" are offered an opportunity to present their research results at international scientific conferences organized by DU (annual International Scientific Conference of Daugavpils University[1], which is organized every spring.

[1] DU international scientific conference homepage. Available: <https://www.dukonference.lv/en> [viewed 20.02.2023]

**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.**

In order to achieve the indicators defined in the model of excellence, DU provides in the implementation of the goal of the study process a wide knowledge base, support for research and innovation, support for the development of the personality of students, as well as ensuring students' future careers by promoting their employment. Various forms of innovation (product innovation, process innovation, marketing innovations, organizational innovations) are applied to the "Internal Security and Civil Defense" study direction and DU to achieve this goal.

**Product innovation.** The specificity of the study programmes realized within the direction of studies is related to the close integration of studies and scientific research work. To ensure the study process and conduct scientific research, students have access to specialized classrooms and scientific laboratories at DU Faculty of Natural Sciences and Mathematics, DU Institute of Life Sciences and Technologies. Summary of the learning and research work infrastructure available to students of the study direction "Internal Security and Civil Defense" is provided in appendix 2.3.2. *Infrastructure and un material and technical provision*. For conducting students' scientific research within the study programmes and for scientific research, DU lecturers, staff and students have access to modern and diverse scientific equipment and software. Teaching and scientific laboratories are used for both the study process and research work providing the introduction of innovations in the study process. Laboratories are modern, comfortable, compliant with work safety and ergonomic rules and they function to promote students' competitiveness and ability to use new technologies and sources of information. The study process in the scientific laboratories contributes to updating the content of the study programmes, increasing the quality of the development of research works, by introducing innovative technological, methodological and IT solutions.

**Process innovation.** Over the last nyears, the organization of e-learning has been developed very rapidly using Zoom for conducting online classes; video recordings are recorded; The DU e-learning website (MOODLE) provides descriptions of study courses, necessary study materials, links to certain information for the study course, colloquia and exams. Lecturers have the opportunity to create a student assessment book and students (individually) can follow the progress of the study course. The administration of the DU e-study website is well organized, the administrator's consultations are available (in person, online or by correspondence), the DU e-study website provides instructions and tips on the use of e-studies

**Marketing innovations.** DU uses certain marketing tools (Open Door Days at DU, Night of Scientists, DU Science Festival, advising and organizing defense of school learners' scientific research works, information about DU on social networks, etc. in person and online format activities) to promote future students' interest in the study programmes of the study direction "Internal Security and Civil Defense". In 2022, the DU website was renewed and updated.

**Organizational innovation.** DU uses several digitized systems: DUIS (allows to digitize many processes and document processing: certificate, order, study contract, their amendment, preparation of diplomas, input of statistics, collection of statistical data), Namejs (document management system that provides correspondence, order, contract , reference, management of procurement documents, efficiency of the document circulation process), HoP (employee self - service portal, which provides the employee with the opportunity to view information about himself/herself, absences of his/her colleagues, apply for leave, check his / her accrued leave days, etc.).



## 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.**

The content of the study programmes included in the study direction is created and changes are made, taking into account the opinions and requirements of employers. By involving the partners of employers and professional organizations, the expansion of the knowledge base and innovation resources in the field of civil safety and labor protection has been carried out over several years.

Cooperation with employers is constantly expanding, with improvement and expansion of the forms of cooperation as well. Several important trends in cooperation with employers can be mentioned: improving the quality of study programmes and study courses, taking into account employers' recommendations about the content of study courses and forms of their implementation; involvement in common activities, for example, organizing scientific and practical conferences, science communication events, etc.; employment of students and graduates in companies or scientific institutions.

When implementing the study programmes, employers are involved both in formulating the knowledge and skills needed by the employees, in assessing the quality of educational programs, and in strategic planning. On the regional level, an important part of the dialogue is DU's cooperation with Latgale region employers, regional and city municipalities, as well as state and local government bodies. Thus, the programs ensure partnership as one of the main basic principles of regional development policy.

Cooperation with Latvian higher education institutions contributes to the achievement of the scientific goals of the field of study, cooperation with employers contributes to the development of students' professional skills.

Cooperation partners of DU in Latvia are selected according to the following criteria:

- similar study programs are implemented in the higher education institution (HEI).
- HEI lecturers have common scientific interests and research projects (writing scientific publications);
- possibility to organize students' participation in joint events;
- implementation of the study process with the support of industry specialists - industry specialists are invited as guest lecturers in the provision of study courses, in final/state examination commissions, in the organization of practice in professional programs.

Cooperation partners of employers are selected based on the specifics of the field of study programs - companies/institutions related to safety, civil and labour protection.

Cooperation with employers is realized in such forms as:

- periodic targeted survey of employers;



- informal interviews, meetings, discussions;
- conversations with students and graduates about their competence, employment and career development problems;
- Department staff often play a mediating role, helping employers to choose suitable employees from among students and graduates, and interested students to find a job.

#### Employer attraction mechanism

- Ways of cooperation are discussed during personal meetings with employer representatives. If representatives of employers are involved in providing study programs (teaching study courses, in final examination committees), DU concludes company contracts with them for the performance of academic work.

Cooperation with employers' representatives and Latvian higher education institutions has actively developed within the reporting period.

Representatives of employers are involved in the work of the study direction council, participate in solving various important issues related to the implementation and development of the study programme. In order to ensure the compliance of the study programme with the requirements of the labor market, a survey of employers is regularly carried out. Questionnaires for graduates and employers have been developed ("Other appendices", 2.5.1. *Employer survey example* and 2.5.1. *Graduate survey example*). Employers' evaluations and feedback about graduates are important, because these feedbacks and evaluations can contribute to the introduction of certain corrections in the process of study programme implementation. The survey data are analyzed and discussed at the meetings of the structural units involved in the study programmes, at the meetings of the study direction council and the Faculty Council, thus ensuring feedback in cooperation with graduates and employers. In order to achieve the goals and study outcomes of the study direction, cooperation of lecturers with various professional associations and unions is also essential.

Within the framework of the implementation of the study programmes included in the study direction "Internal Security and civil protection", a successful cooperation has been established and a regular dialogue is held with state and municipal institutions representing the industry, scientific institutes, other higher education institutions, entrepreneurs, various professional associations and unions.

In the joint academic master's study program "Economic security" a successful cooperation has been established with the State Police, University of Latvia, Rēzekne Academy of Technology, Riga Stradins University, State Border Guard, Daugavpils State City Council, Upper Daugava County Council, Rural Support Service, VAS "Latvian state forests" etc.

The short-cycle professional higher education study program "Civil security and defense" includes cooperation with the State Police, University of Latvia, Rēzekne Academy of Technology, Confederation of Latvian Employers, Nature Protection Board, Regional Environmental Board, Daugavpils Regional Hospital, State Border Guard, Food and Veterinary Services, Daugavpils state city councils, Augšdaugava county councils, etc.

The professional master's study program "Labour protection" has a successful cooperation with the Daugavpils State City Council, the Upper Daugava County Council, the Confederation of Latvian Employers, Daugavpils Regional Hospital, Food and Veterinary Services, Regional Education Boards and Schools, Rural Support Service, VAS "Latvian state forests", State Scientific Institute "BIOR", Latvian State Forestry Institute "Silava", SIA "Estonian, Latvian & Lithuanian Environment", SIA "Magistr", SIA "EkoLat", SIA "ROLS", etc.

The opinions of cooperation partners are taken into account when making changes to the offer and



content of study courses.

**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.**

Many foreign cooperation partners of the study area are found within the DU Erasmus+ program. The lecturers of the direction actively use the Erasmus+ program and have gone to 15 different foreign universities to exchange experience. During the visits, classes were held, and future opportunities for cooperation in the research field were discussed. International cooperation activities affect the achievement of the study results of the field of study and the improvement of quality, because the cooperation partners involved in it and the lecturers of Daugavpils University exchange experience, share knowledge and promote the development of the field of study and the development of scientific potential.

Foreign cooperation partners are selected according to the following criteria:

- universities implement similar study programs;
- lecturers have common scientific and practical interests.

The following mechanisms are used to attract foreign cooperation partners: DU Erasmus+ coordinator sends an Erasmus+ information letter to all partners at the beginning of the year on how foreign students and teaching staff can apply for studies, practice, teaching or professional development. The DU Erasmus+ coordinator visits the international Staff Week several times a year, where there is an opportunity to establish new contacts and conclude inter-university agreements on the exchange of students and teaching staff within the Erasmus+ program.

During the reporting period, DU has significantly developed its international recognition by integrating into several international scientific networks. DU is a member of the NACEE (Network of Aquaculture Centers in Central-Eastern Europe)[1] network, which was created with the aim of promoting aquaculture research and industry development in Central and Eastern Europe and becoming an integral part of the European research space.

Since 2022, DU has been admitted to the Baltic group of the European Organization for Nuclear Research (CERN)[2]. Although the study programs included in the field of study are not directly related to the research carried out by CERN, participation in CERN opens wide opportunities for the research staff and students of the field of life sciences to get involved in interdisciplinary research carried out by CERN.

Within the framework of the partnership agreement with CEPOL, for the years 2025-2028, DU will provide training courses for officials of EU law enforcement agencies on the following topics: Domestic violence, Management of law enforcement agencies, Forensics.

The teaching staff of the "Internal Security and Civil Defense" study area of DU are also involved in the implementation of international projects, which are implemented in cooperation with other



scientific institutions in foreign countries, including DU is a project partner in the implementation of two Horizon 2020 program projects OPTAIN[3] and BETTER Life[4], as well as in the implementation of projects financed by other EC financial instruments (e.g. TWINNING, LIFE, etc. programs). We are currently looking for partners for the implementation of the project "Disaster Resilient Society in Europe" (HORIZON-CL3-2024-DRS-01-03 Harmonized / Standard protocols for the implementation of alert and impact forecasting systems as well as transnational emergency management in the areas of high-impact weather / climatic and geological disasters[5]).

Student and academic staff internships and development of research topics are possible in more than 90 higher education institutions (22 countries of the world) with which DU has concluded cooperation agreements. In order to promote the incoming mobility of foreign students and teaching staff, at the beginning of the year, the DU Erasmus+ coordinator sends an informative letter to all existing Erasmus+ partners about how foreign students and teaching staff can apply for studies, internships, teaching or professional development. The list of offered study courses is requested from the profiling structural units. The list of study courses is updated every year. The DU Erasmus+ coordinator also visits the international Staff Week several times a year, where there is an opportunity to establish new contacts and conclude inter-university agreements on the exchange of students and teaching staff within the Erasmus+ program. As an example, we can mention the 2024 student practice in labour protection at Utena University of Applied Sciences.

When choosing potential cooperation partners in Latvia and abroad within the field of study, priority is given to universities that implement similar study programs or scientific institutions whose research directions coincide with the priority research directions defined in the DU strategy. For information on concluded cooperation agreements with foreign institutions, see in the appendix (2.5.1. *Sadarbības partneri*)

Successful individual cooperation of DU scientific staff with researchers from other scientific institutions has been very important in the recognition and promotion of the international cooperation of the study direction "Internal Security and Civil Defense". Owing to long-term contacts and initiatives in the implementation of joint research, many research projects have been realized and research results have been published in internationally indexed scientific publications. Most of the scientific articles published by the academic staff of the "Internal Security and Civil Defense" study direction are co-authored with scholars from scientific institutions in foreign countries.

[1] Network of Aquaculture Centers in Central-Eastern Europe. Available:

<https://www.nacee.eu/en/about-nacee/>

[2] European Organization for Nuclear Research (CERN) Baltic Group. Available:

<https://indico.cern.ch/category/10023/>

[3] Horizon 2020 project OPTAIN. Available: <https://www.optain.eu/>

[4] Project BETTER Life. Available: <https://cordis.europa.eu/project/id/101071314>

[5] EU Funding & Tenders Portal. Available:

[https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/horizon-cl3-2024-](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/horizon-cl3-2024-drs-01-03?isExactMatch=true&status=31094501,31094502&frameworkProgramme=43108390&programmePart=43118971&callIdentifier=HORIZON-CL3-2024-DRS-01&order=DESC&pageNumber=1&pageSize=50&sortBy=startDate)

[drs-01-03?isExactMatch=true&status=31094501,31094502&frameworkProgramme=43108390&programmePart=43118971&callIdentifier=HORIZON-CL3-2024-](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/horizon-cl3-2024-drs-01-03?isExactMatch=true&status=31094501,31094502&frameworkProgramme=43108390&programmePart=43118971&callIdentifier=HORIZON-CL3-2024-DRS-01&order=DESC&pageNumber=1&pageSize=50&sortBy=startDate)

[DRS-01&order=DESC&pageNumber=1&pageSize=50&sortBy=startDate](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/horizon-cl3-2024-drs-01-03?isExactMatch=true&status=31094501,31094502&frameworkProgramme=43108390&programmePart=43118971&callIdentifier=HORIZON-CL3-2024-DRS-01&order=DESC&pageNumber=1&pageSize=50&sortBy=startDate)



**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.**

DU uses the Erasmus+ program to attract foreign teaching staff and students. In order to attract foreign students, DU provides information about its offer on the website <https://du.lv/en/studies/admission/>. DU also implements marketing activities: contracts are concluded with recruitment agents, participation in international education fairs and agent forums, etc.

ERASMUS and other mobility program funding is used as a basis for attracting foreign lecturers in the "Life Science" study direction along with the funding raised within the framework of various projects implemented by DU (for example, ESF project No. 8.2.2.0/18/A/022 "Strengthening the professional competence of academic staff in strategic specialization areas of Daugavpils University").

DU within "ERASMUS+" program has concluded cooperation agreements with more than 90 higher education institutions in 22 countries. The "ERASMUS+" program supports academic exchange: DU lecturers visit one of the foreign universities of cooperation or participate in staff training, improving their professional competences, ensuring participation in training, work observation at a foreign university of cooperation or another relevant organization. The goals of academic mobility provide DU academic and general staff with the opportunity to gain knowledge and specific skills by learning from the experience and good practices of foreign partners, as well as improve the practical skills necessary for work at DU and professional development, encourage the academic staff to expand and improve the range and content of the offered study courses, allow students who do not have the opportunity to participate in the mobility program to benefit from the knowledge and experience provided by the academic staff of universities in other European countries and foreign visiting lecturers, promote the exchange of knowledge and experience of teaching methods among European higher education institutions.

During the reporting period, the outgoing mobility of lecturers and employees took place both for professional development and for teaching at cooperation partner universities. Teaching activities were carried out in Poland at the University of Gdańsk (Uniwersytet Gdański), in Lithuania at the Vytautas Magnus University, in Portugal at the University of Beira (Universidade da Beira Interior) in Koveljan, in Turkey at the Mediterranean University (Akdeniz Üniversitesi). The professional development activities of employees and lecturers were implemented in Poland at the University of Gdańsk (Uniwersytet Gdański), in Finland at the University of Turku (University of Turku), in the Czech Republic at the University of Pardubice (University of Pardubice), in Cyprus at the University of Cyprus (University of Cyprus).

Incoming and outgoing academic mobility data for the reporting period are provided in appendix (2.5.3. *Incoming and outgoing mobility academic staff*).

The biggest difficulties that DU faces in the implementation of the mobility of teaching staff are the difficulties of rescheduling lecturers' classes during business trips due to the heavy workload. The difficulty in attracting foreign lecturers is the provision of competitive remuneration.

The main difficulties encountered in the implementation of student mobility at DU are students' employment (more than 50% of students work), due to which they do not have the opportunity to



go on long-term mobility.

Both DU students and foreign students actively use the opportunities offered within the Erasmus+ program for studies and internships[1]. Incoming and outgoing student mobility data for the reporting period are provided in appendix (2.5.3.*Incoming and outgoing mobility DU students*).

Both students and teaching staff are actively involved in the Erasmus+ (KA107) program, which offers new international mobility opportunities for students and staff from/to countries that do not belong to the Erasmus+ program. Daugavpils University offers exchange mobility to partner universities in the USA, Philippines, India, Israel, Jamaica, China, Lesotho, Tajikistan.

In order to attract foreign students, DU provides information about the study programmes implemented by DU, which is available in English on the DU website[2], as well as other Internet sites[3]. DU also implements marketing activities: contracts are concluded with recruitment agents, as well as: e-marketing, participation in international education fairs and agent forums, etc.

[1] Opportunities offered within the Erasmus+ program. Available:  
<https://du.lv/en/news/apply-for-erasmus-studies-and-traineeship-scholarship/>

[2] Information about the study programs implemented by DU. Available:  
<https://du.lv/en/studies/study-programmes/>

[3] Information about the study programs implemented by DU. Available:  
<https://www.studyinlatvia.lv/universities/daugavpils-university>,  
<https://www.study.eu/university/daugavpils-university>

## **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.**

In the previous accreditation of the study direction "Internal Security and Civil Defense", the recommendations given by the experts (16.12.2011) (*appendix 2.6.1.Expert opinion\_Internal Security and Civil Defense\_2011*) were carefully analyzed and a plan for the implementation of the recommendations was drawn up, which was implemented as far as possible in the following years. The review of the implementation of the provided expert recommendations is attached in the appendix (2.6.1. *Overview of the implementation of the accreditation recommendations of the field of study*). All recommendations were fulfilled, activities were carried out, their implementation and achievable results are reflected in Appendix 2.6.1.

As a result of the implementation of the recommendations, the study programs of the field were improved and the quality of studies was improved.



**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, one study program was licensed in the study direction: the professional master's study program "Economic Security" joint with RSU (licensed on 04.10.2022, included in the accredited study direction on 06.12.2023). The recommendations provided by the experts (04.12.2023) (*appendix 2.6.2\_Expert\_opinion\_inclusion\_Economic security*) were carefully analyzed and a plan for the implementation of the recommendations was drawn up, which is implemented as far as possible. The review of the implementation of the provided expert recommendations is attached in the *appendix 2.6.1.Economic security\_recommendation implementation report*.



# Annexes

I - Information on the Higher Education Institution/ College		
Information on the implementation of the study field in the branches of the higher education institution/ college (if applicable)		
List of the governing regulatory enactments and regulations of the higher education institution/ college	1.2_List of the main internal laws and regulations.docx	1.2_Ieksejo normatīvo aktu un regulējumu saraksts.docx
The management structure of the higher education institution/ college	1.2_Governance structure.pdf	1.2_Parvaldības struktūra.pdf
II - Description of the Study Field - 2.1. Management of the Study Field		
Plan for the development of the study field (if applicable)	2.1.2_Study field development plan summary_EN.docx	2.1.2_Studiju virziena attīstības plāna kopsavilkums_LV.docx
The management structure of the study field	2.1.3.Management structure.jpg	2.1.3.Pārvaldības struktūra.jpg
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.	Certificate of acceptance of students.zip	Apliecinājumi par studējošo pārņemšanu.zip
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.	CONFIRMATION Compensation guarantee for students.docx	Apliecinājums par zaudējumu kompensāciju.edoc
Standard sample of study agreement	2.1.4_Agreement_on_studies.docx	2.1.4_Studiju līguma paraugs.docx
II - Description of the Study Field - 2.2. Efficiency of the Internal Quality Assurance System		
Analysis of the results of surveys of students, graduates and employers	2.2.4.Survey analysis.zip	2.2.4.Aptauju analīze.zip
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	2.3.7.Basic information about teaching staff_EN.xlsx	2.3.7.Pamatinformācija par mācītājiem_LV.xlsx
Biographies of the teaching staff members (Curriculum Vitae in Europass format)	CV_EN.zip	CV_LV.zip
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.	STATEMENT National language skills.docx	Apliecinājums par valsts valodas prasmi.edoc
A statement of the higher education institution/ college on the respective foreign language skills of the teaching staff involved in the implementation of the study programme at least at B2 level according to the European Language Proficiency Assessment levels (level distribution is available on the website www.europass.lv, if the study programme or part thereof is implemented)	STATEMENT_foreign_language_B2.docx	Apliecinājums par svešvalodas prasmi.edoc
II - Description of the Study Field - 2.4. Scientific Research and Artistic Creation		
Summary of quantitative data on scientific and/ or applied research and / or artistic creation activities corresponding to the study field in the reporting period.	2.4.4. Compilation of quantitative data_LV.docx	2.4.4. Kvantitatīvo datu apkopojums_LV.docx
List of the publications, patents, and artistic creations of the teaching staff over the reporting period.	2.4.4.Summary of the scientific activity of academic staff.pdf	2.4.4.Mācītājspēku zinātniskās darbības apkopojums.pdf
II - Description of the Study Field - 2.5. Cooperation and Internationalisation		
List of cooperation agreements, including the agreements for providing internship	2.5.1. List of cooperation agreements.docx	2.5.1. Sadarbības līgumu saraksts_LV.docx
Statistical data on the teaching staff and the students from abroad	2.5.2.Statistical data on foreign students and teachers.docx	2.5.2.Statistikas dati par ārvalstu mācītājiem un studējošajiem.docx
Statistical data on the incoming and outgoing mobility of students (by specifying the study programmes)	2.5.3. Statistical data on the mobility of program students.docx	2.5.3. Statistikas dati par programmu studējošo mobilitāti_LV.docx
Statistical data on the incoming and outgoing mobility of the teaching staff	2.5.3. Statistical data on the mobility of teaching staff.docx	2.5.3. Statistikas dati par mācītājspēku mobilitāti_LV.docx
II - Description of the Study Field - 2.6. Implementation of the Recommendations Received During the Previous Assessment Procedures		
Report on the implementation of the recommendations received both in the previous accreditation and in the licensing and/ or change assessment procedures and/ or the procedures for the inclusion of the study programme on the accreditation form of the study field.	2.6.1.Overview of the implementation of the recommendations.zip	2.6.1.Rekomendāciju izpildes pārskats.zip
An application for the evaluation of the study field signed with a secure electronic signature	APPLICATION for evaluation of the study direction Internal Security and Civil Defense.docx	Iesniegums SV Iekšējā drošība un civilā aizsardzība novērtēšanai.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		
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		
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		
The curriculum of the study programme (for each type and form of the implementation of the study programme)		
Descriptions of the study courses/ modules		



