

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>Valsts robežsardzes koledža</i>
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Self-evaluation report

Study field "Internal Security and Civil Protection"

State Border Guard College

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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,.

According to the Regulations of the State Border Guard College (hereinafter - SBGC), the SBGC is a state-founded educational institution subordinate to the State Border Guard (hereinafter - SBG). The SBGC provides the following opportunities to persons who have completed secondary education:

- to obtain a Level 5 professional qualification in a short cycle professional higher education programme;
- to obtain a Level 4 professional qualification in a professional continued education programme;
- to undertake professional improvement programmes necessary for the performance of the functions of the SBG.

SBGC was accredited on 19 May 2005 for an unlimited period (Accreditation Sheet No 057).

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The geographical location of the SBGS in the middle of the eastern section of the Latvian border is of national importance, which ensures professional training of specialists, regular adaptation of educational programmes to the real service environment on the state border, as well as, if necessary, involvement of personnel in the state border protection.

The SBGC, as an educational institution, has existed for 31 years - its history began in 1992 with the establishment of the Rēzekne Border Guard Training Centre. In 1997 the Rēzekne Border Guard Training Centre became the Rēzekne Border Guard School (professional education institution) and on its basis on 1 April 2002 the SBGC was established as a professional higher education institution. Since 2017, the SBGC is a Partner Academy of the European Border and Coast Guard Agency (Frontex) (hereinafter - FRONTEX Agency).

Since 2003, the SBGC has been implementing a short cycle professional higher education study programme "Border Guard" (qualification level 5, qualification "Junior Officer of the State Border Guard").

The professional continued education programme "Border Guard" (qualification level 4, qualification "State Border Guard Inspector") has been implemented at the SBGC since 2002.

The SBGC also provides professional improvement education programmes and qualification upgrading programmes for officials of the SBG and other institutions.

The infrastructure and technical facilities of the SBGC fully ensure the quality of the training process and the achievement of the aims and objectives of the educational programmes.

The **mission of the SBGC** is to prepare human resources that meet the demands of Latvia and the European Union (hereinafter - EU) and the needs of society, to broaden their knowledge base, to facilitate the growth of professional competence, while ensuring an increase in the quality of performance of SBG functions.

The **vision of the SBGC**: the SBGC is a well-developed, internationally renowned educational institution, which implements and provides competitive, high quality professional education

compliant with the requirements of the EU and the SBG, as well as lifelong learning for law enforcement officers.

The SBGC Strategy aims to ensure effective planning and implementation of the SBGC's activities within its functions and tasks for the period 2024-2028. The implementation of the Strategy is in line with the planned total expenditure of the medium-term budget of SBGC.

The strategic specialisation of the SBGC is in the thematic area of education “Civil and Military Defence” (cluster of educational programmes - Border Guard). The SBGC implements its study and research activities in accordance with the strategic field of specialisation.

For the period 2024-2028, the following policy objective is identified as a strategic priority: the implementation of a unique, sustainable, continuous and internationally recognised professional education and adult education for border guards.

The SBGC Strategy identifies three strategic priorities:

- 1. ensuring a high quality, modern, up-to-date and sustainable education system and resource management for border guards;
- 2. attracting (recruiting) candidates for the service in the SBG;
- 3. training of cynologists and service dogs of different specialisations of the Ministry of the Interior system (hereinafter - MoI) institutions and other state administration institutions, National Armed Forces (hereinafter - NAF), as well as foreign (EU and third countries) cynologists and service dogs.

Link to SBGC Operational Strategy 2024-2028:

<https://moodle.vrk.rs.gov.lv/moodle/course/view.php?id=266#section-3>

SBGC has **one study field** “Internal Security and Civil Protection”, within which one short cycle professional higher education **study programme** “Border Guard” is implemented.

The dynamics of the number of students at SBGC during the reporting period is presented in Figure 1.1.1