Description of the 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
Daugavpils Universitātes attīstības stratēģija 2022.-2028. gadam	1.1.DU attīstības stratēģija 2022_2028.pdf
Studiju iekšējās kvalitātes nodrošināšanas politika	1.3_DU-STUDIJU-IEKŠĒJĀS-KVALITĀTES-NODROŠINĀŠANAS-POLITIKA.pdf
Internal Quality Assurance Policy of Studies	1.3_INTERNAL QUALITY ASSURANCE POLICY OF STUDIES AT DAUGAVPILS UNIVERSITY.pdf
Studiju iekšējās kvalitātes sistēmas efektivitātes nodrošināšanas kārtība	1.3_DU-STUDIJU-IEKŠĒJĀS-KVALITĀTES-SISTĒMAS-EFEKTIVITĀTES-NODROŠINĀŠANAS-KĀRTĪBA.pdf
DU normatīvie akti iekšējās kvalitātes nodrošināšanai	1.3_Normatīvie akti iekšējās kvalitātes nodrošināšanai.pdf
Daugavpils University normative acts for internal quality assurance	1.3_List of Regulations for internal quality assurance.pdf
Daugavpils Universitātes akadēmiskā personāla zinātniskās aktivitātes vērtēšanas kārtība	1.4.Zinātniskās_efektivitātes_vērtēšanas_kartiba.pdf
The procedure for evaluating the scientific activity of the academic staff of Daugavpils University	1.4.Procedure of assessing the scientific activity.pdf
Kārtība, kādā Daugavpils Universitātē akadēmiskais personāls saņem atļauzību par Hirša indeksu	2.3.1.H-indeks_kartiba.pdf
PROCEDURE FOR REIMBURSEMENT OF HIRSCH INDEX OF DAUGAVPILS UNIVERSITY ACADEMIC STAFF	2.3.1.Procedure_H-index_EN.pdf
JĀIELĀDĒ PIELIKUMS!!!	1.2_List of the main internal laws and regulations.pdf
Expert opinion - Internal Security and Civil Defense	2.6.1.Expert opinion_Life Sciences_2011.PDF
2.3.2. Infrastruktūra un materiāltehniskais nodrošinājums	2.3.2. Infrastruktūra un materiāltehniskais nodrošinājums_LV.docx
2.3.2. Infrastructure and material and technical support	2.3.2. Infrastructure and material and technical support.docx



# Civil Security and Protection (41861)

Study field	<i>Internal Security and Civil Protection</i>
ProcedureStudyProgram.Name	<i>Civil Security and Protection</i>
Education classification code	<i>41861</i>
Type of the study programme	<i>First level professional higher education study programme</i>
Name of the study programme director	<i>Igors</i>
Surname of the study programme director	<i>Trofimovs</i>
E-mail of the study programme director	<i>igors.trofimovs@du.lv</i>
Title of the study programme director	<i>PhD, docents</i>
Phone of the study programme director	<i>29674138</i>
Goal of the study programme	<i>To prepare highly qualified, internationally competitive specialists in police, penitentiary work or organizational security, who are able to independently plan and carry out tasks related to the profession, innovative research, and make a contribution to the growth of the prosperity of the Republic of Latvia and the European Union.</i>
Tasks of the study programme	<ol style="list-style-type: none"> <li><i>1. To ensure the progress of the study process in accordance with the educational standard, Latvian regulatory acts, and the requirements of the European higher education area.</i></li> <li><i>2. To ensure the acquisition of knowledge necessary for practical activities for qualified specialists in the police, penitentiary work and organizational security.</i></li> <li><i>3. To provide the acquisition of theoretical knowledge and skills that would allow graduates to successfully integrate into the labour market after completing the programme;</i></li> <li><i>4. To create the study process in such a way as to promote students' self-education and involvement in professional further education processes and raising the level of qualifications.</i></li> </ol>



Results of the study programme	<p><b>Knowledge:</b></p> <ol style="list-style-type: none"> <li>1. Able to demonstrate comprehensive knowledge of facts, theories and regularities necessary for personal growth and development, civic participation, social integration and continuing education.</li> <li>2. Able to understand in detail and demonstrate knowledge of various specific facts, principles, processes and concepts in a certain field of study or professional activity in standard and non-standard situations.</li> <li>3. Knows technologies and methods for performing learning tasks or work tasks in the profession.</li> </ol> <p><b>Skills:</b></p> <ol style="list-style-type: none"> <li>4. Able to plan and organize work, use various methods, technologies (including information and communication technologies), devices, tools and materials to perform tasks.</li> <li>5. Able to find, evaluate and creatively use information for the execution of educational or professional tasks and solutions to problems.</li> <li>6. Able to communicate in at least two languages in writing and orally in both familiar and unfamiliar contexts.</li> <li>7. Able to work independently, learn and develop in the profession.</li> </ol> <p><b>Competencies:</b></p> <ol style="list-style-type: none"> <li>8. Is motivated to build a future career, continue education, lifelong learning in a knowledge-oriented democratic, multilingual and multicultural society in Europe and in the world.</li> <li>9. Able to plan and carry out learning or work tasks in the profession individually, in a team or leading team work.</li> <li>10. Able to take responsibility for the quality and quantity of learning or professional activity results.</li> </ol>
Final examination upon the completion of the study programme	Development and defense of qualification's thesis

## Study programme forms

### Full time studies - 2 years - latvian

Study type and form	Full time studies
Duration in full years	2
Duration in month	0
Language	latvian
Amount (CP)	123
Admission requirements (in English)	Secondary education
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	-
Qualification to be obtained (in english)	Security specialist or Penitentiary and probation work specialist or Junior officer of the State Police

### Places of implementation



Place name	City	Address
Daugavpils University	DAUGAVPILS	VIEŅĪBAS IELA 13, DAUGAVPILS, LV-5401



### 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.**

According to the decision of the Daugavpils University Study Council meeting on February 20, 2023, the study direction council was replaced and appointed as follows (see Tab. 1.1.1).

Tab. 1.1.1. Composition of the study direction council

<b>Head of the Council Jeļena Kirilova</b>	<i>Dr.chem.</i> , Assistant Professor, Department of Environmental Science and Chemistry, Faculty of Natural Sciences and Mathematics, Head of the Applied Chemistry Department of the Institute of Life Sciences and Technologies, leading researcher. Director of the professional higher education master's study program "Labor protection" ( <i>program code 47862</i> ).
<b>Igors Trofimovs</b>	<i>PhD</i> , Acting head of the Department of Law, assistant professor. Director of the professional higher education master's study program "Economic security" ( <i>program code 47861</i> ).
<b>Jānis Teivāns-Treinovsis</b>	<i>Dr.iur.</i> , Dean of the Faculty of Social Sciences, Professor of the Department of Law.
<b>Aleksandrs Matvejevs</b>	<i>Dr.iur.</i> , Associate Professor, Department of Law, Faculty of Social Sciences. Director of the first-level professional higher education study program "Civil security and defense" ( <i>program code 41461</i> ).
<b>Vladislavs Okuņevs</b>	Head of the Daugavpils station of the Latgale region administration of the State Police ( <i>representative of employers</i> ).
<b>Egīls Gribačēnoks</b>	Labor law and labor protection expert ( <i>representative of employers</i> ).
<b>Ērika Leonova</b>	1st year student of the professional higher education master's study program "Labour protection" ( <i>program code 47862</i> ) ( <i>student ID number 220850</i> ).
<b>Madara Svirkoviča</b>	1st year student of the first-level professional higher education study program "Civil security and protection" ( <i>program code 41461</i> ) ( <i>student ID number 220525</i> ).

According to the meeting of the Daugavpils University Study Council on February 23, 2023, the director of the "Civil Security and Defense" study program, Aleksandrs Matvejevs, has been removed from the duties of the director, and Igors Trofimovs, PhD, assistant professor of the Law Department of the Faculty of Social Sciences of the DU, has been confirmed as the director of the



study program in his place.

Due to the transition of Latvian Higher Education Institutions from credit points (CP) to the European Credit Transfer and Accumulation System (ECTS), based on the Council of the Faculty of Social Sciences of DU, at the meeting of March 9, 2023, a decision was made on changes in the content of the study program "Civil Security and Defense" starting from 2023/2024 study year. Changes were made and new versions of credit distribution structure V-23-24 approved:

1. Change the name of the sub-program "CIVORG-specialist in organizational security" of the first-level professional higher education study program "Civil security and defense" to "CIVKIB-specialist in general and cyber security of organizations";
2. Exclude from the first-level professional higher education study program "Civil security and defense" study courses in the amount of 16 credit points (Tab. 1.1.2).

Tab. 1.1.2. List of excluded study courses

<b>Study course code</b>	<b>Name of the study course</b>	<b>Credit points</b>
<i>JurZP011</i>	Insurance risks	1
<i>JurZP014</i>	Security tactics	1
<i>JurZP018</i>	Civil rights. Case law	3
<i>TiesP011</i>	Escort of material values and security of stationary objects	3
<i>JurZP015</i>	Security and detective rights	3
<i>TiesP008</i>	Security technical and communication means	1
<i>TiesP010</i>	Basics of security for physical persons	1
<i>TiesP009</i>	Security theory and fundamentals of organizational security	3

3. To include in the first-level professional higher education study program "Civil security and defense" in the sub-program "CIVKIB-specialist in general and cyber security of organizations" study courses in the amount of 24 (ECTS) credit points (see Tab. 1.1.3).

Tab. 1.1.3. List of included study courses

<b>Name of the study course</b>	<b>Credit points</b>
<b>Subpart NOZIZVK-Branch elective courses</b>	
Security and detective rights. Security tactics	3
The psychology of security operations	6



Security theory and fundamentals of organizational security	3
<b>KONPR - Specific profession study courses</b>	
Basics of security for physical persons	3
Fundamentals of cyber security and protecting systems against cyber attacks	9

Based on the March 9, 2023 meeting of the Council of the Faculty of Social Sciences of DU, the newly created study course descriptions and provision of the study program "Civil Security and Defense" were also approved:

1. newly created study course descriptions (see Tab. 1.1.4).

Tab. 1.1.4. List of newly created study course descriptions

<b><i>Name of the study course</i></b>	<b><i>Credit points</i></b>
Security and detective rights. Security tactics	3
The psychology of security operations	6
Security theory and fundamentals of organizational security	3
Basics of security for physical persons	3
Fundamentals of cyber security and protecting systems against cyber attacks	9

2. newly created provision of study courses (see Tab. 1.1.5).

Tab. 1.1.5. The newly created provision of study courses

<i>Name of the study course</i>	<i>Credit points</i>	<i>Include the lecturer(s) in the provision of the study course</i>	
		<i>Course Author(s)</i>	<i>Course Lecturer(s)</i>
Security and detective rights. Security tactics	3	Dr.iur., doc. <b>Igors Trofimovs</b>	Mg.iur., viesdoc. <b>Leonīds Makans</b>
The psychology of security operations	6	Dr.habil. psych., Dr.habil. paed., professor <b>Aleksejs Vorobjovs</b>	Dr.habil. psych., Dr.habil. paed., professor <b>Aleksejs Vorobjovs;</b> Mg.psych., viesasist. <b>Jevgeņija Sivoronova</b>



Security theory and fundamentals of organizational security	3	Dr.iur., doc. <b>Igors Trofimovs</b>	Mg.iur., viesdoc. <b>Leonīds Makans</b>
Basics of security for physical persons	3	Dr.iur., doc. <b>Igors Trofimovs</b>	Dr.paed., doc. <b>Sergejs Čapulis</b>
Fundamentals of cyber security and protecting systems against cyber attacks	9	Mg.sc.comp., lekt. <b>Andrejs Radionovs</b>	Mg.sc.comp., lekt. <b>Andrejs Radionovs</b>

As part of the study program, with the aim of involving the students of the study program in scientific work and acquiring practical skills, the Daugavpils University Laboratory of Criminalistics[1] was established in 2023, the purpose of which is to promote scientific research activity at DU and ensure the quality of research in accordance with scientific standards in forensics and operational activities of legal science in the field of theory. The tasks of the laboratory are as follows:

1. to involve teaching staff working at DU and students studying in the study programs of the Faculty of Social Sciences in research;
2. to participate in national and international scientific research projects;
3. to cooperate with similar Latvian and foreign institutions;
4. to ensure the fulfillment of research orders for DU and other legal and physical persons;
5. to provide consultations and expertise in data processing and management;
6. to ensure the implementation of seminars and practical classes for those studying the study program of the Faculty of Social Sciences;
7. to strengthen students' theoretical knowledge and provide practical skills in the application of forensic techniques, by conducting an inspection of the scene and in the removal of various types of material evidence and comparative material;
8. to strengthen students' practical skills on the tactical techniques and methods of conducting investigative activities;
9. to promote students' practical skills in the means of forensic techniques (identification, habitology, trasology, dactyloscopy, ballistics, document research, criminal registration), their possibilities for finding, recording and preliminary research of evidence in the determination of application expertise and analysis of the obtained results.

Due to the fact that the study program was supplemented with part C - a free-choice course, in which students can choose a study course from the total free-choice offer, the total number of credit points increased by 3 (ECTS) credit points. Part C was introduced in accordance with Article 55, Part One, Clause 2 of the Law on Universities.

[1] Regulations of the Laboratory of Criminalistics. Available in Latvian only: <https://du.lv/wp-content/uploads/2023/06/Kriminalistikas-laboratorijas-nolikums.pdf>

### 3.1.2. Analysis and assessment of the study programme compliance with the study field. Analysis of the interrelation between the code of the study programme, the degree,



**professional qualification/professional qualification requirements or the degree and professional qualification to be acquired, the aims, objectives, learning outcomes, and the admission requirements. Description of the duration and scope of the implementation of the study programme (including different options of the study programme implementation) and evaluation of its usefulness.**

The short-cycle professional higher education study program "Civil Security and Defense", its name, qualifications to be obtained, goals and tasks, as well as admission requirements are interrelated and correspond to the study direction "Internal Security and Civil Defense".

The short-cycle professional higher education study program "Civil security and defense", which can be implemented in two years of full-time studies, the amount of studies is 123 ECTS, upon obtaining the fifth-level professional qualification, opens up opportunities to continue education in the first-cycle higher education study program, such as Law.

The code of the short-cycle professional higher education study program "Civil security and defense" (41861 - the first and second digits of the code indicate the type of educational program - first-level professional higher education, while the third, fourth and fifth - educational program groups - protection of persons and property), the purpose and tasks, as well as the study results obtained during the studies, correspond to the fifth level of EQI<sup>[1]</sup>. The goal, tasks and achievable results mutually agreed and in connection with each other ensure that the graduates of the DU study program acquire knowledge and understanding of the thematic group of service education, the thematic field of civil and military defense education, the group of personal and property protection education programs, and the basic requirements of the professional qualification to be obtained and the specific requirements necessary for the performance of duties and main work tasks in the respective profession, according to specialization: security specialist (DU abbreviation - CIVKIB), junior officer of the State Police (CIVPOL) and specialist in penitentiary and probation work (CIVPEN).

The goals, tasks and achievable results of the short-cycle professional higher education study program "Civil security and defense" have been respected when setting admission requirements for applicants - secondary education, taking into account the assessment of the centralized exam in Latvian, the first foreign language and mathematics, as well as the average assessment of all centralized exams. Persons who received secondary education before 2004 (not including), as well as persons who received secondary education abroad or persons with special needs, based on the successful grades of the secondary education document, the evaluation of the competition is determined after calculating the evaluation using special formulas that take into account the annual average grade of the secondary education document in Latvian, the annual grade of the secondary education document in the first foreign language, the annual average grade of the subjects specified in the secondary education document. Persons who have previously been criminally punished for intentionally committing criminal offenses are not admitted - regardless of whether the criminal record has been expunged or removed.

Every year, the DU Admission Commission receives a few questions from applicants about part-time studies, but the number of interested parties during the reporting period was not sufficient to consider the creation of a profitable group. Despite the fact that the number of interested persons was very low, it should be noted that DU has a lot of experience in implementing the form of part-time face-to-face studies. In the event that this form of study becomes relevant and in demand, for example, for those working and living in the remote regions of Latvia or outside of Latvia, then the issue of introducing such a form of study in the short-cycle professional higher education study



program "Civil security and defense" will be decided.

[1] Regulations of the Cabinet of Ministers of June 13, 2017 No. 322 "Rules on Latvian education classification". Available in Latvian only:

<https://likumi.lv/ta/id/291524-noteikumi-par-latvijas-izglitibas-klasifikaciju>

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

The short-cycle professional higher education study program "Civil security and protection" is the basis for learning the fifth-level professional qualification, which corresponds to the fifth level of the Latvian qualifications framework, preparing students for further work as a security specialist (around 11% of the total number of graduates) or to perform the duties of a police (around 70% of the total number of graduates) or penitentiary work (around 19% of the total number of graduates) position.

It should be noted that, upon obtaining the qualification of a security specialist, it is not necessary to pass additional tests in order to receive a security certificate[1].

DU is the only higher education institution in the region of Eastern Latvia that implements short-cycle civil safety and defense studies.

According to the data of the State Employment Agency, there is a great demand for highly qualified specialists in the field of civil safety and defense in Latvia. Such a trend can be observed both in Riga and in the regions. The short-cycle professional higher education study program "Civil security and protection" is an essential requirement for further professional education in the field of civil security and protection, organizational security, etc. in the field of legal science.

Every year, DU organizes graduate surveys[2], whose data contain information on graduate employment trends, evaluation of studied study programs and recommendations for their improvement. The obtained data, their analysis and interpretation are used in the improvement of the study program. The data of the graduate survey ensure the compliance of the goals and tasks of the programs of the study direction with the requirements of the market and society, allowing to track and evaluate the quality of each study course, their compliance with the goals and tasks of the study program.

The results of the graduate survey show that the largest proportion of graduates (around 55% of the total number of graduates) are working in a job that corresponds to the education they received at DU and are employed full-time (in the State Police, the police of various municipalities, the prison administration, security companies and security services), as well as some graduates (around 7% of the total number of graduates) are working and continuing their studies.

[1] Cabinet of Ministers Regulation of June 27, 2017 No. 380 "Procedure for Issuing Security Certificates" 2.3. subsection. Available:

<https://likumi.lv/ta/en/en/id/291924-procedures-for-the-issuance-of-security-guard-certificates>

[2] Survey available in Latvian only: <https://aptaujas.du.lv/index.php/764263/lang-lv>

### **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.**

During the reporting period, the number of students increased significantly and remains at an average of 76 matriculated per year. There is a trend that interest in studies has increased.

Based on DU statistical data:

- 38 students were admitted in 2018 (23 – budget funding, 15 – personal funding);
- 71 students in 2019 (49 – budget funding, 22 – personal funding);
- 91 students in 2020 (69 – budget funding, 22 – personal funding);
- 100 students in 2021 (63 – budget funding, 37 – personal funding);
- 72 students in 2022 (69 – budget funding, 3 – personal funding);
- 86 in 2023 (85 – budget funding, 1 – personal funding) (see appendix *1.4.Statistics about students\_Civil security*).

In the study years from 2018 to 2023, 219 students graduated from the program: in 2018 – 25, in 2019 – 26, in 2020 – 20, in 2021 – 43, in 2022 – 55, in 2023 – 50 (see Table 3.1.4.).

*Table 3.1.4. Distribution of graduates by specialization*

<b>Graduation year</b>	<b>Security specialist</b>	<b>Police specialist</b>	<b>Penitentiary work specialist</b>	<b>Total</b>
2018	5	14	6	25
2019	6	11	9	26
2020	5	11	4	20
2021	-	41	2	43
2022	4	42	9	55
2023	4	39	7	50

The negative dynamics in 2021 in the specialties of security specialist and penitentiary work specialist is explained by the refusal to use human resources in connection with the introduction of technical control measures in the field and the passive role of the program director in this matter.

During the aforementioned period of study, there is also a dropout of students: a total of 167 students. In 2024 – 18 students. Analyzing student dropout rates, it can be concluded that most students stop their studies during the first year of study. The percentage of student dropouts is similar to the previous reporting period. The largest dropout is made up of students who stopped their studies of their own accord - 38% (63 students), with whom DU broke the contract - 34% (56 students) and due to failure - 15% (25 students). Most often, students indicate personal reasons for stopping the study process (financial problems, family circumstances, health problems, inability to combine studies with work, including lack of motivation to continue studies).

In order to reduce student dropout due to financial reasons, DU offers tuition fee discounts for



students who continue their studies immediately after graduating from the program, students in the last semester and those who have excellent results. DU operates the Social Support Program of the Student Council, within the framework of which successful students of DU's full-time bachelor's and master's study programs have the opportunity to receive a discount on the rent of the service hotel.

In order to attract and increase the number of potential students, DU participates in or organizes various events every year, such as open door days, informational events on the possibilities of upgrading qualifications, Scientists' Nights, Scientific Research Competitions, etc.

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

Not applicable.

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

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

The short-cycle professional higher education study program "Civil security and protection" is the initial stage of learning the knowledge, skills, attitudes and competencies specified in the professional standard of the profession of security specialist, junior officer of the State Police and penitentiary and probation specialist, which provides a balanced and content-quality insight into internal security and in defense. Analyzing the content of the short-cycle professional higher education study program "Civil security and defense", it can be concluded that all study courses are aimed at fulfilling the study results of the program. The study courses offered in the program contribute to the understanding of the most important concepts and regularities of the industry. The structure of the program is logical and is focused on independent research activity and purposeful development of practical skills, which corresponds to the principles of the industry. The plan of the study program "Civil security and protection" includes:

Part A, which includes the following study courses: *Information system and information security, Basics of psychology and logic, Module for building business professional competences I, II and III, First aid, Public authority organization in Latvia, Foreign language (English and German) professional terminology, State, civil and environmental protection, development of qualification work I and II.*



Part B, which includes the following study courses: *Labour Law, Safety, Security and Professional Ethics, Introduction to Civil Law, Administrative Law, Process and Administrative Violation Process, Protection of Children's Rights, Theory and Practice of the Use of Firearms, Criminalistics, Criminology, Criminal Procedure Law, Criminal Law, Professional physical training, Qualification practice*. Study courses in the CIVKIB specialization: *Security special tactics, Psychology of security operations, Basics of security of natural persons, Basics of cyber security and protection of systems against cyber attacks*. Study courses in CIVPEN specialization: *Sociology and conflictology, Law of execution of criminal sentences, Penitentiary psychology and pedagogy, Prison guard, Penitentiary institutions*. Study courses in the CIVPOL specialization: *Forensic medicine and psychiatry, Personnel management and legal acts regulating the course of service, Police law, Introduction to criminal investigation, Police special tactics*.

Part C - Study course from the total free choice offer.

The study courses correspond to the current development trends of modern science and contribute to the expansion of students' horizons, as well as have been developed based on the professional standards of qualifications: security specialist (harmonized in 2021)[1], junior officer of the State Police (harmonized in 2015)[2] and penitentiary and probation work specialist (harmonized in 2008)[3].

Analyzing the information included in the study courses, the results to be achieved, the goals set, etc. interrelationship of indicators with the aim of the study program and the achievable results, mapping of study courses was carried out. The goals and achievable results defined in the study courses correspond to the results of the study program and are coordinated with higher level study programs. The choice of study course content topics corresponds to the defined results of the study courses - skills, knowledge and competences. The content of the study courses is updated according to the labor market of the industry, which is reflected in the professional standards, and the trends of scientific development, which are followed by improving the content of the study program and developing the study courses.

[1] Professional standard of security specialist. Available in Latvian:  
<https://registri.visc.gov.lv/profizglitiba/dokumenti/standarti/2017/PS-192.pdf>

[2] Professional standard of the junior officer of the State Police. Available in Latvian:  
<https://registri.visc.gov.lv/profizglitiba/dokumenti/standarti/ps0533.pdf>

[3] Professional standard of penitentiary and probation work specialist. Available in Latvian:  
<https://registri.visc.gov.lv/profizglitiba/dokumenti/standarti/ps0433.pdf>

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

Not applicable.



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

In the implementation of the short-cycle professional higher education study program "Civil security and protection", study forms such as lectures, seminars, practical work, training, group work, independent work are used. In all study courses, board games, lessons are oriented towards creative participation of students in the process of acquiring knowledge. At the end of each study course, there is a theoretical or practical skills exam or test, which is evaluated with a grade.

1 ECTS corresponds to 26.7 academic hours, of which 10.7 are contact hours, which is 40% of the intended volume.

The study methods used provide an opportunity to acquire theoretical knowledge and practical skills in accordance with the purpose of the study program, improve students' critical thinking skills, develop mutual cooperation skills, the ability to work individually and in a team. Lecturers invite students to express their opinion on the proposed forms of independent work and its presentation, listen to students' wishes and correct the literature, sources and presentation forms recommended for independent work. Students participate in scientific and different science events organized by DU (scientific conferences, science communication events, projects, etc.).

The duration of studies is 2 years. Full-time studies are organized in the form of sessions four times a year for two weeks.

According to standard 1.3 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area adopted in 2015[1] universities must ensure that the study programs are implemented in such a way as to encourage students to actively participate in the formation of the study process, and that the evaluation of students' achievements corresponds to this approach. The guidelines of the above mentioned standard state that student-centered learning and teaching play an important stimulating role in student motivation, self-reflection and engagement in the learning process. The short-cycle professional higher education study program "Civil Security and Defense" provides a student-centered approach and implements self-directed learning. During the implementation of the program, all basic principles of student-centered education are observed:

- constant reflection;
- taking into account that students have different learning styles, different requirements, interests, experience and previous knowledge;
- individual approach to students, including that the student can choose a specialization until the beginning of the third semester;
- students' knowledge, skills and abilities are evaluated by the academic staff, involving the students as well;
- students are offered the opportunity to learn by themselves;
- continuous cooperation between students and academic staff[2].

A student-centered approach is implemented by involving students in deliberations and discussions about research developed by others. Students have the opportunity to learn individual study



courses as a free listener, participating in the study course in full or only choosing the part of this course of interest.

DU offers students appropriate educational and scientific literature, incl. electronic open access databases. In order to promote student success and effective achievement of study program results, DU provides permanent assistance of academic staff to students. Namely: consultations during the study semester, before intermediate results tests (colloquiums), exams and before the final test.

Lecturers often use group work within the study course to promote the integration of interdisciplinary knowledge by initiating creative discussions in solving problem issues. The lecturer chooses study forms and methods depending on the specificity and importance of the topic to be considered in the study course.

When choosing the type of test to evaluate the student's work on a 10-point scale, lecturers are guided by the results defined by the study course. When developing evaluation criteria, lecturers are guided by the following principles:

- criteria aimed at evaluating the student's work (in the mid-term or at the end of the study course);
- the student's work is evaluated according to criteria or compared to a standard (an example of excellent work), not to other students' work;
- criteria are known to students in advance;
- creation of a clear grading algorithm, according to which the student can independently determine his level of achievement;
- evaluation criteria derived from study course objectives and results.

During the study process, students can use support materials (lecture presentations, seminar materials, descriptions of practical tasks, handouts, etc.) that are placed in the e-study environment Moodle. Students can submit their work in the Moodle e-study environment, thereby receiving an assessment of the material they have learned or passing a study course test.

[1] Standards and guidelines for quality assurance in the European higher education area, p. 14. Available in Latvian only: [https://aic.lv/content/files/AIC%20ESG2015%20int-1\\_2.pdf](https://aic.lv/content/files/AIC%20ESG2015%20int-1_2.pdf)

[2] Informative, analytical report. Student-centered education approach in universities/colleges in Latvia, page 4. Available in Latvian only: [https://aic.lv/portal/content/files/Informativs\\_zinojums\\_SCL\\_istenosana\\_Latvija.pdf](https://aic.lv/portal/content/files/Informativs_zinojums_SCL_istenosana_Latvija.pdf)

**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).**



is provided in accordance with Cabinet of Ministers regulations of June 13, 2023 No. 305 "Rules on the standard of state professional higher education".

The scope of the practice is 24 credits (16 weeks), which is implemented in the 2nd year of study in the 4th semester. The study course descriptions indicate the tasks to be performed and the results to be achieved during professional qualification practice.

The content of the internship is determined in accordance with the professional qualification requirements and normative acts, which determine the competence, theoretical and practical knowledge required for the relevant profession studying in the professional higher education program.

The practice is implemented in accordance with the practice agreement, which DU concludes with the employer for providing the practice place. The practice agreement includes practice goals, tasks, planning of the practice, the procedure for evaluating practice achievements, as well as the obligations and responsibilities of the parties. The practice content also includes the student's familiarization with the management structure and operating principles of the relevant internship organization. The representatives of the organizations with which the agreement for the implementation of the practice has been concluded participate in the determination of the goals and tasks of the practice, as well as in the evaluation of the practice.

The purpose of the professional qualification practice is to strengthen and supplement the student's theoretical knowledge, as well as to improve his professional skills, in accordance with the qualification requirements and the professional standard.

Tasks of professional qualification practice:

1. To acquire professional skills, according to the qualification requirements and professional standard.
2. Familiarize yourself with the tasks to be solved and the technologies used in the specific institution according to their specialization.
3. Gain practical work skills and experience working in real conditions.
4. Familiarize yourself with the compilation and design of documentation.

The tasks of the professional qualification practice have been developed based on the standards of the qualification professions: the standards of the professions of security specialist<sup>[1]</sup>, junior officer of the State Police<sup>[2]</sup> and penitentiary and probation work specialist <sup>[3]</sup>.

During the practice, students become familiar with the structure and operating principles of the place of implementation of the practice, factors characterizing the work environment; with the specifics of assigned duties.

The student performs the duties provided for in practice, organizes, leads and evaluates certain activities. Preparation of the internship report, self-assessment, preparation of a presentation on the lessons learned during the practice.

Students prepare a practice report according to the guidelines developed in the study course description. The practice report is checked and evaluated by the practice supervisor appointed by DU. The overall evaluation of the internship consists of the following evaluations: evaluation from the practice supervisor at the practice place and evaluation of the practice report.

During the professional qualification practice, communication between the students and the DU practice supervisor takes place, both group and individual supervisions are organized, for which two hours per student are planned in accordance with the practice description, the workload of the lecturer (DU practice manager) and the recommendations of previous accreditation experts.



Professional issues and difficulties during practice are discussed during supervisions, experiences are exchanged. The results of the professional practice are presented during the test and exam session.

The student has the right to choose the place of practice, in coordination with the director of the study program. For those students who have difficulty finding a practice place, the director of the study program and the study direction council help them find a professional qualification practice. In order to provide professional qualification practice for students, Daugavpils University has concluded agreements of intent or cooperation agreements on providing internships for students with the State Police, Prison Administration, SIA "EVORM", Daugavpils Municipal Police.

[1] Professional standard of security specialist. Available in Latvian only:  
<https://registri.visc.gov.lv/profizglitiba/dokumenti/standarti/2017/PS-192.pdf>

[2] Professional standard of the junior officer of the State Police. Available in Latvian only:  
<https://registri.visc.gov.lv/profizglitiba/dokumenti/standarti/ps0533.pdf>

[3] Professional standard of penitentiary and probation work specialist. Available in Latvian only:  
<https://registri.visc.gov.lv/profizglitiba/dokumenti/standarti/ps0433.pdf>

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

Not applicable.

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

In the period from 2019 to 2023, 198 qualification theses were defended.

Students of the short-cycle professional higher education study program "Civil security and protection" choose socially vital and practically important topics that touch on current issues of the state and citizens' security.

The research interests of students are dominated by the legal regulation of serving a sentence with deprivation of liberty, incl. prison regimes, monitoring practices, resocialization of persons, etc., as well as the application of administrative responsibility and police duties in combating various criminal offenses. Qualification works can also be applied to the application procedure, regulation, peculiarities and organization of security measures of various security measures. Topics related to human rights, domestic violence, actions in crisis situations, issues of illegal migration, technical security, such as drones, are especially relevant as well as the peculiarities of organization of security systems of offices and business centers. An overview of the topics of students' final theses is summarized in Appendix 3.2.6. *Thesis topics*.

Students of the short-cycle professional higher education study program "Civil Security and



Defense" choose socially vital and practically important topics that touch on current issues of the state and citizens' security.

Students' qualification theses are evaluated by the final examination committee. The evaluation consists of the average mark of all members of the commission on the qualification work, the reviewer's mark, the evaluation of the student's report or work presentation and the answers to the questions of the commission and those present.

The evaluation of the final theses is based on the following principles:

- evaluation criteria are available in the methodological instructions for the development and defense of the qualification work [1];
- evaluators are familiar with testing and examination methods;
- evaluation shows to what extent the students achieved the study results;
- students receive feedback;
- evaluation takes place in accordance with the regulations on studies at Daugavpils University [2];
- there is a procedure for examining student appeals.

In the reporting period, as a percentage of the number of defended qualification theses, the evaluations of qualification theses are as follows: 10 (excellent) – 2%, 9 (excellent) – 16%, 8 (very good) – 22%, 7 (good) – 29%, 6 (almost good) – 20%, 5 (average) – 5%, 4 (almost average) – 6%.

DU developed and adheres to the procedure for submitting final theses for plagiarism control, which provides for mandatory submission and storage of electronic versions of final theses in the DU Information System and provides an opportunity to compare students' final theses with the set of theses defended in previous years[3].

[1] Methodological recommendations for the development and defense of the qualification work. Available in Latvian only:

<https://du.lv/wp-content/uploads/2022/09/kvalifikacijas-darba-noformesana-Civila-drosiba-2-2.doc>

[2] Regulations on studies at Daugavpils University. Available:

[https://du.lv/wp-content/uploads/2022/06/ENG-NOLIKUMS\\_PAR\\_STUDIJAM\\_DU\\_2018-1-1.pdf](https://du.lv/wp-content/uploads/2022/06/ENG-NOLIKUMS_PAR_STUDIJAM_DU_2018-1-1.pdf)

[3] Procedure for submitting theses for plagiarism control at Daugavpils University. Available:

<https://du.lv/wp-content/uploads/2022/09/Procedure-of-thesis-submission-for-plagiarism-control.pdf>

### 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.**

Study program resources, incl. provision, (see the information provided in criteria 2.3.1.-2.3.3. of



Part II, Chapter 3) meets the conditions for the implementation of the study program and the achievement of the study results. Resources available to students, incl. study facilities, material and technical base (in the forensics laboratory, students learn practical skills in working with technical means, at the scene of the incident and the skills of writing a verbal description of the wanted person), tools and equipment (for preparing, combining, integrating, visualizing and distributing study and research materials), information networks (Internet, intranet, Moodle system), databases (library network, databases of DU research centers, free access to databases (book resource database, including the CEPOL database[1] with access to around 10,000 scientific journals and books as well as online seminars), materials (research materials, scientific publications, including Web of Science and Scopus publications, archives), services (administrative, financial, IT and network support services, access to official statistical data), computer applications and software (Standard Office, SPSS, GIS, The Police Mobile Tool N1 - this application allows you to create an image of a wanted person based on the description of an eyewitness and save it on any device, online data visualization tools and software, online communication tools) allows you to study all study courses and conduct research. DU provides a flexible and student-oriented environment.

[1] The European Union Agency for Law Enforcement Training. Available:  
<https://www.cepol.europa.eu/scientific-knowledge-and-research/scientific-resources-and-projects>

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

Not applicable.

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

The main source of funding for the full-time study form of the short-cycle professional higher education study program "Civil security and defense" is the state budget and funds of natural or legal entities.

The calculation of costs for one student in the short-cycle professional higher education study program "Civil Security and Defense" was carried out by the Department of Finance and Accounting of DU, including the salary fund and the employer's SSIC, business trips, materials, energy resources and inventory costs, books, equipment purchase and investment costs, as well as costs for student social security (see table 3.3.3).

*Table 3.3.3. Calculation of costs per student of the short-cycle professional higher education study*



program "Civil security and defense"

No.	Position	Sum (EUR)
1.	Salary fund per student	5976,14
2.	Employer SSIC 24.09% per student	1409,77
3.	Costs of business trips and business trips per student	84,17
o4.	Services per student	784,15
5.	Cost of materials, energy resources, water and inventory per student	720,14
6.	Cost of purchasing books and magazines per student	126,35
7.	Equipment purchase and investment costs per student	480,36
8.	For student social security per student	503,96
<b>Total cost per student:</b>		10085,04

9 students in a group is the minimum number of students to ensure the profitability of the study program.

### 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.**

During the reporting period, 37 teaching staff were involved in the implementation of the short-cycle professional higher education study program "Civil Security and Defense":

- two professors with more than 20 years of practical experience in the State Police and Prison Administration;
- six associate professors, one with more than 20 years of practical experience in the State Police, one working for a long time in the local government, two specialists in the economic sector and one specialist each in the field of martial arts and linguistics;
- 12 assistant professors, one scientist with more than 20 years of practical experience in the State Police, one scientist serving in the State Security Service, two scientists with more than



20 years of practical experience as judges and currently practicing lawyers/advocates, two scientists working for a long time in the municipality, one scientist is linguistics specialist, two – economics specialists, three – psychology and pedagogy specialists, one – forensic medicine and psychiatry specialist;

- one visiting associate professor, a scientist with more than 20 years of practical experience in the State Police and security companies;
- five lecturers, two scientists - information systems and information security specialists with practical experience, one scientist - first aid specialist with practical experience, one scientist - linguistics specialist, one scientist - environmental protection specialist with practical experience;
- eight guest lecturers, one works as a general care nurse, three work in the State Police, two work in the Prisons Administration, one works in a security company, one is a certified shooting instructor and works in a shooting range;
- one guest assistant - an administrative management specialist serving in the State Police;
- two researchers, one is a practicing specialist in the field of psychology and psychiatry, one is a specialist in the field of economics.

Of the participating teaching staff, 27 have been elected to DU, 13 teaching staff work in the field institutions, two in the Prisons Administration, four in municipal institutions, five in the structural units of the State Police, two in security companies.

The teaching staff involved in the implementation of the study program are experts of the Latvian Science Council: seven in social sciences and one in humanities and arts. The involved teaching staff is focused on professional development, as well as continuous improvement and development of the quality of taught courses.

A number of participating teaching staff use the opportunity for professional development within the framework of outgoing mobility, which contributes to raising the qualifications of lecturers according to the taught study courses and the achievable study results. Lecturers prepare scientific articles, incl. in internationally peer-reviewed journals, participates in conferences and practical seminars, training, internships and various scientific events, publishes textbooks and develops methodical materials, participates in international and national research projects.

The research carried out by the academic staff is an important contribution to the development of the branch they represent and, moreover, also to the development of the study program, improvement and updating of the study content. The researches cover both theoretical aspects and industry topicalities and novelties, which are used in lecturers' study courses, thus promoting mutual interaction between the research and study process, incl. improving the quality of the study process.

The national language knowledge of the employees of the short-cycle professional higher education study program "Civil security and defense" complies with the regulations on the extent of knowledge of the national language and the procedure for testing the national language proficiency for the performance of professional and official duties.

#### **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.**

Minimal changes have been made to the teaching staff of the short-cycle professional higher



education study program "Civil Security and Defense" during the reporting period: two lecturers obtained a doctoral degree. The study course "Professional terminology of a foreign language (German language)" and a new lecturer have been added. Four new teaching staff from law enforcement and security institutions were involved in the implementation of the program, thus improving the scientific feedback of the professionals of the position with the students.

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

Not applicable.

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

Not applicable.

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

Teaching staff involved in the implementation of the short-cycle professional higher education study program "Civil Security and Defense" cooperate with each other both in the development of study course descriptions and in the planning of study course content, jointly agreeing on the goals, tasks, achievable results and content of the study courses to be developed and taught. Two teaching staff are involved in the teaching of some study courses, who have mutually divided responsibilities, for example, one lecturer provides lectures, the other conducts seminars or practical classes, and jointly participates in the evaluation of the achieved results. The logical sequence of the implementation of the study courses is discussed and evaluated both in the



"Internal Security and Civil Defense" study direction and in the meetings of the profiling department, which helps to avoid overlapping of specific topics in different study courses.

Not only the Department of Law, Management and Economics is involved in the development, improvement and provision of the short-cycle professional higher education study program "Civil Security and Defense", but also other teaching staff of DU structural units.

At the time of submitting the self-assessment report, 37 teaching staff are involved in the implementation of the short-cycle professional higher education study program "Civil Security and Defense", 111 students are studying in the program, which means that the ratio of the number of students to teaching staff is 1:3, which ensures optimal interaction between lecturers and students in study process.