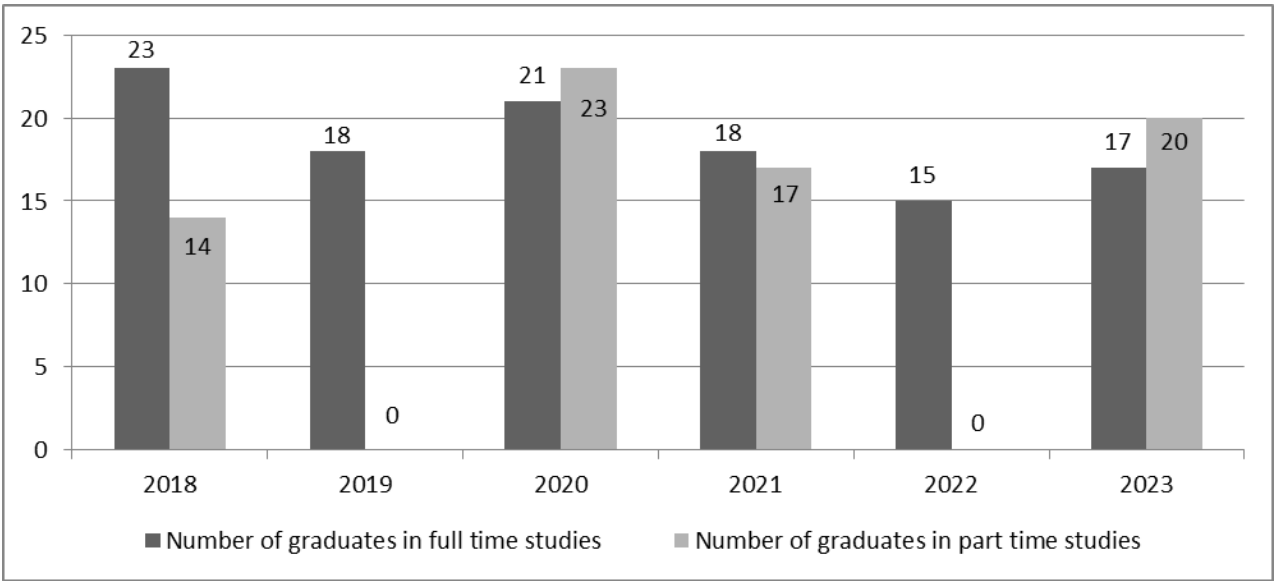


Figure 1.1.1. Dynamics of the number of students at SBGC in 2018-2023.

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.

The governance structure of the SBGC is designed to ensure the continued implementation of the vision, mission and development strategy of the SBGC.

- The structure of the SBGC consists of the SBGC Director, Deputy Directors (for Studies and Service Organisation), Education Coordination Unit, three Departments, Professional Education Service, Administration Unit, Finance and Plans Unit, Armament and Engineering Equipment Service, Professional and Tactical Training Centre, IT and Communications Unit, Library Department, Border Guard Historical Research Unit, Cynology Service.
- The SBGC Director manages the work of SBGC, exercises the competences of the head of an educational institution established by the regulatory enactments regulating the field of education and performs other functions of the head of a direct administration institution established by the State Administration Structure Law.
- The Deputy Director (for Studies) ensures the management and conduct of the study and training process.
- The Education Coordination Unit ensures the planning, implementation and quality control of the study and training process, promotes, coordinates and carries out research activities at the SBGC, as well as maintains and implements professional relations with foreign and Latvian cooperation partners and educational institutions.
- The departments (Department of Border Guard and Immigration Services, Department of Military and Physical Training Subjects, Department of General Education Subjects) implement the study and teaching process, carry out methodological and research work in their subject areas.
- The Professional Education Service (First, Second and Third Training Company staff - inspectors and cadets, i.e. educatees and students) participates in the implementation of formal education programmes, carries out educational and administrative management of staff to be educated, as well as work organisation.
- The Administrative Unit implements the SBGC's Human Resource management policy, tasks in the field of internal regulatory enactments, ordinance documents, external regulatory enactments and contracts, tasks in the field of labour protection, document circulation and primary health care, and monitors the sanitary and hygienic condition of the SBGC's facilities.
- The Armaments and Engineering Equipment Service shall ensure the servicing of the study and training process and the implementation of economic activities at the SBGC, as well as the performance of civil protection tasks.
- The Professional and Tactical Training Centre provides practical, professional and tactical field training, physical training and sporting events at the SBGC.
- The Library Department provides the necessary printed and electronic materials, as well as other information sources and media, for the study and training process and for the implementation of the educational programmes.

The Border Guard History Research Unit contributes to the education and information of border guards and the public by collecting, preserving and researching material and spiritual values related to the history of the SBG and SBGC, as well as organising, coordinating, carrying out and developing the work of promoting the profession of border guard at the College and in the State Border Guard.

The SBGC Supervisory Board is involved in key decision-making. The elections of the SBGC Supervisory Board are organised by the Director. The Supervisory Board shall be elected by secret ballot only by the staff of the relevant category. The composition of the Supervisory Board shall be approved by the Head of the SBG. The term of office of the Supervisory Board shall be three years. The Supervisory Board shall be composed of 15 members:

- Director (7%);
- Deputy Director for Studies (7%);
- six representatives of academic staff (SBGC is their main place of work) (40%);
- two representatives of the general staff (13%);
- two representatives of the Student Council (13%);
- three officials of SBG units authorised by the Head of the SBG (20%).