# 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	3.1.2.Diploma and supplement example_EN.zip	3.1.2.Diploma un pielikuma paraugs_LV.zip
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	3.1.4. Statistics about students_Civil security_EN.xlsx	3.1.4. Statistika par studentiem_Civilā drošība_LV.xlsx
III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof		
Compliance with the study programme with the State Education Standard	3.2.1_Compliance with the state education standard_Civil security_EN.docx	3.2.1.Atbilstība valsts izglītības standartam_Civilā drošība_LV.docx
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard or the requirements for professional qualification (if applicable)	3.2.1. Compliance with professional standards_Civil security_EN.docx	3.2.1.Atbilstība profesijas standartiem_Civilā drošība_LV.docx
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	3.2.1_Mapping of study courses_Civil security.xlsx	3.2.1_Studiju kursu kartējums_Civilā drošība.xlsx
The curriculum of the study programme (for each type and form of the implementation of the study programme)	3.2.1.Study plan_Civil security_EN.docx	3.2.1.Studiju plāns_Civilā drošība_LV.docx
Descriptions of the study courses/ modules	3.2.1.Study course descriptions_Civil security.zip	3.2.1.Studiju kursu apraksti_Civilā drošība.zip
Description of the organisation of the internship of the students (if applicable)	3.2.4.Practice description_Civil security.docx	3.2.4.Prakses apraksts_Civilā drošība.docx
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)		



# Labour Protection (47862)

Study field	<i>Internal Security and Civil Protection</i>
ProcedureStudyProgram.Name	<i>Labour Protection</i>
Education classification code	<i>47862</i>
Type of the study programme	<i>Professional master study programme</i>
Name of the study programme director	<i>Jelena</i>
Surname of the study programme director	<i>Kirilova</i>
E-mail of the study programme director	<i>jelena.kirilova@du.lv</i>
Title of the study programme director	<i>Dr.chem., docente</i>
Phone of the study programme director	<i>28242873</i>
Goal of the study programme	<i>To provide students matriculated at Daugavpils University with qualitative education that meets the needs of the state and is aligned with the requirements of professional standards, providing the opportunity to acquire theoretical and practical knowledge, to supplement the skills and abilities of research work, thus preparing students to become specialists in labour protection.</i>



Tasks of the study programme	<p><i>1. To ensure students' specialization in the following directions of labour protection: labour protection or safety technology, which concludes with the acquisition of the master's degree of professional higher education "Labour protection";</i></p> <p><i>2. to provide students with the opportunity to acquire high-quality and successful study programmes, for the realization of the specialization of the study process by integrating various branches of physics, such as mechanics, electricity and magnetism, optics, thermodynamics, nuclear physics, etc., branches of law and labour protection, emphasizing the interaction between theory and practice obligation;</i></p> <p><i>3. create an understanding of the basic principles of EU and Latvian regional policy, labour protection, learning the main principles, methods, legislation, taking into account European and world experience;</i></p> <p><i>4. to deepen students' knowledge of the basic components of labour protection (engineering, safety equipment, etc.), their interrelationship, creating active cooperation with the public, private and state sectors;</i></p> <p><i>5. to educate the seventh-level professional qualification specialists in labour safety and protection, promoting their competitiveness in changing socio-economic conditions;</i></p> <p><i>6. during practical work and practice, to develop and strengthen the necessary professional skills and abilities, as well as the ability to independently organize research, obtain and process data, and draw up reports of the conducted research;</i></p> <p><i>7. to promote cooperation between students and teaching staff, involving students in research work, in projects financed by EU or LR funds;</i></p> <p><i>8. to strengthen Daugavpils University's connection with municipalities and companies of the Latgale region;</i></p> <p><i>9. to provide students matriculated in the study programme with the opportunity to learn practical skills at work with modern scientific equipment and measuring equipment that meet EU requirements and ISO standards and the latest information technology products (hardware and software) used in the field of labour protection.</i></p>
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Results of the study programme	<p><b>Knowledge:</b></p> <ol style="list-style-type: none"> <li>1. to understand labour protection and related regulatory acts (LR and EU laws, documents and regulatory acts);</li> <li>2. able to assess the risk factors of the work environment and the safety of production technologies.</li> </ol> <p><b>Skills:</b></p> <ol style="list-style-type: none"> <li>3. able to organize work related to internal monitoring of the work environment, risk assessment and measures to prevent or reduce them;</li> <li>4. able to plan labour protection and related environmental protection work in the organization;</li> <li>5. able to control the working environment of the organization, ensuring the basic requirements of occupational health and safety of workers, solving the ergonomic, psychosocial and organizational problems of the working environment, acting in emergency situations;</li> <li>6. able to independently continue the improvement of their competences and specialization.</li> </ol> <p><b>Competencies:</b></p> <ol style="list-style-type: none"> <li>7. able to use their knowledge and skills in accordance with the professional field of activity, observing cultural norms and professional ethics;</li> <li>8. in his or her professional activity relies on a professional and sustainable development approach in labour protection issues;</li> <li>9. strives to improve his knowledge and skills according to the field of activity, as well as follows the latest Latvian and foreign periodicals, educational and scientific literature, as well as current trends in labour protection and safety.</li> </ol>
Final examination upon the completion of the study programme	Development of Master's thesis

## Study programme forms

### Full time studies - 2 years - latvian

Study type and form	Full time studies
Duration in full years	2
Duration in month	0
Language	latvian
Amount (CP)	123
Admission requirements (in English)	- First cycle higher education in the field of labour protection, environmental protection, engineering sciences, physics or chemistry; - First cycle higher education and at least 2-year work experience in labour protection
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	Professional Master's Degree in Labour Protection
Qualification to be obtained (in english)	Senior Specialist in Labour Protection

### Places of implementation



Place name	City	Address
Daugavpils University	DAUGAVPILS	VIEŅĪBAS IELA 13, DAUGAVPILS, LV-5401



## 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.**

Since the accreditation of the previous study program, the study program has experienced changes, taking into account both development trends in education and the economy, as well as student feedback and wishes. These changes have been made to improve the study experience and ensure that the program remains relevant to the latest industry standards and requirements.

Key changes include:

1. Changes in course teaching: In order to promote students' interest and develop new competencies, study courses are taught by professionals working in the industry with extensive work experience. For example, the study courses "Fire Safety I" and "Fire Safety II" are taught by the commander of the State Fire and Rescue Service.
2. Updating study materials: constant updating of study materials was carried out, incorporating the latest scientific discoveries and technological changes. This ensures that students are well prepared and receive up-to-date education in the field of labor protection.
3. Supplementing the study program with part C – free choice courses.
4. Active use of the electronic environment Moodle in the study process. The active use of the Moodle system in the study process had a significant impact on the student training process, offering several positive changes and improvements:
  - Increased availability and flexibility. Rate of change: Students can access study materials and complete assignments anytime, anywhere thanks to Moodle's online availability.
  - Increased engagement and collaboration. Indicator of change: Interactive types of classes, discussion forums promote active involvement of students and mutual cooperation.
  - More effective communication. Indicator of change: Moodle provides a central communication point where teaching staff and students can exchange information, assignments and feedback, thus facilitating effective communication.
  - More objective assessment. Rate of change: Automated scoring and the ability to receive individual feedback directly on the platform improves the objectivity and speed of scoring.
5. Student involvement and feedback: the involvement of students in the development of the study program was emphasized. Seminars, discussions and surveys are regularly organized to listen to students' opinions and evaluate them in order to improve the quality of the program.

According to the decision of the Daugavpils University Study Council meeting on February 20, 2023, the study direction council was replaced and appointed as follows:



<b>Head of the Council Jeļena Kirilova</b>	<i>Dr.chem.</i> , Assistant Professor, Department of Environmental Science and Chemistry, Faculty of Natural Sciences and Mathematics, Head of the Applied Chemistry Department of the Institute of Life Sciences and Technologies, leading researcher. Director of the professional higher education master's study program "Labor protection" ( <i>program code 47862</i> ).
<b>Igors Trofimovs</b>	<i>PhD</i> , Acting head of the Department of Law, assistant professor. Director of the professional higher education master's study program "Economic security" ( <i>program code 47861</i> ).
<b>Jānis Teivāns-Treinovsis</b>	<i>Dr.iur.</i> , Dean of the Faculty of Social Sciences, Professor of the Department of Law.
<b>Aleksandrs Matveja</b>	<i>Dr.iur.</i> , Associate Professor, Department of Law, Faculty of Social Sciences. Director of the first-level professional higher education study program "Civil security and defense" ( <i>program code 41461</i> ).
<b>Vladislavs Okunevs</b>	Head of the Daugavpils station of the Latgale region administration of the State Police ( <i>representative of employers</i> ).
<b>Egīls Gribačēnoks</b>	Labor law and labor protection expert ( <i>representative of employers</i> ).
<b>Ērika Leonova</b>	1st year student of the professional higher education master's study program "Labour protection" ( <i>program code 47862</i> ) ( <i>student ID number 220850</i> ).
<b>Madara Svirkoviča</b>	1st year student of the first-level professional higher education study program "Civil security and protection" ( <i>program code 41461</i> ) ( <i>student ID number 220525</i> ).

According to the February 23, 2023 meeting of the Daugavpils University Study Council, the director of the study program "Labour Protection", Valfrīds Paškevičs, and in his place, assistant professor of the Department of Environmental Science and Chemistry of the Faculty of Natural Sciences and Mathematics, Dr.chem.Jeļena Kirilova was approved.

Due to the fact that the program was supplemented with part C - a free choice course, in which students can choose a study course from the total free choice offer, the total number of credit points increased by 3 ECTS.

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



The code 47862 of the professional master's study program "Labour protection" is aligned with the purpose of the study program (the first and second digits of the code denote the type of educational program - Second-level professional higher education, while the third, fourth and fifth - the group of the educational program - Labour protection and safety). The study results to be obtained (knowledge, skills and competences) are formulated in accordance with the 7th EQI level (MC regulations No. 322. "Rules on Latvian education classification", available in Latvian: <https://likumi.lv/ta/id/291524-noteikumi-%20par-latvijas-izglitiba-klasifikaciju>), with the standard of the profession of a senior labour protection specialist (agreed at the meeting of the tripartite cooperation sub-council of Professional education and employment on February 9, 2022, available in Latvian: <https://registri.visc.gov.lv/profizglitiba/dokumenti/standarti/2017/PS-207.pdf>).

The obtained professional qualification of the 7th level "Senior Specialist in Labour Protection" meets the requirements of the Regulations on State Professional Higher Education Standards (MK 13.06.2023. Regulations No. 305).

The study program has been developed based on the strategy developed by DU and the latest trends in the professional education system in the European Union. The purpose of the study program is in line with the mid-term goal set in the DU Strategy: *"To provide quality education that meets the challenges of the future and is based on the acquisition of theoretical knowledge and research skills, preparing specialists who are competitive in the international labor market, developing their abilities and motivating lifelong learning."*

The program is also aimed at ensuring that graduates are familiar with the principles of competence education in educational institutions as their potential employees.

The study results acquired in the study program (knowledge, skills and competence) ensure the fulfillment of the purpose and tasks of the study program, thereby contributing to the growth of the knowledge and innovation-based economy of the Republic of Latvia and, therefore, the well-being and sustainability of the Republic of Latvia.

The duration of studies is 2 years. Full-time studies are organized in order to provide study opportunities for working students, therefore the list of classes is mostly compiled on Fridays and Saturdays.

The content of the study program is designed to ensure the graduate's compliance with employers' requirements for a highly qualified graduate with a wide range of knowledge and practical skills in occupational safety and health. In order to provide a graduate with the necessary qualification, the structure of the study program includes the sequential acquisition of knowledge, skills and competences. The content of the study program ensures the acquisition of the necessary knowledge, skills and competences, so that, upon starting professional activity, the graduate has the appropriate qualifications to quickly and successfully engage in the performance of work duties in the chosen sector, both in Latvian and foreign companies and research institutions.

Admission requirements for PMSP Labor protection are harmonized with MK regulations no. 305:

- First cycle higher education in the field of labour protection, environmental protection, engineering sciences, physics or chemistry;
- First cycle higher education and at least 2-year work experience in labour protection

Every year, the DU Admission Commission receives a few questions from applicants about part-time studies, but the number of interested parties during the reporting period was not sufficient to consider the creation of a profitable group. Despite the fact that the number of interested persons was very low, it should be noted that DU has a lot of experience in implementing the form of part-time face-to-face studies. In the event that this form of study becomes relevant and in demand, for



example, for those working and living in the remote regions of Latvia or outside of Latvia, then the issue of introducing such a form of study will be decided.

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

DU is the only higher education institution in the region of Eastern Latvia that conducts labour protection studies. The students of the study program are mostly from Eastern Latvia, but it should be noted that some students come from other regions of the country, as well as from Riga. This means that the implementation of the study program is very important both from the point of view of regional and national development interests. Both study programs were created on the recommendation of Daugavpils and other city councils in the region, which especially emphasize their importance in the labour market. New production companies that need labour protection specialists are being established everywhere in Latvia. Bilateral cooperation with employers takes place constantly during the implementation of study programs.

According to the data of the State Employment Agency, there is a great demand for highly qualified specialists in the field of labor protection in Latvia. Such a trend can be observed both in Riga and in the regions. The labour market requires specialists with professional knowledge and skills in the areas of management, organization and monitoring of the labour protection system, work environment risks, analysis, forecasting, who are able to make decisions on the improvement of the labour protection system and implement them. The professional higher education study program "Labour protection" is an essential condition for further professional education in the field of labor protection.

The relevance of the study program was determined by the need to prepare specialists for the Latvian and international labour market with extensive knowledge and practical skills in labour protection and safety. The study program is aimed at preparing specialists needed for Latvia, who would have interdisciplinary knowledge and practical skills, which are essential when solving labour protection and safety issues in various sectors of the national economy.

Latvian food production and processing companies, construction companies, manufacturers of building materials and others dominate among employers. Graduates are also employed in cosmetics production and recycling companies, state controlling institutions.

Analyzing the employment of graduates of previous study programs, it should be noted that a large number of graduates already start working during their studies (more than 90%).

Once every two years, DU organizes graduate surveys<sup>[1]</sup>, the data of which contain information on graduate employment trends, evaluation of studied study programs and recommendations for their improvement. The obtained data, their analysis and interpretation are used in the improvement of the study program. The data of the graduate survey ensure the compliance of the goals and tasks of the programs of the study direction with the requirements of the market and society, allowing to track and evaluate the quality of each study course, their compliance with the goals and tasks of the program.

The results of the graduate survey show that the largest proportion of graduates (more than 90%) are working in a job that corresponds to the education they received at DU and are employed full-time, as well as some graduates are working and continuing their studies.



[1] Survey available in Latvian: <https://aptaujas.du.lv/index.php/764263/lang-lv>

**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.**

Based on DU statistical data, admitted:

2013./2014.	<b>21</b>
2014./2015.	<b>25</b>
2015./2016.	<b>26</b>
2017./2018.	<b>16</b>
2018./2019.	<b>14</b>
2019./2020.	<b>14</b>
2020./2021.	<b>13</b>
2021./2022.	<b>8</b>
2022./2023.	<b>20</b>
2023./2024.	<b>18</b>

Graduates of the program:

2013./2014.	<b>6</b>
2014./2015.	<b>15</b>
2015./2016.	<b>16</b>
2017./2018.	<b>21</b>
2018./2019.	<b>17</b>
2019./2020.	<b>13</b>
2020./2021.	<b>11</b>
2021./2022.	<b>9</b>



2022./2023.	<b>10</b>
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## Number of students:

Study year	1st course	2nd course	<b>Total</b>
2013./2014.	20	16	<b>36</b>
2014./2015.	25	15	<b>40</b>
2015./2016.	26	17	<b>43</b>
2017./2018.	16	16	<b>32</b>
2018./2019.	14	12	<b>26</b>
2019./2020.	14	11	<b>25</b>
2020./2021.	13	10	<b>23</b>
2021./2022.	8	9	<b>17</b>
2022./2023.	20	8	<b>28</b>

Most often, students indicate personal reasons for stopping the study process (financial problems, family circumstances, health problems, inability to combine studies with work, including lack of motivation to continue studies).

In order to reduce student dropout due to financial reasons, DU offers tuition fee discounts to students who continue their studies immediately after graduating from the program, to students in the last semester and to those who have excellent results. DU operates the Social Support Program of the Student Council, within the framework of which successful students of DU's full-time full-time bachelor's and master's study programs have the opportunity to receive a discount on the rent of the service hotel.

In order to attract and increase the number of potential students, DU participates in or organizes various events every year, such as open door days, informational events on the possibilities of upgrading qualifications, Scientists' Nights, Scientific Research Competitions, etc.

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

Not applicable.



## 3.2. The Content of Studies and Implementation Thereof

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

The study plan is designed taking into account the sequence of learning theoretical and practical knowledge, the sequence of study courses and their mutual connection. The study period fixed in the study program for full-time studies of the master of professional higher education is 2 years (4 semesters).

The structure of the study plan ensures a range of study courses corresponding to the interests of students and the specific requirements of the professional standards. The included courses provide opportunities for students to learn the chosen "Senior Labor Protection Specialist" profession. See study plan in appendix 3.2.1. *Study plan\_Labour protection*.

The information included in the study courses, the results to be achieved, the goals are closely related to the purpose of the study program and the results to be achieved. The content of the study program is designed to ensure the graduate's compliance with employers' requirements for a highly qualified graduate with a wide range of knowledge and practical skills in occupational safety and health. In order to provide a graduate with the necessary qualification, the structure of the study program includes the sequential acquisition of knowledge, skills and competences. The content of the study program ensures the acquisition of the necessary knowledge, skills and competences, so that, upon starting professional activity, the graduate has the appropriate qualifications to quickly and successfully engage in the performance of work duties in the chosen sector, both in Latvian and foreign companies and research institutions.

**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).**

The theoretical and practical part of the study program has been developed based on the scientific current affairs of the industry. Study courses include information on the latest achievements in the relevant industry or project work, in which the student performs a small research work, analyzing a specific scientific problem and applying industry-specific methods. Students of the program participate in the DU conference and other events with reports on the topic of their work.

All teaching staff involved in the implementation of the program are scientifically active



representatives of the industry, who perform not only teaching and scientific work, but also lead or collaborate in scientific projects.

**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.**

The following forms of program implementation are used in the implementation of the study program "Labour Protection":

- lectures,
- seminars,
- practical (laboratory) lessons, where both individual, pair and group work is used,
- students' independent work,
- studies with the application of computer technology,
- use of internet resources, workshops.

In all study courses, lessons are oriented towards creative participation of students in the process of acquiring knowledge. At the end of each study course, there is a theoretical or practical skills exam or test, which is evaluated with a grade.

The choice of study implementation forms is determined by modern teaching approaches (cognitive approach, research approach, creative approach, problem-solving approach, autonomous studies) and methods (general study methods, analysis and compilation of scientific information, information collection, systematization, presentation). The forms of program implementation used in the study process promote the acquisition and expansion of theoretical knowledge, develop critical and creative thinking, the ability to discuss and argue one's opinion, the skills and abilities to use active learning methods, analyze and gather information, and draw up clearly structured action plans.

Study methods are aimed at developing students' independent, critical and creative thinking skills. They should promote students' communication skills, the ability to work in groups, to overcome conflicts, to be confident, to be restrained against offenders, to strictly comply with the set requirements. Patriotism, humanistic ideas, respect for human rights, honesty, creative use of knowledge, desire to improve, independence in solving service tasks must be developed. Leading teaching methods are: analysis and solving of problem situations, work in small groups, role-playing games, learning tests and exercises, defending reports. The practical implementation of the study program takes place in accordance with the work plan of the study program, descriptions of study courses and the schedule of the study process of the study year, using various study forms and methods. Each study course has a leading lecturer who develops and improves the taught study course. The learning of the study program is based on lectures, seminars, practical lessons, module training and the student's independent work with literature and legislation, as well as teaching practice outside the educational institution, preparation and presentation, conducting educational research, discussions, developing individual and group projects (qualification work).



Practical lessons are widely used in those study courses, the specifics of which require the development of a certain set of practical skills. Therefore, the methods of practical work are mainly used in the field study courses. Designing of independent works, group works, reports, practice works and presentation of defense is done using the latest IT technologies. The teaching forms and methods of the study program are appropriate for achieving the goals of the study program.

Special attention is paid to the student's independent work, analysis of literature and legal acts and writing of summaries, acquisition of practical, professional skills.

The teacher, in the student's independent work process, has the functions of organizer, consultant and expert.

The study methods used provide an opportunity to acquire theoretical knowledge and practical skills in accordance with the purpose of the study program, improve students' critical thinking skills, develop mutual cooperation skills, the ability to work individually and in a team. Lecturers invite students to express their opinion on the proposed forms of independent work and its presentation, listen to students' wishes and correct the literature, sources and presentation forms recommended for independent work. Students participate in scientific and popular science events organized by DU (scientific conferences, science communication events, projects, etc.).

The study process is organized in accordance with the DU Constitution, the Higher Education Law, the national academic education standard, etc. regulatory documents that are in force in the Republic of Latvia, as well as in accordance with study regulatory documents adopted by the DU Senate; matriculation takes place in accordance with the DU Admission Rules, which are approved annually by the DU Senate.

The evaluation of the study program takes place throughout the study year. In order to represent the interests of students in the decision-making institutions, a student self-government has been established and is actively functioning, which delegates representatives to work in the DU Senate, the DU Student Council, the SSF Faculty Council. Students have the opportunity to submit any question of interest to the Faculty Council for consideration, as well as to participate in discussions and decision-making. Students are provided with participation in the improvement of the study course by evaluating the study course according to several criteria: the content of the study course, the progress of the study course, examination forms, the attitude of lecturers towards students.

Students participate in improving the study process in three ways:

- 1) practical works in some study courses are carried out based on the analysis of the activity of student groups;
- 2) students are regularly invited to seminars and conferences attended by students and lecturers of DU study programs;
- 3) students develop qualification papers by analyzing the real situation.

According to the Standards and Guidelines for Quality Assurance in the European Higher Education Area adopted in 2015, 1.3 standards[1], higher education institutions must ensure that study programs are implemented in such a way as to encourage students to actively participate in the formation of the study process, and that the evaluation of students' achievements corresponds to this approach. The guidelines of the above standard state that student-centered learning and teaching play an important stimulating role in student motivation, self-reflection and engagement in the learning process. The study program "Labour Protection" provides a student-centered approach and implements self-directed learning. During the implementation of the program, all basic principles of student-centered education are observed:



- constant reflection;
- taking into account that students have different learning styles, different requirements, interests, experience and previous knowledge;
- individual approach to students;
- students' knowledge, skills and abilities are evaluated by the academic staff, involving the students as well;
- students are offered the opportunity to learn by themselves;
- continuous cooperation between students and academic staff[2].

A student-centered approach is implemented by involving students in deliberations and discussions about research developed by others. Students have the opportunity to learn individual study courses as a free listener, participating in the study course in full or only choosing the part of this course of interest.

DU offers students appropriate educational and scientific literature, incl. electronic open access databases. In order to promote student success and effective achievement of study program results, DU provides permanent assistance of academic staff to students. Namely: consultations during the study semester, before intermediate results tests (colloquiums), exams and before the final test.

Lecturers often use group work within the study course to promote the integration of interdisciplinary knowledge by initiating creative discussions in solving problem issues. The lecturer chooses study forms and methods depending on the specificity and importance of the topic to be considered in the study course.

When choosing the type of test to evaluate the student's work on a 10-point scale, lecturers are guided by the results defined by the study course. When developing evaluation criteria, lecturers are guided by the following principles:

- criteria aimed at evaluating the student's work (in the midterm or at the end of the study course);
- the student's work is evaluated according to criteria or compared to a standard (an example of excellent work), not to other students' work;
- criteria are known to students in advance;
- creation of a clear grading algorithm, according to which the student can independently determine his level of achievement;
- evaluation criteria derived from study course objectives and results.

1 ECTS corresponds to 26.7 academic hours, of which 10.7 are contact hours, which is 40% of the intended amount.

During the study process, students can use support materials (lecture presentations, seminar materials, descriptions of practical tasks, handouts, etc.) that are placed in the e-study environment Moodle. Students can submit their work in the Moodle e-study environment, thereby receiving an assessment of the material they have learned or passing a study course test.

[1] Standards and guidelines for quality assurance in the European higher education area, p. 14. Available in Latvian: [https://aic.lv/content/files/AIC%20ESG2015%20int-1\\_2.pdf](https://aic.lv/content/files/AIC%20ESG2015%20int-1_2.pdf)

[2] Informative, analytical report. Student-centered education approach in universities/colleges in Latvia, page 4. Available in Latvian: [https://aic.lv/portal/content/files/Informativs\\_zinojums\\_SCL\\_istenosana\\_Latvija.pdf](https://aic.lv/portal/content/files/Informativs_zinojums_SCL_istenosana_Latvija.pdf)



**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).**

Practice at Daugavpils University is organized in accordance with MC regulations no. 305 of the Regulations on the standard of state professional higher education.

Practice is a mandatory part of professional higher education study programs. The purpose of the practice is to prepare a qualified and creative specialist by developing the connection between the student's theoretical knowledge and practical activity and his competence. In order to strengthen the theoretical knowledge, skills and abilities acquired during the theoretical courses and practical work, professional qualification practices are planned for the students of the labour protection study program. The total duration of internships is 26 weeks and their volume is 26 CP/39 ECTS. Practice, according to the study plan, take place in the 2nd semester of the 1st study year - 8 weeks in spring and summer, in the 3rd semester of the 2nd study year - 12 weeks in the autumn, in the 4th semester of the 2nd study year - 6 weeks in the spring for full-time studies.

The above-mentioned practice study programs in the direction of specialization "Senior Labour Protection Specialist" are mostly organized in companies of Daugavpils region, e.g. Daugavpils Regional Hospital, AS "Latvijas Maiznieks" etc.

In professional qualification practices, students are introduced to work safety and safety technique tasks, their theoretical knowledge gained from lecture courses and practical work is updated, preparing them for further study of work safety courses and the successful development of a master's thesis.

Students studying in the "Senior Labour Protection Specialist" specialty in practice:

- familiarizes himself with the work safety and safety techniques of the place of practice, its work, regulations and other regulatory documents, cooperation with local, regional, national and international institutions and gets involved in the planning of labour protection measures of local governments and cooperating companies;
- gets acquainted with the existing problems of the municipality and cooperation companies and the perspectives of their solutions;
- participates in the development of a specific labor protection project (preparation of project documentation, design, etc.).

During the practice of professional qualification, students develop individual works, the results of the practice are presented at the final conference. The regulation on professional qualification practice is approved by the Faculty Council, the DU Study Council and the DU Senate. This practice is an integral and mandatory part of the study process.

Places of practice - institutions with which DU has concluded agreements of intent on practice.

Stages of practice:

Practice 1 - introductory practice - volume 8 CP/12 ECTS;



Practice 2 – practice of learning the basic principles of labour protection – volume 12 CP/18 ECTS;

Practice 3 – practice of individual labour protection projects - volume 6 CP/9 ECTS.

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

Not applicable.

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

In the period from 2018 to 2023, 81 qualification theses were defended.

The students' research interests are dominated by risk assessment of the working environment and the study of the labour protection system in various industries. Qualification works can also be applied to the procedure, regulation, peculiarities and organization of security measures for the application of various work safety measures.

Students of the study program "Labour protection" choose socially vital and practically important topics that touch on today's current issues in labour protection. For example, in 2022/2023 The following master's theses topics were submitted in the PMSP "Labor protection" of the study year:

1. Assessment of ergonomic risks in dairy farms for professions related to animal care.
2. Psycho-emotional risk factors of the work environment of production workers in the Daugavpils structural unit of SIA "East Metal" and mitigating the impact of their consequences.
3. Improvement of the labour protection system in the car service company SIA "VES serviss".
4. Organization of labour protection and compliance with requirements in research laboratories.
5. Work environment risk assessments in the railway transport sector.
6. Study of the labour protection system in a cargo transportation company.
7. Work safety analysis and research when installing windmills (in the wind farm Frislands bv, Brezandik location).
8. Evaluation of the heat supply system in Iceland.
9. Impact of working environment when working with farm animals.
10. Assessment of compliance of the labour protection system of SIA "Light Guide Optics International" with the requirements of the LVS ISO 45001:2019 standard.

See the list of master's theses topics in appendix 3.2.6. *Final theses topics\_ Labour protection*.

Students' qualification papers are evaluated by the final examination committee. The evaluation consists of the average mark of all members of the commission on the qualification work, the reviewer's mark, the evaluation of the student's report or work presentation and the answers to the questions of the commission and those present.

Final theses are evaluated based on the following principles:



- evaluation criteria are available in the methodological instructions for the development and defense of the qualification work[1];
- evaluators are familiar with testing and examination methods;
- evaluation shows to what extent the students achieved the study results;
- students receive feedback;
- evaluation takes place in accordance with the regulations on studies at Daugavpils University[2];
- there is a procedure for examining student appeals.

DU developed and adheres to the procedure for submitting final theses for plagiarism control, which provides for mandatory submission and storage of electronic versions of final theses in the DU Information System and provides an opportunity to compare students' final theses with the set of theses defended in previous years[3].

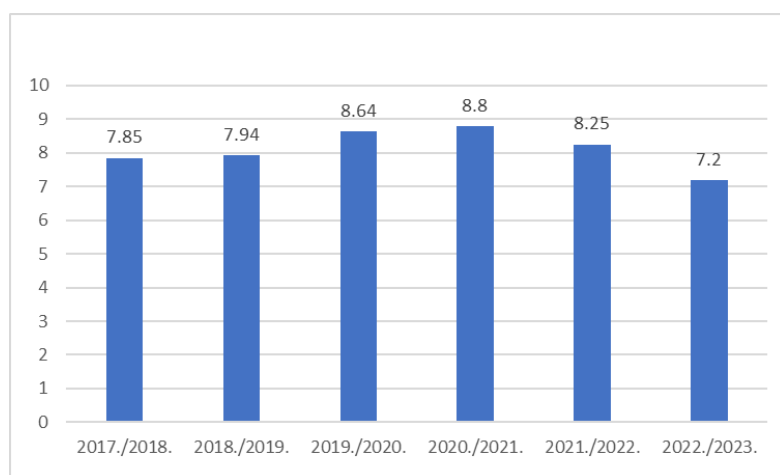


Figure 3.2.6.1. Evaluation of the average final work.

[1] Methodological recommendations for the development and defense of the qualification work. Available in Latvian:

<https://du.lv/wp-content/uploads/2022/09/kvalifikacijas-darba-noformesana-Civila-drosiba-2-2.doc>

[2] Regulations on studies at Daugavpils University. Available:

[https://du.lv/wp-content/uploads/2022/06/ENG-NOLIKUMS\\_PAR\\_STUDIJAM\\_DU\\_2018-1-1.pdf](https://du.lv/wp-content/uploads/2022/06/ENG-NOLIKUMS_PAR_STUDIJAM_DU_2018-1-1.pdf)

[3] Procedure for submitting theses for plagiarism control at Daugavpils University. Available:

<https://du.lv/wp-content/uploads/2022/09/Procedure-of-thesis-submission-for-plagiarism-control.pdf>

### 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.**



Study program resources, i.e. provision, (see the information provided in criteria 2.3.1.-2.3.3. of Part II, Chapter 3) meets the conditions for the implementation of the study program and the achievement of the study results. Resources available to students, i.e. see study facilities, material and technical base, tools and equipment (for preparing, combining, integrating, visualizing and distributing study and research materials), information networks (Internet, intranet, Moodle system), databases (library network, databases of DU research centers, free access to databases (book resource database), materials (research materials, scientific publications, including Web of Science and Scopus publications, archives), services (administrative, financial, IT and network support services, access to official statistical data), computer applications and software (Standard Office, SPSS, GIS, online data visualization tools and software, online communication tools) allows to study all study courses and conduct research DU provides a flexible and student-oriented environment.

The study programs are basically implemented by the Department of Environment and Technology of the DU Faculty of natural sciences and health care, which provides teaching and methodical work for both compulsory and limited elective part study courses - creates and renews study course descriptions, ensures the implementation of the corresponding study courses (including practical, laboratory and seminar classes), the conclusion management and defense of works, and performs other activities related to teaching, methodical and scientific work.

Since 2016 the realization of the study program mainly takes place in the new DU Life Sciences and Technologies building (Daugavpils, Parades str. 1A), which is equipped with modern laboratories and classrooms. Thus, the students are given ample opportunities to familiarize themselves with the basic methods and equipment of modern technologies during their studies and to gain practical experience in their use.

- auditoriums, computer classes and laboratories;
- laser laboratory;
- Computer provision of the Informatics and Geomatics laboratory;
- Chemistry laboratories,
- Anatomy and physiology laboratories with medical testing equipment,
- well-arranged and technically equipped auditoriums for free choice courses,
- DU Sports complex with swimming pool.

More than 343,000 items of books and more than 25,000 copies of magazines are available in the reading rooms and specialized departments of the DU Library.

New technologies are used in the development of the DU library:

- Internet connection;
- electronic catalog ALISE (Advanced Library Information Service);
- automated reader service system;
- since 2002, a joint project of the DU library with the central library of Latgale "Integrating the public library of the Daugavpils region and the DU library into VVBIS" has been started; within the framework of the project, the library has been involved in the "Uniform Reader's Card" system, and since December 2002, readers have the opportunity to use the funds and services of 13 of Latvia's largest libraries.

Journal databases can be used from the DU network:

- Science Direct [www.sciencedirect.com](http://www.sciencedirect.com)
- Springer Link [www.springerlink.com](http://www.springerlink.com)



- Cambridge Journals Online [www.cambridge.org](http://www.cambridge.org) etc.

See DU subscribed databases

[http://www.du.lv/lv/biblioteka/datu\\_bazes/abdatubazes](http://www.du.lv/lv/biblioteka/datu_bazes/abdatubazes)

DU trial database see

[http://www.du.lv/lv/biblioteka/datu\\_bazes/izmdatubazes](http://www.du.lv/lv/biblioteka/datu_bazes/izmdatubazes)

At the same time, the funds of the scientific library are constantly replenished. In general, it can be concluded that the base of resources and provision meets the conditions of the implementation of the study program and the achievement of study results, fully providing students with the opportunity to acquire theoretical and practical knowledge. Student surveys also show this.

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

Not applicable.

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

The main source of funding for the full-time study form of the study program "Labour protection" is the state budget and funds of natural or legal entities. Additional funding for the provision of the program can be obtained from project implementation.

The calculation of costs for one student in the short-cycle professional higher education study program "Labour protection" was carried out in the Department of Finance and Accounting of DU, including the salary fund and the employer's VSAOI, the costs of business trips, materials, energy resources and inventory, the costs of purchasing books, equipment and investments, as well as

costs for student social security.

*Table 3.3.3. Calculation of costs per student of PMSP "Labour protection"*

No.	Position	Sum (EUR)
1.	Salary fund per student	9914,16
2.	Employer SSIC 23.59% per student	2503,74



3.	Costs of business trips and business trips per student	99,16
o4.	Services per student	794,20
5.	Cost of materials, energy resources, water and inventory per student	716,18
6.	Cost of purchasing books and magazines per student	118,46
7.	Equipment purchase and investment costs per student	477,70
8.	For student social security per student	503,96
<b>Total cost per student:</b>		15127,56

The study fee is set at 1,600 EUR per study year. 7 students is the minimum number of students to ensure the profitability of the study program.

### 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.**

All academic staff of the study program meet the requirements specified in the third paragraph of the first part of Article 55 of the University Law. The selection of teaching staff involved in the implementation of the study program is based on several criteria to ensure that the study courses are led by qualified lecturers who are specialists in their field with active scientific activity.

During the reporting period, 11 teaching staff are involved in the implementation of PMSP "Labour protection": one professor, one visiting professor, one associate professor, four assistant professors, two lecturers and two guest lecturers. Of the participating teaching staff, 8 have been elected DU. 64% of the teaching staff (7 lecturers) have doctoral degrees in physics, chemistry, economics, psychology, law, thus providing the students of the study program with the necessary knowledge and competences. The other lecturers have a master's degree. 3 of the 11 teaching staff of the program are experts of the Latvian Science Council in social sciences and natural sciences, which proves the scientific competence of the teaching staff. Qualification is also confirmed by active participation in study courses of other study programs, their teaching and participation in various institutional positions.

The involved teaching staff is focused on professional development, as well as continuous improvement and development of the quality of taught courses.



A number of participating teaching staff use the opportunity for professional development within the framework of outgoing mobility, which contributes to raising the qualifications of lecturers according to the taught study courses and the achievable study results. Lecturers prepare scientific articles, i.e. see in internationally peer-reviewed journals, participates in conferences and practical seminars, training, internships and various scientific events, publishes textbooks and develops methodical materials, participates in international and national research projects.

The research carried out by the academic staff is an important contribution to the development of the branch they represent and, in addition, to the development of the study program, improvement and updating of the study content. The researches cover both theoretical aspects and industry topicalities and novelties, which are used in lecturers' study courses, thus promoting mutual interaction between the research and study process, i.e. see, improving the quality of the study process.

The knowledge of the national language of the employees of the study program "Labour protection" complies with the regulations on the extent of the knowledge of the national language and the procedure for testing the national language skills for the performance of professional and official duties.

#### **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 reporting period, minimal changes have been made to the teaching staff of the study program "Labour protection": two lecturers left. Four new teaching staff, including from state institutions, are involved in the implementation of the program, thereby improving the scientific feedback of professionals and students. For example, the study courses "Fire Safety I" and "Fire Safety II" are taught by V. Ščavinskis, who is the commander of the Rēzekne Division of the State Fire and Rescue Service with extensive experience in fire safety and a highly qualified specialist.

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

Not applicable.

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



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

Not applicable.

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

Teaching staff involved in the implementation of the study program "Labour protection" cooperate with each other both in the development of study course descriptions and in planning the content of study courses, jointly agreeing on the goals, tasks, achievable results and content of the study courses to be developed and taught. Two teaching staff are involved in the teaching of some study courses, who have mutually divided responsibilities, for example, one lecturer provides lectures, the other conducts seminars or practical classes, and jointly participates in the evaluation of the achieved results. The logical sequence of the implementation of the study courses is discussed and evaluated both in the "Internal Security and Civil Defense" study direction and in the sessions of the profiling department, which helps to avoid overlapping of specific topics in different study courses.

Not only the Department of Environment and Technology is involved in the development, improvement and provision of study courses of the study program "Labour Protection", but also other teaching staff of DU structural units.

At the time of submitting the self-evaluation report, 11 teaching staff are involved in the implementation of PMSP "Labour Protection", 24 students are studying in the program, which means that the ratio of the number of students and teaching staff is 2.2:1, which ensures optimal interaction between lecturers and students in the study process.



# 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	3.1.2.Example of diploma und supplement.zip	3.1.2.Diploma un pielikuma paraugs.zip
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	3.1.4. Statistics about students_Labour Protection_EN.xlsx	3.1.4. Statistika par studentiem_Darba aizsardzība_LV.xlsx
III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof		
Compliance with the study programme with the State Education Standard	3.2.1. Compliance with the national standards_Laour protection.docx	3.2.1. Atbilstība valsts izglītības standartam_Darba aizsardzība.docx
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard or the requirements for professional qualification (if applicable)	3.2.1.Compliance with the professional standard_Labour protection.docx	3.2.1.Atbilstība profesijas standartam_Darba aizsardzība.docx
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	3.2.1. Mapping of study courses_Labour protection.docx	3.2.1. Kursu kartējums_Darba aizsardzība.docx
The curriculum of the study programme (for each type and form of the implementation of the study programme)	3.2.1. Study plan_Labour protection_EN.docx	3.2.1. Studiju plāns_Darba aizsardzība_LV.docx
Descriptions of the study courses/ modules	3.2.1. Study course descriptions_Labour protection_EN.zip	3.2.1. Studiju kursu apraksti_Darba aizsardzība_LV.zip
Description of the organisation of the internship of the students (if applicable)	3.2.4.Practice_Labour protecion.zip	3.2.4.Prakse_Darba aizsardzība.zip
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)		



# Economic Security (45861)

Study field	<i>Internal Security and Civil Protection</i>
ProcedureStudyProgram.Name	<i>Economic Security</i>
Education classification code	<i>45861</i>
Type of the study programme	<i>Academic master study programme</i>
Name of the study programme director	<i>Igors</i>
Surname of the study programme director	<i>Trofimovs</i>
E-mail of the study programme director	<i>igors.trofimovs@du.lv</i>
Title of the study programme director	<i>PhD, docents</i>
Phone of the study programme director	<i>29674138</i>
Goal of the study programme	<i>To prepare a Master of Economic Security with cultivated analytical abilities and critical thinking that uses scientific methods and other forms of cognition to solve various theoretical and practical situations and problems in the prevention, detection and investigation of economic crimes, as well as to develop science and research in the field of economic security.</i>



Tasks of the study programme	<ol style="list-style-type: none"> <li>1. To provide students with the acquisition of theoretical knowledge and research skills in the industry,</li> <li>2. To provide students with the basic and specialized knowledge specific to the field of economic security, to explain the most important concepts and regularities of the professional field to strengthen the theoretical base.</li> <li>3. To ensure that students acquire theoretical and research skills necessary for work in the field of economic security.</li> <li>4. To develop students' skills to improve themselves even after completing the study program to improve their further qualifications and research capacity, as well as to develop the ability to independently structure their own and subordinate employees' further learning and professional development by participating in the development of the field of economic security.</li> <li>5. To develop science-based decision-making skills and problem-solving skills in solving complex economic security issues at the level of a structural unit and institution.</li> <li>6. Provide knowledge and skills in personnel management, develop skills to explain and reasonably discuss issues of competence in the field of economic security with both specialists and subordinates.</li> <li>7. Provide students with internships in institutions operating in the field of economic security. To provide such practice opportunities within which students make decisions, take responsibility and initiative, work individually, command or manage the work of other people and find solutions in changing or uncertain conditions, in high stress and difficult service situations, acting promptly in situations of increased danger.</li> <li>8. To provide theoretical and practical knowledge of current economic security issues, emphasizing new trends in the industry.</li> <li>9. To create an understanding of research ethics in research work and professional ethics in communication and work with colleagues, society and the media, the ability to evaluate the impact of one's professional activity on the environment and society in confrontation with the subject and in conflict resolution.</li> <li>10. Develop research activities in the field of economic security, using the acquired theoretical foundations and skills, independently obtaining, selecting, analyzing and critically evaluating information, identifying problem situations and offering possible solutions.</li> </ol>
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Results of the study programme	<p><i>Knowledge:</i></p> <p>1. Able to demonstrate in-depth and expanded knowledge and understanding of research in the field of economic security, consistent with the latest findings of the industry, which, among other things, help predict and eliminate risks, as well as identify signs of illegal financial transactions.</p> <p><i>Skills:</i></p> <p>2. Creatively and constructively able to analyze and evaluate socio-economic legal processes, debate and experiment about the achieved result, basing their opinion on scientific research data, create creative solutions in the detection, prevention and investigation of economic crimes at the institutional, national and international level.</p> <p>3. Able to critically evaluate the findings and methods of theory and practice in order to improve research in the field of economic security and offer original solutions to professional problems in the context of economic civil security, i.e. evaluating economic security systemically as a component of national civil security.</p> <p>4. Able to define organizational tasks, develop work plans, generate ideas, organize work, determine the company's financial and economic stability factors and identify areas for development, coordinate the cooperation of colleagues, thus creating competitive results in the field of economic security.</p> <p>5. Able to independently follow innovations in the field of economic security and, based on an analytical and research approach, define and analyze problematic issues in the context of economic crimes, offer a summary of these problematic issues, providing solutions and innovations appropriate to the professional field.</p> <p><i>Competencies:</i></p> <p>6. Able to group, qualify and compare the knowledge of various fields, which allows to analyze current problem situations in the field of economic security in a broad comparative context and to offer a non-standard solution, applying and integrating them in practice, in the detection, prevention and investigation of relevant crimes.</p> <p>7. Able to formulate and critically analyze the knowledge of various fields in the context of economic security, creating new knowledge that is applied within the framework of professional activity, solving problem issues and assuming responsibility in management matters.</p> <p>8. Able to collect, compare and evaluate information regarding economic security and interdisciplinary fields in the context of the international and national professional environment in accordance with the specialization and independently choose the methodology for improving professional competence corresponding to the goal.</p> <p>9. Able to work with scientific research databases, research and data analysis systems. Develops an understanding of what economic security is both in the country and in the world as a whole, is able to solve problems and justify decisions, including preparing the necessary studies and using information and communication technologies to solve professional issues.</p>
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Final examination upon the completion of the study programme	<i>Development and defense of master's thesis</i>
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## Study programme forms

### Part time studies - 2 years, 6 months - english

Study type and form	<i>Part time studies</i>
Duration in full years	2
Duration in month	6
Language	<i>english</i>
Amount (CP)	120
Admission requirements (in English)	<i>First cycle higher education in business and administration, management, economics, finance, organizational security, internal security and civil defense, policing or law, or equivalent education. Entrance test. For studies in English - knowledge of the English language at least at B2 level.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Master of Social Sciences in Economic Security</i>
Qualification to be obtained (in english)	-

### Places of implementation

Place name	City	Address
Daugavpils University	DAUGAVPILS	VIENĪBAS IELA 13, DAUGAVPILS, LV-5401

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

Study type and form	<i>Part time studies</i>
Duration in full years	2
Duration in month	6
Language	<i>latvian</i>
Amount (CP)	120
Admission requirements (in English)	<i>First cycle higher education in business and administration, management, economics, finance, organizational security, internal security and civil defence, policing or law, or equivalent education. Entrance test.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Master of Social Sciences in Economic Security</i>
Qualification to be obtained (in english)	-

### Places of implementation

Place name	City	Address
Daugavpils University	DAUGAVPILS	VIENĪBAS IELA 13, DAUGAVPILS, LV-5401

### Full time studies - 2 years - english

Study type and form	<i>Full time studies</i>
Duration in full years	2
Duration in month	0
Language	<i>english</i>



Amount (CP)	120
Admission requirements (in English)	<i>First cycle higher education in business and administration, management, economics, finance, organizational security, internal security and civil defence, policing or law, or equivalent education. Entrance test. For studies in English - knowledge of the English language at least at B2 level.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Master of Social Sciences in Economic Security</i>
Qualification to be obtained (in english)	-

#### Places of implementation

Place name	City	Address
Daugavpils University	DAUGAVPILS	VIEŅĪBAS IELA 13, DAUGAVPILS, LV-5401

#### Full time studies - 2 years - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	2
Duration in month	0
Language	<i>latvian</i>
Amount (CP)	120
Admission requirements (in English)	<i>First cycle higher education in business and administration, management, economics, finance, organizational security, internal security and civil defence, policing or law, or equivalent education. Entrance test.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Master of Social Sciences in Economic Security</i>
Qualification to be obtained (in english)	-

#### Places of implementation

Place name	City	Address
Daugavpils University	DAUGAVPILS	VIEŅĪBAS IELA 13, DAUGAVPILS, LV-5401



### 3.1. Indicators Describing the Study Programme

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

The professional study program is a document regulating professional education, developed in accordance with the national professional education standard and the requirements of the relevant professional qualification included in the professional standard. Thus, the study program must meet both the national standard of professional higher education and the standard of the profession. But it was expected that successful completion of the study program would only award a professional master's degree in organizational security, but not a professional qualification. There is no professional standard and it is not possible to develop a professional standard that complies with the regulatory framework, taking into account the relevant requirements for professional qualification. Consequently, the Joint Professional Master's Study Program "Economic Security" was changed to the Joint Academic Master's Study Program "Economic Security". This does not worsen the situation of students, but, on the contrary, expands the range of possibilities, starting from the application of theoretical knowledge in the industry to the advancement of academic science.

*Table 1. Changes in the StP Parameters*

No.	Parameter	Description and analysis of changes in StP parameters during the accreditation period	Planned changes within the assessment procedure (which would enter into force after the accreditation)
1.	Study direction	—	—
2.	Title of the StP	—	Changed from Joint <u>professional</u> Master's study programme "Economic Security" to Joint <u>academic</u> Master's study programme "Economic Security" due to a coordinated decision of both institutions of higher education



No.	Parameter	Description and analysis of changes in StP parameters during the accreditation period	Planned changes within the assessment procedure (which would enter into force after the accreditation)
3.	Code according to the Latvian Education Classification	—	The code was changed from 47 to 45 in accordance with Regulations of the Cabinet of Ministers No. 322 “Regulations on the Latvian Education Classification” (available in <a href="#">Latvian</a> ). Code 45 “Academic education (Master’s degree), implemented after acquiring a Bachelor’s or professional Bachelor’s degree. The duration of studies in full-time studies is one to two years. The total duration of full-time studies is at least five years”.
4.	Head of the StP	The StP director has changed starting from 6.02.2024 within the scope of the internal consolidation. Functions of the direction will further be performed by dr.iur. Lidiya Juļa, previously prof., dr.iur. Jānis Grasis.	—
5.	Academic degree of the head of the StP	—	—
6.	Objective of the StP	—	Updated to reflect the target audience and scope of activity of the programme in accordance with academic programme.



<b>No.</b>	<b>Parameter</b>	<b>Description and analysis of changes in StP parameters during the accreditation period</b>	<b>Planned changes within the assessment procedure (which would enter into force after the accreditation)</b>
7.	Tasks of the StP	—	Updated in accordance with learning outcomes
8.	Learning outcomes to be achieved	—	Updated to reflect more accurately the knowledge, skills and competences to be obtained during studies.
9.	Final examination upon the completion of the StP	—	—
10.	Type and form of studies	—	—
11.	Duration of implementation	—	—
12.	Language of implementation	—	—
13.	Volume of the StP (ECTS)	Due to amendments to the Law on Higher Education Institutions, following the transition from Latvian credit points to ECTS, the volume of StP is expressed in ECTS	—



<b>No.</b>	<b>Parameter</b>	<b>Description and analysis of changes in StP parameters during the accreditation period</b>	<b>Planned changes within the assessment procedure (which would enter into force after the accreditation)</b>
14.	Admission requirements	<p>Clause [9.3] of the decision of the Study Quality Commission instructed the partner universities to specify and submit the mutually agreed (approved by the Senate) admission requirements of the partner universities, clarifying them editorially, namely the text with the words "[...] Interview on the applicant's previous professional experience in connection with economic security issues.[. .]", express in one word "entrance examination"</p> <p>Updated according to the decision of the AIKA Study Quality Commission of March 7, 2024 in the Senates of both universities (see attachment)</p>	<p>Admission requirements have been editorially specified in accordance with the cycles established in the external regulatory framework: First cycle higher education in business and administration, management, economics, finance, organizational security, internal security and civil defense, policing or law, or equivalent education. Entrance test.</p> <p>For studies in English - knowledge of the English language at least at B2 level.</p>
15.	Degree to be awarded	—	The degree to be awarded changes from professional Master's degree in Organisation Security to Master's degree of Social Sciences in Economic Security.
16.	Qualification to be awarded	—	Not awarded.



No.	Parameter	Description and analysis of changes in StP parameters during the accreditation period	Planned changes within the assessment procedure (which would enter into force after the accreditation)
17.	Place of implementation	—	—

Table 1 shows that minor but significant changes have happened in the study programme during the accreditation period. Due to the internal consolidation of RSU, Prof. Jānis Grasis resigned as director of the programme (RSU) in 2024. Ph.D.iur. Lidija Juļa became the head (RSU) of the group of programmes, which includes StP “Economic Security”.

In accordance with amendments to the Law on Higher Education Institutions of 27 September 2022, which provide that credit points shall further be expressed based on the European Credit Transfer and Accumulation System (ECTS), the volume of the study programme and study courses is expressed in ECTS.

Decision No. 2023/17-SPI of the QAHE Study Quality Commission of 6 December 2023, which provides that: “The Quality Commission decides to instruct partner universities to clarify and submit, within 3 months, mutually agreed admission requirements of partner universities, specifying them using the following wording, namely the text with the words “[...] Interview on the applicant’s previous professional experience in economic security matters.[...]”, should be expressed in one word “entrance examination”, with details of its organisation in the admission regulations.” On this basis, the admission requirements for StP “Economic Security” were revised and editorially clarified. However, as RSU decided to change the type of education programme by switching from a professional Master’s to academic Master’s study programme, the admission requirements were further clarified within the assessment procedure.

The code of the study programme is changed within the scope of the assessment procedure. The code of the programme until now was “47861”, the first part of which, “47”, indicated the type of educational programme – second level professional higher education (professional Master’s degree or fifth level professional qualification). After the accreditation procedure, the code of the study programme will be “45861”, its first part “45” indicates the type of educational programme – academic education (Master’s degree) implemented after acquiring a Bachelor’s or professional Bachelor’s degree.

Due to the change of the programme to the academic programme, its content was also revised, adjusted, including the objective and outcomes, study courses of the programme. As economic security specialists with profound knowledge and skills in the field of economic security are prepared in the programme, it was decided to update the degree to be awarded as a result of the programme from *Professional Master in Organisation Security* to *Master of Social Sciences in Economic Security*. Paragraph 21.<sup>1</sup> of Regulations of the Cabinet of Ministers No. 240 “Regulations on State Academic Education Standard” provides that after acquisition of the Master’s study programme a Master’s degree shall be awarded to a student, which conforms to the learning outcomes achieved in the relevant field of studies. Since learning outcomes of the study programme focus on economic security, the wording of the degree has been updated accordingly.

The objective, tasks and learning outcomes of the study programme have been revised and



updated during the assessment procedure. The information regarding the analysis of the learning outcomes performed during the mapping process are reflected in Annex 18.1. The content of learning outcomes has been updated due to the change of the programme type in accordance with the study objective, tasks and descriptions of knowledge, skills and competences corresponding to the 7<sup>th</sup> level of the Latvian Qualifications Framework (which corresponds to the European Qualifications Framework) (hereinafter – LQF/EQF), as well as the QAHE guidelines on the number of outcomes[1]. Thus, the competences, knowledge and skills learned in individual courses in a logical sequence contribute to the achievement of the defined study results.

[1] Practical guide Formulating and Using Learning Outcomes published on the website of the Quality Agency for Higher

Education: [https://www.aika.lv/wp-content/uploads/2020/05/Studiju-rezult%C4%81tu-formul%C4%93%C5%A1ana-un-izmanto%C5%A1ana\\_praktisk%C4%81-rokasgr%C4%81mata.pdf](https://www.aika.lv/wp-content/uploads/2020/05/Studiju-rezult%C4%81tu-formul%C4%93%C5%A1ana-un-izmanto%C5%A1ana_praktisk%C4%81-rokasgr%C4%81mata.pdf)

**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.**

Study direction “Internal Security and Civil Protection” corresponds to the development strategies of RSU and Daugavpils University (DU) for 2022-2027. The aim of the study direction: "To provide quality education that meets the challenges of the future and is based on the acquisition of theoretical knowledge and research skills, preparing specialists who are competitive in the international labour market, developing their abilities and motivating lifelong learning." The successful development and implementation of the study direction “Internal Security and Civil Protection” is due to successful cooperation with industry professionals from State Police and other state institutions. The study programme “Economic Security” organically fits into the study direction “Internal Security and Civil Protection”, however, it also has close cooperation with the RSU Faculty of Social Sciences.

In accordance with Regulations of the Cabinet of Ministers No. 322, “Regulations on the Latvian Education Classification”, study programme code is 45861. “45”, the first part of the code, indicates the type of educational programme – academic education (Master’s degree) implemented after acquiring a Bachelor’s or professional Bachelor’s degree. “861”, the second part of the code, refers to the group of educational programmes – protection of persons and property, which is included in the field of civil and military protection.

The study programme is interdisciplinary, combining economic and financial knowledge, knowledge in civil security, protection of property with legal knowledge regarding economic security and including improvement of competences necessary for qualification of leadership and management, as a result of mastering the programme it is planned to award the degree of a Master of Social Sciences in Economic Security. Appropriately prepared specialists will acquire in-depth knowledge, skills and competences in these areas corresponding to level 7 of the LQF.



The learning outcomes were mapped against the descriptions of knowledge, skills and competences of level 7 of the Latvian Qualifications Framework (LQF) (which correspond to the descriptions of levels of the European Qualifications). In order to achieve the defined learning outcomes, compulsory and restricted elective (A and B) study courses are implemented in the StP. Study courses are structured in such a way that the introduction of each course provides sufficient knowledge, skills and competences for the mastering of content, regardless of previously obtained specialisation. Study courses are structured based on an interdisciplinary approach, with each course providing the necessary knowledge, skills and competences. Part A study courses are interlinked with other courses, through contextual study courses in the StP planning.

The study programme is implemented as full-time and part-time regular studies. The duration of full-time studies is 2 years, which conforms to the duration specified in Regulations of the Cabinet of Ministers No. 322 (for the type of educational programme with code "45", the duration of studies in full-time studies is one to two years). The duration of part-time studies is 2 years and 6 months.

The study programme is accredited for two languages of implementation – Latvian and English. Currently, the study process is implemented only in the Latvian language flow, but in the future, as foreign students' interest in the study programme grows, it could also be implemented in the English language flow.

The AMSP "Economic Security" is open for admission of persons with first-cycle higher education in business and administration, management, economics, finance, police work or law, and provides for an entrance examination in the form of an interview on the applicant's previous professional experience with economic security matters.

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

The results of surveys of students, employers and alumni are used for improvement of the quality of studies.

By developing the study direction "Internal Security and Civil Protection", Professional Master's study programme "Economic Security" was developed and licensed within it to prepare specialists for the field of economic security, because there was practically no offer of higher education in Latvia in this very specific field. Such development of the study direction was also determined by the National Security Concept, which emphasises that internal security is related to the everyday feeling of security of Latvian residents, socioeconomic situation in the country, observance of the rule of law, as well as security of the state border. This led to the choice to prepare specialists directly in the field of economic security, where there is a lack of both specialists and adequate education supply.

In preparations for the assessment of StD "Internal Security and Civil Protection", a decision was taken to further implement the study programme "Economic Security" as an academic Master's study programme, based on the fact that the industry standard is more directly applicable to specialists for the preparation of which the study programme "Protection of Economic Security" is intended. The target audience of StP "Economic Security" is wider and the need to align the study programme with the profession standard would limit its growth.

National security and its protection are linked not only to the prevention of physical dangers, but also to the establishment and maintenance of an economic security system. Today's challenges



include increasing the circulation of electronic currency, inflow of proceeds of crime into the economy, which is further used to sustain criminal groups, as well as capital mobility. Moreover, to create favourable conditions for economic development, it is necessary to develop a business-friendly environment by improving the tax system. It should be noted that, as a result of increasing imports, significant financial resources from away from Latvia's internal circulation and remain with foreign producers and exporters, and they are lost both to the state budget in the form of possible unpaid taxes and to businessmen in the form of possible profit.

With an increase in the number of economic offences in Latvia, for example, criminal offences related to the earning illegal profits, threats to economic stability information systems, cybercrime, illegal movement of goods and other areas, there is a growing demand for skilled workers<sup>[1]</sup> who are able to address these challenges. In addition, the National Security Concept<sup>[2]</sup> also emphasises the current economic and cyber threat and the need for prevention, which accordingly raises the issue of the possibilities for existing and future specialists to acquire the appropriate education in the field of economic security.

As indicated in the National Security Concept, Latvia still has a significant share of the shadow economy, which negatively affects the revenues of the state budget, sustainable growth of the national economy, fair and competitive business environment, thus one of the priority issues to be addressed is to continue work on implementation of measures to reduce the shadow economy. Corruption, shortcomings in public procurement procedures, and the judiciary and insolvency system are hindering the development of the business environment and, to reduce them, measures need to be continued to ensure the efficiency and transparency of public administration, while strengthening the transparency of public administration and the integrity of public officials.

Already in 2018, then-Prosecutor General of the Republic of Latvia Ēriks Kalnmeijers spoke about economic crimes and pointed out: "In the absence of high-level police, tax and customs police investigators, prosecution officers and judges, we can make any laws we want, we can make reorganisations we want, but there will be no results."<sup>[3]</sup> The study programme "Economic Security" aims to strengthen the capacity of law enforcement officers to prevent and investigate economic crimes. The conceptual report "On the improvement of the education system of officials of law enforcement institutions" approved by the Cabinet of Ministers on 10 February 2022 indicated that increasing attention is being paid to combating financial and economic crimes related to money laundering and corruption, emphasising the necessity to develop a Master's study programme with specialisations in operative activities in combating economic crimes, cyber security and prevention of money laundering and terrorism. The conceptual report highlights the number of specialists to be prepared in the study programme "Economic Security" in the longer term (after 2030), which confirms the interest of the state in supporting the implementation of the study programme in the long term.

Economic security is closely linked to various areas of security (e.g. social security, military security, cyber security), as it is the availability of primary economic resources for the performance of measures in other areas that is crucial for the country to be able to strengthen its capacity to successfully limit the consequences of any security threat.

The development of the knowledge economy requires strategic and intelligent investment of limited resources of Latvia both in the creation, acquisition and transfer of knowledge, as well as in the development of a society capable of responding to the challenges posed by global trends and finding new opportunities for growth. Public safety and securability is an essential foundation for sustainability and development. Public awareness of cyber security should also be promoted and will help mitigate potential cyber security risks and prevent cybercrime. The StP intends to address such civil security issues by strengthening the competence of the graduates of the programme,



thus the priorities included in the National Development Plan of Latvia 2021-2027 are in line with the tasks of the StP “Economic Security” and provide sustainable influence for the development of the Latvian national economy.

Feedback from stakeholders is important in the implementation and development of the programme. RSU conducts a centralised survey of employers and alumni once a semester. Students complete study course assessment questionnaires at the end of each semester, but in addition to them meetings with students are organised in order to discuss the course of implementation of the study programme. Following receiving feedback from the study course assessment questionnaires and discussions with students, discussions are organised with the lecturer regarding the course of implementation of study courses. In talks with programme management, lecturers have pointed to students’ high motivation.

There is a meeting with students once a semester (for example, in the spring semester of year of studies 2022/2023 and in the autumn semester of the year of studies 2023/2024). In the meetings implemented so far, students have highly appreciated the lecturers involved in the implementation of the study programme, the content of study courses and communication with the lecturers. It was noted that some courses could have a smaller amount for independent work, but given that studies should be based on research, it is important to include as much independent research as possible. Meetings with students are planned at least once a semester; at the request of students also more frequently, if necessary.

Already in 2018, then-Prosecutor General of the Republic of Latvia Ēriks Kalnmeijers spoke about economic crimes and pointed out: “In the absence of high-level police, tax and customs police investigators, prosecution officers and judges, we can make any laws we want, we can make reorganisations we want, but there will be no results.”<sup>[4]</sup> The study programme “Economic Security” aims to strengthen the capacity of employees in the field to prevent economic crimes. The conceptual report “On the improvement of the education system of officials of law enforcement institutions” approved by the Cabinet of Ministers on 10 February 2022 indicated that increasing attention is being paid to combating financial and economic crimes related to money laundering and corruption, emphasising the necessity to develop a Master’s study programme with specialisations in operative activities in combating economic crimes, cyber security and prevention of money laundering and terrorism.

DU started to implement studies within the framework of this program in the 2023-2024 academic year. Therefore, DU still has no graduates, but all 13 students are employed: two in municipal institutions, five in the State Police, one in the court, one in the prosecutor's office, one in the State Probation Service, one in the Prisons Administration, one in the State Environmental Service, one in the state joint-stock company. After conducting a survey of students, it was found that students believe that the education they received will affect their career growth, as education will increase their professional knowledge and competitiveness in the labour market. In connection with that, 30% of students plan to change jobs to positions related to ensuring economic security.

[1] Report of the Financial Intelligence Unit 2022 (available in [Latvian](#), [English](#)).

[2] National Security Concept (available in [Latvian](#) and in [English](#)).

[3] Helmane, I. Ekonomisko noziegumu apkarošana: likumu netrūks, bet tie jāievieš. *LV portāls*. 8 June 2018. Available in [Latvian](#) only.



**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.**

In academic year 2022/2023, 11 students were enrolled during winter admission of RSU: 10 of them study for state budget funds, but one – for funds of natural/legal persons. 20 students were expected to be admitted to the study programme. No students were admitted in academic year 2023/2024.

13 students were admitted for the 2023/2024 academic year of DU with state budget funds. At the moment, it is not possible to provide a detailed analysis and assessment of the dynamics of the number of students and the factors affecting changes in the number, because DU is only accepting the first students in the year 2023/2024. Taking into account the current threats in the world and in Latvia, as well as the interest expressed by the population, it is predicted that 15 full-time students will be admitted to the study program of the academic year 2024/2025, because as a practice of implementing the program in the academic year 2023/2024, conducting classes from 17:30 on weekdays and on Saturdays from 9:00 a.m. there is a convenient schedule for students.

The number of DU students has increased during the reporting period. Interest in studies tends to increase incl. in the field of study "Internal Security and Civil Defense". There is also a slight drop-out of students in both universities. By analysing the student drop-out rates, it can be concluded that the largest number of students terminate their studies during the first year of studies. The percentage of drop-outs of students is similar to the previous reporting period. Most often, students indicate personal reasons for terminating the study process (financial problems, family conditions, health problems, inability to combine studies with work, including lack of motivation for continuing studies). At the moment of submitting the report, no dropout from the study program has been detected.

In order to reduce student dropout due to financial reasons, DU offers tuition fee discounts to students who continue their studies immediately after graduating from the program, to students in the last semester and to those who have excellent and excellent results. DU operates the Social Support Program of the Student Council, within the framework of which the successful students of DU's full-time full-time bachelor's and master's study programs have the opportunity to receive a discount on the rent of the service hotel.

To attract more potential students and increase their number, both DU and RSU participate or organise various events annually, such as Researchers' Night, School of Junior Academics, scientific research paper competitions, open door days, annual education fairs, etc. Many Latvian municipalities offer local government scholarships to students living in their municipality based on high academic achievements.

DU students are actively participating in the Erasmus+ (KA107) programme, which offers new opportunities for international mobility for students and staff from/to countries outside the Erasmus+ programme. DU offers exchange mobility to partner universities in the United States, Poland, Philippines, India, Israel, Jamaica, China, Lesotho, Tajikistan.

In order to attract foreign students, DU provides information about the study programs implemented by DU, which is available in English on the DU website, as well as on other websites. DU also implements marketing activities: contracts are concluded with recruitment agents, as well as: e-marketing, participation in international education fairs and agent forums, etc.



The study program "Economic security" is developed in cooperation with foreign higher education institutions:

- in Lithuania (The General Jonas Žemaitis Military Academy of Lithuania, Mykolas Romeris University);
- in Poland (Warsaw War Studies University, WSB University);
- In Luxembourg (University of Luxembourg).

With the mentioned higher education institutions, research has been promoted among both students and lecturers, guest lectures have been organized, including remotely using Internet technologies. The mentioned universities are also intended to be used for the organization of Erasmus+ mobility events for both lecturers and students.

### **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).**

On 24 April 2019, RSU concluded an agreement with the Central Finance and Contracting Agency (CFCA) on the project "Reduction of fragmentation of StPs and promotion of internationalisation of studies at Rīga Stradiņš University" (project No. 8.2.1.0/18/A/014, Operational Programme "Growth and Employment", specific objective 8.2.1 "To reduce fragmentation of study programmes and strengthen resource sharing" second project applications selection round (hereinafter referred to as SO 8.2.1). Within SO 8.2.1, a joint professional Master's study programme (PMSP) "Economic Security" was developed, on the creation of which RSU and DU agreed before the approval of consolidation plans at the Ministry of Education and Science. Within the assessment process, the study programme was transformed from professional Master's study programme to academic Master's study programme.

In cooperation with Daugavpils University, combining the capacity and previous experience of both institutions of higher education and developments in implementation of the study direction "Internal Security and Civil Protection", a qualitative and competitive study programme "Economic Security" is implemented, which fosters improvement of the security system at the national level. According to the agreement concluded by RSU and DU "On the development and implementation of the joint professional master's study program "Economic security", DU implements no less than one fifth or 20 (twenty) percent of the Program. DU teaching staff ensures the implementation of the following study courses: Financial and tax system, risk identification, Financial management, Economic security management, Legal regulation of operational activity in Latvia and abroad, Specificity of administrative responsibility in the field of economic security, Human resource management and personal data protection, Strategic resource management, Specialized English language, International security, Criminological characteristics of economic and financial crimes and the national and international aspects of prevention, Master's thesis development and defense, Financial and tax system, risk identification, Tax policy and its impact on the development of the national economy, Latvian language for foreign students, Communication psychology and negotiation management and professional relationship building skills, Cybersecurity basics and protection of systems against cyberattacks, Management theories and project development.

The study of the economic security situation is one of the areas of activity of increasing attention, especially given the increasing impact of economic processes on national security and individual foreign efforts to use economic instruments to realise their geopolitical interests.



## 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 content of the study programme “Economic Security” is based on the mapping performed to ensure that the knowledge, skills and competences to be achieved in study courses ensure the achievement of the aim of StP. According to the mapping performed, when evaluating the StP planning, it has been designed to develop the knowledge, skills and competences of students in the field of economic security during 4 (or 5 – part-time regular) academic semesters. In the provision of StP content acquisition, alongside knowledge transfer and skill development, during the creation equal attention was given to both knowledge transfer and co-creation methods, as well as to the format of teaching and implementation of the study courses, including extracurricular and seminar activities in real economic security environment, covering a specific amount of knowledge for the interconnection of study courses, in particular over a semester and respective academic year. Currently, the study process is implemented only in the Latvian language stream, but in the future, as the interest of foreign students in the study program increases, it could also be implemented in the English language stream. According to the Law on Universities, foreign students are provided with an additional compulsory course - Latvian language for foreign students. There are no differences in the implementation in Latvian or English.

Paragraph 2.31.3 of Academic Regulations I approved by RSU – “modular study system” at RSU means intensive implementation of a study course over a period of two weeks to one semester, organising successive lectures, classes, independent work and examinations. In the present case, it is not a module within the meaning of the Law on Higher Education Institutions, but a system for the implementation of a study programme, in English such an approach to the implementation of courses is referred to as “block teaching” or “block mode of teaching”. Individual descriptions of such modules are not created because the module at RSU is an organisational rather than a content solution for the study programme. During a study semester, not all, but only part of study courses planned in the semester are implemented in parallel, for example 4 intensive study courses. When one set of study courses (module) ends, the next begins.

The **first semester of studies** provides for the acquisition of knowledge corresponding to higher education and the content of the programme. Study courses such as “Scientific Research in Economic Security”, “Administration of Customs Cases”, “Human Resources Management and Protection of Personal Data”, “International Security”, “National and International Legal Regulation of Credit Institutions”, “Financial and Tax Law”, “Commercial Law”, “Financial and Tax System, Risk Identification”, “Organisational Theory and Management”, “Financial Management”, “National Security” are implemented. The mastering of these study courses will provide an opportunity for students to continue the in-depth mastering of specialisation courses during the next semesters.



Study courses “Latvian Language Course for Foreign Students” and “Economic Security Management” are intended for international students and replace courses “National Security” and “International Security”, which are implemented only in the Latvian flow.

**In the second study semester** mastering of knowledge and skills of students mainly continues equivalently to the principles of the 1<sup>st</sup> semester in other and new study content topics in FTR amounting to 20 credit points (30 ECTS credit points), but in PTR – amounting to 16 CP or 24 ECTS credit points, implementing the following study courses: “National and International Aspect of Prevention of Money Laundering, Terrorism and Proliferation Financing”, “Management of Strategic Resources”, “Analysis of Open Sources and Data”, “Management of Strategic Resources”, “Civil Defence and Environmental Protection”, “Placement”. In accordance with the previously obtained education, legal or economic, it is offered to master elective study courses to provide knowledge of the economic security field, which was not learned so far: “Prevention of Economically Financial Crime, Criminological Characteristics in National and International Aspect”, “Drafting of Regulatory Enactments and Document Management”, “Professional English”, “Communication Psychology and Negotiation and Professional Relationship Building Skills”, “Tax Policy and Its Influence on the Development of Economy”, “Legal Order of Operational Activities in Latvia and Abroad”, “Specifics of Administrative Liability in the Field of Economic Security”, of which “Economic Cyber Crime and Security”, “Methodology and Specific Character of Investigating and Combating Economic Crime”, “Law of Cryptocurrency and Blockchain Technologies” were chosen by the students and implemented. The abovementioned principle of modules are ensured in the implementation of the second semester study courses, ensuring as much as possible supplementation of students’ knowledge, skills and competences in a different direction, such as their Bachelor’s education obtained, thus ensuring proportionality and at the same time equalisation of knowledge, skills and competences among graduates from Bachelor’s programmes of different directions. In the second semester, the student have placement that allows the acquired knowledge to be strengthened in practice, in a professional working environment. This provides a link between the knowledge learned by the students and current needs and trends of the labour market. Placement makes it possible to establish contacts with employers, as well as obtain materials for writing a Master’s thesis so that the Master’s thesis is drafted on an important problem for the sector and contributes to the development of the national economy.

So far, placement has been provided in the **third study semester**, as required by professional programmes. However, due to the transformation of the programme into an academic study programme, compulsory elective study courses are planned: “Conflict Management in Organisations and Labour Rights”, “International Business Economics”, “Security Governance: the Euro-Atlantic Space and Beyond”, “Crisis Communication”, “Security and Defence Policy of the Baltic States”, “Management Theories and Project Development”, “Basics of Cyber Security and Protection of Systems against Cyber Attacks”, as well as a free elective study course. These courses were added in cooperation between the two universities, assessing the expected learning outcomes of the programme and also using developments of universities from other study programmes. In this way, it will be possible to provide study courses in a shared way with other programmes to ensure that the programme remains profitable.

In the **fourth study semester**, students guided by their research paper supervisor and in cooperation with StP partners draft and defend their Master’s thesis.

The fifth study semester is intended only for part-time regular students, during which students complete their Master’s thesis.

The study programme “Economic Security” is implemented at RSU and DU. The responsibilities of the parties with regard to teaching of courses are clearly shown in the programme planning in



**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).**

Obtaining of a Master's degree is clearly based on scientific achievements and developments. The study process of AMSP "Economic Security" is divided: acquiring theoretical knowledge in regular studies, independent studies and learning of practical skills while studying.

In order to prepare economic security personnel at a level corresponding to modern requirements, including to strength the internal security of the country, it is important to base the implementation of study programmes on the acquisition of practical competences, also using the opportunities provided by modern technology, creating and modelling digital crisis simulation situations, training and developing the ability to evaluate them, make the right decisions and take effective action in times of crisis and increased psychological pressure (stress), therefore in study courses of the study programme the lecturers implement various training methods – discussions, simulations, games, case solving, as well as update the course descriptions, including current topics and the latest available literature. For example, the study course "Preventing and Combating Money Laundering, Terrorism and Proliferation Financing" is very relevant in the current geopolitical situation, with both hybrid threats and military threats increasing. The study course is based on a research of practical and current national security matters. Lecturer Vitālijs Rakstiņš participated as an expert in the development of the International Consortium Resilience and Security Curriculum (Resilience Curriculum, 2023-2024) for national security universities, integrating international developments and new theories into the study programme.

In addition to lectures and classes, students learn course material individually by developing an organisation continuity plan, civil protection plan, cybersecurity and physical security plan for a particular organisation that allow for the practical application of knowledge acquired in the course. A war game is envisaged as part of the training methods to better understand crisis procedures. Lectures and seminars contain many practical examples and case studies to better learn course material.

The study programme is designed so that students are able to apply the acquired knowledge and skills, while planning operational security and operation continuity of the organisation, as well as to solve problems related to specialised research and innovation. The study course "National Security" covers and highlights topics such as the national counter-terrorism system, terrorism threat levels, measures to prevent terrorist financing and support, precursor control, modern technology challenges, preventive measures, challenges in the internet environment, radicalisation and conversion on social networks and the internet, etc.

By including industry news into the study programme, students are capable of responding competitively to questions of high levels of complexity and ensuring risk assessment-based decision-making in the field of security, and are able to make effective use of organisational resources, maximising the benefits of organisation and society.

Regular lectures teach theory, but practical study courses teach students the skills to be acquired



in practice through cooperation between students. Practical classes build on the knowledge acquired in theoretical classes, thus strengthening the theoretical knowledge base and complementing professionalism with practical skills. Following the practical work, there is analysis in the form of discussions, where the student is able to identify their own strengths and weaknesses and those of other students, as well as to identify the mistakes and weaknesses made. Independent studies are a mandatory part of the study process of an institution of higher education, student's amount of independent work within the study course corresponds to the credit points of the study course. This includes mandatory and additional literature studies, the performance of routine tests, preparation for classes, seminars, test work and final examinations, etc., according to the description of the study course. The study process ends with the development of a Master's thesis, which requires the application of acquired theoretical and practical knowledge, the application of scientific methods and the drawing of newly discovered conclusions and proposals on the subject selected by the student.

**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.**

Methods for the implementation of studies, including assessment, contribute to the achievement of the objectives and learning outcomes of the study courses and programme, the principles of student-centred teaching and learning are taken into account.

The admission and matriculation of students in the list of students for the program is ensured by each partner university independently, taking into account the following:

- admission requirements in both partner universities are the same;
- admission is ensured by the admission commission of each partner university, which operates in accordance with the internal regulatory enactments approved by the respective partner university;
- applicants' appeals are examined and decisions on admission are made by the relevant institutions and officials of the partner higher education institution in accordance with regulatory enactments;
- each partner university develops and concludes a bilateral study agreement with the students to be admitted to its staff. It also includes provisions on the student's obligation to comply with the internal laws and regulations of the other partner higher education institution, insofar as they affect the student's rights and obligations within the part of the Program to be studied (especially the requirements for completing the study course, the rules for taking exams, handling appeals and conduct), as well as the disclaimer on informing the student about the fact that the other partner university processes the student's personal data for the purposes of organizing the study process;
- the rector of each partner university or an official appointed by him enrolls the student in the list of its students and in the Program, and the respective partner university ensures the further circulation of information about this student with state information systems in



accordance with regulatory enactments.

In the implementation of the RSU and DU study programme, lecturers use type of studies such as lectures, seminars, practical work, training, group work, independent work, etc. Study process is implemented mostly as interactive lectures, practical interactive classes or seminars and independent work of students. In all study courses, classes are focused on creative participation of students in the learning process. At the end of each study course, there is an examination or test of theoretical or practical skills, which is assessed with a grade. The study methods to be used provide an opportunity to learn theoretical knowledge and practical skills in accordance with the objective of the study programme, to improve the critical thinking skills of students, to develop mutual cooperation skills, the ability to work both individually and in a team. Lecturers urge students to express their opinion on the proposed types of independent work and its presentation, listen to students' wishes and adjust the literature, sources and presentation types recommended for independent work. As part of the study course, lecturers often use work in groups to promote integration of interdisciplinary knowledge by initiating creative discussions in solving problems. The lecturer chooses the type and methods of studies depending on the nature and importance of the topic to be covered in the study course.

During their studies at RSU, students have a possibility to ask questions they are interested in, and discuss them with the lecturer and fellow students. Problem-centred teaching strategies are used for studies. For example, in the study course "Scientific Research in Economic Security", lead researcher Dzintra Atstāja introduced discussion of student research work in the implementation of the course in the moot courtroom of the Faculty of Social Sciences, where students could discuss security and economic strategic matters. All additional study materials are freely available to the students in the e-studies environment.

In accordance with Standard 1.3 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area<sup>[1]</sup> adopted in 2015, institutions of higher education should ensure that study programmes are implemented in such a way as to encourage students to play an active role in the design of the study process and that the evaluation of students' achievements is in line with this approach. The guidelines of the above standard provide that a student-centred learning and teaching process plays an important and stimulating role in student motivation, self-reflexion and level of engagement. The lecturers of the study programme "Economic Security" provide a student-centred approach and implement self-directed learning. The implementation of the programme respects the following principles of student-centred education:

- permanent reflexion;
- it has been taken into account that students have different learning styles, different requirements, interests, experience and background knowledge;
- individual approach to students;
- knowledge, skills and abilities of students are assessed by academic staff, including also students;
- students are offered the opportunity to study themselves;
- continuous cooperation between students and academic staff.

A student-centred approach is also implemented through the involvement of students in discussions on research developed by others. Students have the opportunity to take individual study courses as a free listener, taking part in the study course in full or only choosing the part of interest in the course.

RSU and DU offer students appropriate educational and scientific literature, including electronic open access databases. Institutions of higher education provide contact help of academic staff to facilitate success of students and the achievement of efficient outcomes of the study programme.



Namely: tutorials during the study semester, before provisional outcomes tests (colloquia), exams and before the final examination.

In choosing the type of test to assess the student's work on a 10-point grading scale, lecturers are guided by the outcomes defined for the study course. When drawing up assessment criteria, lecturers are guided by the following principles:

- the criteria are aimed at the assessment of the student's work (in the intermediate stage or at the end of the study course);
- the student's work is assessed on the basis of criteria or compared with the standard, not with the work of other students;
- students know the criteria in advance;
- creating a clear grading algorithm based on which a student can independently determine his/her level of achievement;
- the assessment criteria are derived from the objectives and outcomes of the study course.

During the study process, students may use support materials (lecture presentations, seminar materials, descriptions of practical work assignments, handouts, etc.) that have been placed in the e-learning environment Moodle.

Both formative and summative assessment is used in the studies. Formative assessment takes place during everyday study process: by asking control questions to the students during the contact lessons, as well as by discussing the independent works of students that are practised during the study process. Summative assessment takes place at the conclusion of each study course as a test or examination. Summative assessment tests are organised in a written form (in paper format or electronically) or as oral discussions. At the conclusion of studies, the students select a topic they are interested in and write and defend a Bachelor's thesis in cooperation with the selected supervisor. At the end of each study course, students are asked to complete the evaluation survey in RSU e-environment, wherein they can express their opinion and provide proposals both regarding the content of the study course and the methods of implementation thereof, as well as competences and work style of the lecturers. Therefore, study courses are updated each year in accordance with the evaluation given by the students. Student representatives are also involved in faculty councils ensuring representation of their opinion in decision-making.

[1] Standards and Guidelines for Quality Assurance in the European Higher Education Area, page 14  
[https://aic.lv/content/files/AIC%20ESG2015%20int-1\\_2.pdf](https://aic.lv/content/files/AIC%20ESG2015%20int-1_2.pdf)

**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).**

Study placement is an essential part of the programme, placement takes place in law enforcement agencies competent in economic security matters. Placement in an institution is supervised by



industry professionals. It would be advisable for a student to go outside his or her workplace to another related law enforcement institution for placement to ensure the transfer of knowledge competences and skills, to improve his or her professional skills and competences and also to introduce in his or her working environment the improvements that would result from such professional improvement.

Placement has placement regulations defining specific tasks, which are subordinate to the aim of placement and the aim of the study programme. Taking into account a student-centred approach, the student's placement site shall be evaluated individually, evaluating the capacity of the potential placement site and the possibilities of the student, as well as taking into account recommendations of the Ministry of the Interior. Employers are actively involved in the implementation of the programmes by providing placements.

**Placement aims** to combine students' theoretical knowledge with the latest trends in the field of economic security and to develop their skills in ensuring economic security by linking it to the activities of a specific law enforcement agency. As a result of the placement, the student has strengthened and deepened the knowledge and practical skills acquired during studies to use them not only in the prevention and combating of economic crime, but also to develop an action plan in crisis and tension conditions. During and after the placement, the student is able to link theoretical knowledge with the application of practical skills in the field of economic security.

The study placement ensures that the student is able to analyse complex cases, solve non-standard situations and find the most appropriate solution in their future professional activity. Thus, during placement the student supplements and deepens knowledge of the objectives and tasks of the placement site in the prevention and combating of criminal offences in economics, internal regulations of the institution, operational processes and functions related to economic security.

Studies are personalised – different forms of studies exist, individual study plan, informative and material support, digitalised study process, placement at workplace, individual study courses, as well as opportunities are provided for continuation of studies at the next level of studies.

In the autumn and spring semester of academic year 2023/2024, students chose as placement sites: State Police, State Revenue Service, Financial Intelligence Division of the Tax and Customs Police Department of SRS, Corruption Prevention and Combating Bureau, Financial Intelligence Unit, SIA "A.Medical", Prosecutors' Office for Investigation of Criminal Offences in Public Institutions, Corruption Prevention Coordination Division of the Criminal Legal Department of the Prosecutor General's Office, SIA Actio projekt.

Since no foreign students were admitted, there was no need to implement and provide placement sites 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).**

Not applicable.

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



## theses.

In the winter/spring semester of ac. year 2023/2024 RSU students study in semester 3 of the study programme and choose topics to work on their research in the autumn semester of ac. year 2024/2025. In the winter/spring semester of ac. year 2023/2024 DU students study in semester 2 and are just planning their research. RSU and DU lecturers have proposed potential topics which students could choose and which are summarised in Table 2.

Table 2. Examples of topics of Master's theses proposed by potential Master's thesis supervisors

Topic of Master's Thesis	Master's Thesis supervisor
Modern technologies: prevention and combating criminal offences in the field of customs	Dr. iur. Aldona Kipāne
Problems with methodologies of investigating criminal offences in economics	Dr. iur. Aldona Kipāne
Economic and financial cybercrime, national and international regulation, its application problems.	Dr. iur. Uldis Ķinis
Jurisdiction of cybercrime, national and international regulation, application problems.	Dr. iur. Uldis Ķinis
Content and problems in the application of a principle prohibited in the real environment and thus prohibited in the digital environment.	Dr. iur. Uldis Ķinis
Analysis of the tax planning process and methods for ensuring economic activity.	Dr.oec. Aina Čaplinska
Digital financial literacy.	Dr.oec. Aina Čaplinska
Civil protection planning problems (military threats, climate change, etc.)	Mg.iur. Vitālijs Rakstiņš
Delegation of national security functions to the private sector	Mg.iur. Vitālijs Rakstiņš
Problems of the dual-use technology regulatory framework	Mg.iur. Vitālijs Rakstiņš
Economic crime – historical transformation and current developments (research on how norms have historically transformed (temporal impact: political, global, economic), what is relevant today, what should be amended, supplemented, etc.)	Mg.iur. Ilze Sokolovska



Expert's report and Auditor's report as evidence in economic crime cases	Mg.iur. Sigita Silarāja
Assessment of the norms included in the European Union regulatory framework, which are binding on the Republic of Latvia (regarding economic security of Latvia) (potential benefits/threats, how already implemented EU norms function, etc.) and implementation problems	Mg.iur. Andris Požarskis
Financial management in (a) specific public authority(ies) – rationality, efficiency and justice	Mg.iur. Andris Požarskis
Legal regulation of deep fakes as a technical solution in the European Union and Latvia	Dr. iur. Igors Trofimovs

### 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.

Study resources, scientific resources, informative resources (including libraries), material and technical resources, and financial resources correspond to the specifics and implementation conditions of the study programme, create pre-conditions for the achievement of learning outcomes and evidence of the possibility of ensuring high-quality study process also in the future.

In the process of planning and development of the study programme “Economic Security”, particular attention was also paid to the analysis and provision of the **study base** needed to implement the StP because the study programme is interdisciplinary and is implemented in civil security, law and management. Even previously, developers of StP “Economic Security”, including the Latvian and foreign experts involved, considered it essential to take into account examples of world good practice from Lithuania, Estonia and Poland, which showed that a modern study base and infrastructure are essential for high-quality modern higher education. Such an approach identified and also provided the elements of the study base necessary for the implementation of AMSP “Economic Security”, which are available and are developed since the introduction of the study direction.

Key elements:

- Auditoriums equipped in a modern way and maintained in good quality, which are fully compatible with the study methods planned for the implementation of study programme “Economic Security”, including e-learning environment, video lectures, online visiting lectures, debates, business games, innovative technological solutions in the study and teaching process, etc.



- The e-studies environment, which includes full study programme course information for both the study process and the achievement of learning outcomes, including practical tasks for the verification of knowledge in the e-environment, the assessment system in the e-environment, the provision of a platform for discussion in the e-environment, etc.
- [RSU and DU Library](#) – appropriate for complete support of the modern study, scientific and research process, including for convenient availability of study materials on-site and online, quick ordering of new materials in accordance with needs of study programme “Economic Security” and content of study courses.
- Forensic laboratory, where forensic techniques can be mastered in practice.
- RSU Medical Education Technology Centre, which is the only simulation centre in Latvia and the largest in the Baltic States, with the right infrastructure and equipment in one place to ensure acquisition and improvement of skills, as well as implementation of simulation programmes in various sectors.

RSU support structural units and general staff for ensuring the study process provide a significant and complete support during the entire study process – starting from the Faculty of Social Sciences, which supports the study process in general, the Centre for Educational Growth, which consults and administers the development of StP, including provision of study materials in the e-learning environment and possibilities of continuing education for lecturers. The Human Resources Department ensures the maintenance of study courses in RSU systems, provides methodical support to lecturers and creation of the timetable of study course classes (time and rooms), maintenance of the student information system, issuing of diplomas and reports on pedagogical work; the RSU Legal Department – review and approval of agreements of cooperation partners, etc., the Human Resources Department and the Finance Department – ensuring employment relations with and remuneration to lecturers of study courses; provision of an auditorium for classes and IT; Department of Infrastructure and Information Technology Department. Significant support in work with foreign students is ensured by the International Department (SD) and the [Student Services](#). SD and the Communication Department are involved in provision of information about the study programme. Support to the study process is also provided by the Quality Assurance and Internal Audit Department, Research Department, Student Union. The work of RSU support structural units is effectively organised so that lecturers and the head of the programme can maximally focus on the implementation of study content and achievement of learning outcomes without any disturbances. RSU management is an important study base support point in planning and implementation of AMSP “Economic Security”, including, for example, university support and motivation in maintaining and improving qualifications of AMSP “Economic Security” teaching staff using different support mechanisms, as well as acquiring the innovation necessary in the study process.

The education process at DU is provided in the DU study building at Parādes iela 1, Daugavpils, where the Faculty of Social Sciences is located and lecturers involved in the study programme work on a daily basis. The resources and provision of the study programme fully complies with conditions of the implementation of the study programme and for the achievement of learning outcomes. Resources available to students, including study rooms, material technical bases, tools and equipment (for the preparation, combining, integration, visualisation and dissemination of study and research materials). The services offered by the DU Library are available to students - the library's electronic catalog, book ordering, reservation and extension on the Internet, automated user service, as well as access to electronic databases. Library users can use the open-access reading room with 60 workstations, i.e. see 15 computerized, subscription, Bibliography and information sector. The total area of the library is 1000 m<sup>2</sup>, i.e. see user service premises – 400 m<sup>2</sup>. The collection of the library is 267655 items, incl. books – 233868, periodicals – 20322, other publications – 13465. Number of books in the field of legal science – 4615, incl. in criminal law –



705, forensics – 564, labor law – 234, civil law – 849, European law – 176, occupational safety and security – 81; in the field of environmental science – 1995.

Access to the following electronic databases is provided in the DU network:

- EBSCO Publishing (it includes 8 databases: Academic Search Elite, Business Source Premier, MasterFILE Premier, Newspaper Source, ERIC, Business Wire News, MEDLINE, Health Source – Consumer Edition, Agrikola); about 10,000 scientific journals are available in English for several sciences.
- Cambridge Journals online. 100 scientific journals in several branches of science are available in English.
- ScienceDirect. A multidisciplinary database from which full texts of about 380 journal titles are available in English.
- Web of Science – Multidisciplinary database in English.
- Scopus – bibliographic and citation information database of multidisciplinary scientific publications in English.
- Laws.Lid.lv. Regulatory documents of the Republic of Latvia and the European Union in the field of environment and nature protection.
- Letonics. Letonika is a Latvian reference and translation system on the Internet. Currently, these resources include the Latvian Encyclopedic Dictionary, the Dictionary of Terms, translating and explanatory computer dictionaries, etc.
- CEPOL database of the European Union Law Enforcement Training Agency, about 10,000 scientific journals and books in English are available. The database of CEPOL, the European Union Law Enforcement Training Agency, has around 10,000 scientific journals and books in English.

Computerised applications and software (Standart Office, SPSS, GIS, online data visualization tools and software, online communication tools) enable to learn all of the study courses in the programme, as well as perform research at different stages, provide a flexible and student-oriented environment. The programme uses the necessary technical equipment (computers with licensed software, projectors, interactive boards, etc.), different teaching methods are used (group work, role plays, simulations, seminars, discussions, etc.).

The e-learning environment is used in the implementation of different forms of studies, where up-to-date information on general matters of the study process and materials to be used in the study process for students – links to internet resources (e.g. at.gov.lv; likumi.lv; lv.lv; etc.), individual PDF files (e.g. from court judgements, scientific articles) are published, and study substance tests for study substance, including interactive tests and situational games using *H5P* methods, are created, video lectures inserted using the *Panopto* tool are included.

As for the supply of RSU e-resources, two e-book databases and seven full-text multisectoral databases of journals are available for the study programme “Economic Security”. E-books in law, civil security, management, political science and other relevant thematic areas are available in subscribed databases *ebook Academic Collection (EBSCO)* and *Ebook Central (Proquest)*. For example, the database *ebook Academic Collection (EBSCO)* contains 18109 e-books, when searching by subject “Law”, but *Ebook Central (Proquest)* – contains 9158 e-books. Subscribed multidisciplinary databases *Ebook Central (ProQuest)* and *EBSCO eBook Academic Collection* offer e-books in different fields and from different publishers that provide selected information results searching by various topics/keywords.

The full texts of scientific articles in economic security are available in subscribed databases: *SAGE Premier 2021, Communication Source (EBSCO), Sociology Source Ultimate (EBSCO), PsycARTICLES (APA), Wiley Online Journals, Science Direct, Academic Search Complete (EBSCO)*. The single search



engine Primo shows 1326 journal names in “Law”, 2224 journal names in “Business, Economy & Management” and 63 journal names when searching using the keyword “Security”.

Respective resources in the field of economic security can be searched also in bibliographic citation databases Web of Science and Scopus.

RSU students and academic staff are provided with a developed IT infrastructure and virtual study environment. RSU students and academic staff have access to:

1. E-studies environment, which contains study materials and where student knowledge is evaluated.
2. Student Portal, which contains the necessary study information and e-services.
3. Different IT solutions for ensuring remote studies and examinations, for example, *Zoom* and *Respondus LockDown Browser*.
4. Anti-plagiarism system Turnitin.
5. Academic portal containing information on academic staff, academic structural units, register of study courses and study programmes, survey system and feedback.

During the implementation of the study programme, material and technical resources are supplemented by investing funds into purchasing them as needed:

- accounting software,
- simulation programmes, including *H5P*, which foster mastering of theory close to practice,
- purchase of examples of cryptocurrency and cryptocurrency analysis related software:
  - resources for conducting study experiments, including means for practical studies in the circulation of electronic currencies; for conducting study experiments with cryptocurrency mining and blockchains, blockchain splits, network nodes and alternative cryptocurrencies, and investment opportunities in cryptocurrencies and their trading opportunities;
  - examples of cryptocurrency.
- purchase of software for open source intelligence (cybercrime identification, etc.),
- purchase of software for analysing intercepted internet traffic,
- purchase of specialised programmes for hacking and viewing mobile devices,
- purchase of specialised programmes for computer forensics (including computer and media information engineering inspection),
- purchase of specialised programmes for financial intelligence and open data analysis,
- forensic materials, which are used in the work of judicial experts,
- specialised computer software identifying malware,
- library resources as needed.

It is also necessary to attract an appropriate expertise for the development of the study programme, therefore industry professionals and visiting lecturers are involved in the implementation of the programme, including IT specialists, providing adequate financial resources for that. For example, practicing employees in the field of expertise and investigation are involved in the implementation of the study course “Methodology and Specific Character of Investigating and Combating Economic Crime”. An expert on technical expert examination of documents from the State Forensic Examination Bureau and an expert in accounting expert examination from the Forensics Department of the State Police are involved in the field of expert examination. An employee of the Central Criminal Police Department of the State Police is involved in the field of investigation and new technology.

Scientific research activities of students and lecturers, therefore it is planned to provide the necessary support in conducting of doctoral and student research, drafting and publication of



publications, attraction of consultants are important for the development of the Master's programme.

While RSU has the necessary material and technical resources to ensure a high-quality study process, they need to be developed, for example, by upgrading technical support in computer rooms so that each student has access to a computer for the study process.

It should also be mentioned that for the needs of the study direction, it is planned to develop the material and technical provision in the renovated building complex on Kuldīgas iela 9, which will also be used for the needs of the students of the programme, envisaging a financial contribution for the purchase of technical and special equipment.

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

Not applicable.

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

Funding for all study programmes is used for remuneration of personnel, attraction of visiting lecturers, licences and scientific activities. In addition to the direct costs of the implementation of lectures and classes, the study programme must cover the infrastructure maintenance costs (facilities, IT solutions) and other RSU common resources used in the study programme (Student Services, Library, organisation of the study process, grant for the Student Union and other support and administrative functions). The study programme is implemented by RSU and DU. Extensive RSU and DU facilities are available for teaching of the study courses, allowing for the booking of study rooms and computer classes in the common system.

The overhead costs for full-time study programmes are proportionally higher than for part-time programmes due to more intensive use of the RSU and DU infrastructure.

It is planned to finance the study programme from state budget funding (10 budget funded study places in total), as well as from the funding of individuals and legal entities. Under the RSU discount regulation, an excellence discount may be granted, which would set the tuition fee at EUR 3,000 per year or EUR 6,000 per year for 2,0 years. The planned number of students in the study programme is 16 students, incl. 10 budget students.

*Table 3. Costs of the study programme in the Latvian language flow*



<b>Title</b>	<b>Result</b>
Average income per student, EUR	5007
Average cost per student, EUR	4670
Academic staff, %	67
Department resources, %	2
Other direct expenditure, %	1
Fixed costs, %	1
Eligible, incl. development costs, %	29
Capital investment and development per 1 student, EUR	337

Academic Master's study programme "Economic Security" 2,0 years, full-time regular, English It is planned to finance the study programme from the funding of individuals and legal entities. The tuition fee would have to be EUR 4,500 per year or EUR 9,000 per year for 2,0 years. The planned number of students in the study programme is 20 students.

**Table 4. Costs of the study programme in the English language flow**

<b>Title</b>	<b>Result</b>
Average income per student, EUR	3240
Average cost per student, EUR	3101
Academic staff, %	79
Department resources, %	3
Other direct expenditure, %	1
Fixed costs, %	1
Eligible, incl. development costs, %	16
Capital investment and development per 1 student, EUR	139

Academic Master's study programme "Economic Security" 2,5 years, part-time regular, Latvian It is planned to finance the study programme from the funding of individuals and legal entities. The tuition fee would have to be EUR 3,500 per year or EUR 8,750 per year for 2,5 years. The planned number of students in the study programme is 20 students.

**Table 5. Costs of the study programme in the Latvian language flow**

<b>Title</b>	<b>Result</b>
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Average income per student, EUR	1867
Average cost per student, EUR	1842
Academic staff, %	85
Department resources, %	2
Other direct expenditure, %	1
Fixed costs, %	2
Eligible, incl. development costs, %	10
Capital investment and development per 1 student, EUR	25

Academic Master's study programme "Economic Security" 2.5 years, part-time regular, English. It is planned to finance the study programme from the resources of private and legal persons, setting the tuition fee of 4,000 EUR per year or EUR 10,000 per 2.5 years. The planned number of students in the study programme is 17 students.

*Table 6. Costs of the study programme in the English language flow*

<b>Title</b>	<b>Result</b>
Average income per student, EUR	2354
Average cost per student, EUR	2321
Academic staff, %	83
Department resources, %	2
Other direct expenditure, %	1
Fixed costs, %	2
Eligible, incl. development costs, %	12
Capital investment and development per 1 student, EUR	33

5 students is the minimum number of students to ensure the profitability of the study program at DU.

## 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 qualification of teaching staff involved in the implementation of the study programme corresponds to the conditions of implementation of the study programme and the requirements of regulatory enactments, and ensures the achievement of objectives and learning outcomes of the study programme and respective study courses.

The lecturers involved in the implementation of the study programme are industry professionals. The experience of lecturers working in different positions in the industry allows the content of study courses to be enriched with practical examples that students appreciate, as mentioned in study course assessment surveys. Lecturer of the study course “Delegation of National Security Functions to the Private Sector” V. Rakstiņš has 18 years of experience in the Ministries of the Interior and Defence working directly with national security matters, including directing amendments to regulatory enactments and working on state defence planning documents. V. Rakstiņš is a researcher in RSU projects affecting security matters. In parallel, the lecturer participated as expert in the development of the International Consortium Resilience and Security Curriculum (Resilience Curriculum, 2023-2024) for national security universities. Currently, the lecturer participates in the State Chancellery project #DrošaLatvija (Safe Latvia) by organising regional seminars on information security and crisis management. The lecturer is the author of games and books on security matters.

On 4 April 2024, the Ministry of the Interior held an Industry Day of the Ministry of the Interior for the fourth time, the purpose of which was to discuss pressing matters in the field of internal affairs, as well as to provide an opportunity for entrepreneurs and educational institutions to present the institutions and allies of the sector of internal affairs with technological development trends in strengthening security functions. RSU lecturers (L. Juļa, R. Kalnačs) also participated in panel discussions to engage in discussions on the growing role of technology in public safety, ensuring the resilience of civil protection, security technology solutions, process management solutions in security institutions, as well as equipment and gear for employees.

In order to verify knowledge of foreign language of the teaching staff implementing study programmes in English, RSU periodically organises a detailed detection of English skill level, and if necessary, organises additional training. The level of English proficiency of most study programme lecturers corresponds to B2-C2, while the level of knowledge of some lecturers corresponds to B1 or lower. If the study programme is also implemented in English, the study courses will be provided by the lecturers whose English proficiency corresponds to at least level B2.

Official language knowledge of all lecturers of the study programme complies with the Regulations of the Cabinet of Ministers No. 733 of 7.07.2008. “Regulations Regarding the Amount of the Knowledge of the Official Language and the Procedures for Examination of the Knowledge of the Official Language for the Performance of Professional Duties and Duties of Office, Receipt of the Permanent Residence Permit and Obtaining of the Status of a Long-term Resident of the European Union and the State Fee for Examination of the Fluency in the Official Language”. RSU Department of Human Resources verifies the knowledge of official language of lecturers.

Academic and scientific staff in compliance with provisions of Section 55(1)(3) of the Law on



Institutions of Higher Education and Law on Scientific Activity is involved in the study programme. Academic and pedagogical staff with high qualifications, relevant competences and good reputation are involved in the implementation of the study direction and achievement of results. To ensure qualitative and innovative implementation of the study programme, it is essential to attract highly qualified teaching staff – recognised specialists with innovative capacity, including the ability to use modern working methods, and leadership competence.

The conformity of the qualification of the teaching staff with the requirements specified by regulatory enactments, as well as knowledge of the official language and foreign languages are assessed in the selection of the teaching staff to be involved.

The following basic criteria are laid down in the assessment system for the activities of teaching staff:

- excellence – sustainable and continuous development by ensuring process and resource management;
- ability to make effective use of academic freedom – freely choosing directions and methods of academic activity, creating and publicising new knowledge, openly discussing their content, seeking opportunities to put them into practice;
- academic culture – collegial cooperation between students and other teaching staff based on principles of academic ethics, atmosphere of mutual respect, demands, interest and support;
- responsibility for work before the public and the state in line with RSU and DU quality management systems and quality culture.

The qualifications of academic staff in both HEIs meet the requirements of the Law on Higher Education Institutions, as all lecturers have a Master's degree or doctoral degree in science. Teaching staff with a Master's degree can teach study courses – both elected and visiting lecturers. Implementation of the mandatory and limited elective part of the study program is ensured by:

- RSU - 40 lecturers, 20 of whom have been elected to RSU academic positions. Of them, three are professors, seven are associate professors, five assistant professors and five lecturers. 24 with a doctorate degree and 16 with a master's degree;
- DU - 18 lecturers, 14 of whom have been elected to DU academic positions. Among them, one is a professor, six are associate professors, five assistant professors, one leading researcher, one lecturer and four guest lecturers. 13 with a doctorate and five with a master's degree.

To improve the professional competence of the academic staff, DU regularly provides training that makes it possible to complement the necessary skills at work and to promote wellbeing in the working environment. Seminars for lecturers on the development of support materials for study courses and integration in the study process are organised within the ESF project “To reduce fragmentation of study programmes and to strengthen resource sharing at Daugavpils University”, No. 8.2.1.0/18/A/019. The academic staff of the RSU also attend the training offered by RSU, organised by the RSU Centre for Educational Growth or other structural units.

Both RSU and DU academic staff actively use the opportunities offered by the ERASMUS+ programme for the improvement of professional skills – lecturers regularly attend foreign cooperation universities within the framework of the programme or engage in staff training, improving professional competences, ensuring participation in training, work observation in a foreign cooperation university or industry organisation. Improving the professional competence of the teaching staff involved in the implementation of the study direction by participating in training, international mobility programmes, actively engaging in scientific activity, project implementation and other in scientific and academic activities, provides significant added value for the overall



improvement of the study process and improvement of the quality of studies.

Particular attention is paid to issues of succession and the interaction of personnel of different generations. In order to improve the content of the study programs, as well as to introduce innovative methods in the study processes, RSU and DU attract foreign guest lecturers, for example, for the study course "Economic Security Management" - the lecturer of the Military Academy of the Lithuanian General Jon Žemaishas of the Ministry of Defense of Lithuania, Dr.iur. Vladas Tumalavičius.

The process of recruitment and evaluation of lecturers is transparent, effective and one of the preconditions for high quality of the study process.

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

There have been no significant changes in the composition of DU lecturers since the start of the program implementation.

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

Not applicable.

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

Not applicable.

#### **3.4.5. Assessment of the cooperation between the teaching staff members by specifying**



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

A mechanism for mutual cooperation between teaching staff members has been established. It promotes the improvement and interconnection of study courses/modules.

Teaching staff of both DU and RSU cooperate with each other both in the development of study course descriptions and in the planning of study course content, jointly agreeing on the objectives, tasks, learning outcomes and content of study courses to be developed and taught, conduct joint research. For example: a joint research and publication[1] by DU assistant professor I. Trofimova and RSU guest lecturer V. Rakstiņa, director of the State Defense Service Department of the Ministry of Defense. The logical sequence of implementation of study courses is discussed and evaluated not only within the scope of the study programme, but also within the scope of the study direction "Internal Security and Civil Protection", as well as at department meetings, which helps to avoid overlapping of specific topics in different study courses.

At the time of submission of the description, the ratio of the number of students and the teaching staff at RSU is 1:3, but at DU – 1:1.4.

[1] Rakstiņš, V.: Trofimovs, I. (2023) Current aspects of the civil defense system of Latvia and Ukraine. DU, Sociālo Zinātņu Vēstnesis, Available in Latvian: [https://doi.org/10.9770/szv.2023.1\(4\)](https://doi.org/10.9770/szv.2023.1(4))



# 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	3.1.2.Diploma and supplement_Economic security.zip	3.1.2.Diploma un pielikuma paraugs_Ekonomiskā drošība.zip
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)	3.1.5.Compliance of joint program to Law.zip	3.1.5.Kopīgās programmas atbilstība AL.zip
Statistics on the students in the reporting period	3.1.4. Statistics about students_Economic security_EN.xlsx	3.1.4. Statistika par studentiem_Ekonomiskā drošība_LV.xlsx
III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof		
Compliance with the study programme with the State Education Standard	3.2.1.Compliance with the state education standard_Economic security.docx	3.2.1.Atbilstība valsts izglītības standartam_Ekonomiskā drošība.docx
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	3.2.1_Mapping of study courses_Economic security.docx	3.2.1_Studiju kursu kartējums_Ekonomiskā drošība.docx
The curriculum of the study programme (for each type and form of the implementation of the study programme)	3.2.1.Study plans_Economic security.zip	3.2.1.Studiju plāni_Ekonomiskā drošība.zip
Descriptions of the study courses/ modules	3.2.1.Study course descriptions_Economic security.zip	3.2.1.Studiju kursu apraksti_Ekonomiskā drošība.zip
Description of the organisation of the internship of the students (if applicable)	3.2.4.Practice_Economic security.pdf	3.2.4.Prakse_Ekonomiskā drošība.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)	STATEMENT_Article 55_Economic security.docx	Apliecinājums par personāla atbilstību MK noteikumu 55.pantam.edoc