SBGC Supervisory Board:

- approves education programmes and draws up proposals for implementing of new education programmes;
- approves the lines of research;
- approves the admission rules established by the SBGC;
- develops proposals for the establishment, reorganisation and dissolution of the SBGC education and research units;
- examines and approves the SBGC's public accounts;
- supports and promotes the activities of the Student Council, approves the Regulations of the Student Council;
- draws up the Regulations of the Supervisory Board;
- proposes a change of name or legal status of the SBGC;
- approves the Regulations on study and examination procedures at the SBGC;
- approves the Regulations on academic and administrative posts in the SBGC and the procedure for election to these posts;
- reviews and approves the sketches of the SBGC flag, coat of arms, emblem, logo and breast badge;
- decides on other matters falling within the competence of the Supervisory Board in accordance with these Regulations and other laws and regulations governing the activities of the SBGC.

The Student Council is an elected, independent body representing the rights and interests of students at the SBGC. The members of the Student Council shall be elected by the students of the SBGC in open elections. The members of the Student Council shall be elected for a term of one year. The Student Council shall be composed of seven members: the Chairman, the Vice- Chairman, the Secretary, two representatives of the culture field and two representatives of the sports field. The Student Council shall act within the scope of its competence as laid down in the Law on Professional Education, i.e. it shall organise academic, material, social support and cultural life activities at the SBGC, as well as defend and represent the interests of students before the SBGC and other state institutions.

The governance structure of the SBGC is set out in Annex 1.

List of main internal regulatory enactments and regulations of the SBGC is set out in Annex 2.

Due to amendments to the Law on Professional Education, the SBGC Supervisory Board is entitled to operate until 31 December 2023. The new Regulations of the SBGC foresee that the Council will be the decision-making body, the Convention (a new formation) and the Student Council will also function. The composition of the Council is to be approved by the Director.

The Council will be composed of 15 members: the Director, two Deputy Directors, eight representatives of the academic staff (SBGC is their main place of work), one representative of the general staff and three representatives of the Student Council. In addition to the provisions of the Law on Professional Education, the Council shall:

- approve the draft long-term and medium-term development strategy of the SBGC and submit it to the founder for approval;
- draw up and approve the Regulations on academic posts in the SBGC and the procedure for election to these posts, as well as the criteria for the evaluation of academic staff;
- elect the academic staff;
- decide on requirements, procedures and tests for qualifications;
- prepare proposals on tuition fees for short cycle professional higher education programmes for those places of study which are not financed from the state budget and submit them to the founder for approval;
- determine the procedure for allocating study places for students in short cycle professional higher education programmes financed from the state budget.
- approve the admission rules of the SBGC and the Regulations of the Admissions Committee;
- approve the composition of the Admissions Committee for each academic year;
- review and approve the sketches of the SBGC flag, emblem, logo and breast badge;
- develop and submit proposals for the establishment, reorganisation and dissolution of SBGC education and research units;
- examine and approve the SBGC's public accounts.

The Convention shall be composed of six advisors - the Director, the Deputy Director for Studies, a representative of the Ministry of Interior, three SBG officials, and the Secretary of the Convention. The Chairman of the Convention shall be a SBG official designated by the Head of the SBG. The composition of the Convention shall be approved by the Head of the SBG.

The Convention operates within the competences laid down in the Law on Professional Education:

- makes recommendations to the head of the professional education institution on development strategy and professional education planning documents;
- participates in the selection and evaluation process of the teaching staff (administration) of the professional training institution;
- makes proposals on the professional education programme developed by the professional education establishment before it is licensed;
- promotes cooperation between professional education institutions and businesses in the region in organising traineeships and work-based learning.

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

The Policy of Quality Assurance of Education of the SBGC is developed and implemented in accordance with the requirements of the Law on Higher Education Institutions and the Regulations of the SBGC^[1], taking into account the Standards and Guidelines for Quality Assurance in the European Higher Education Area^[2] (ESG), as well as the specificity and autonomy of the SBGC.

The main objective of the Policy of Quality Assurance of Education is to contribute to the achievement of high quality results and to ensure the quality of education at the highest level by continuously improving the study process, the educational environment and the management of the educational process of the SBGC.

The internal quality assurance system[3] is introduced and functioning in the SBGC, which includes quality assurance aspects and procedures for all major areas of study work: development and improvement of education programmes, learning, teaching and assessment, admission of applicants and selection of academic staff, provision of material and technical support of the study process, etc. Scientific research activities and dissemination and use of the latest research results in the field are an important element determining the level of education, thus the development of scientific research activities is part of the internal quality assurance system of the SBGC.

Improving the quality of education is based on regular self-assessment, quality monitoring, control and analysis of the results of the education process. In order to systematically improve the quality of education, regular and continuous cooperation with the employer (SBG), FRONTEX Agency, NAF, Association of Latvian Colleges (hereinafter - LKA) and other higher education institutions and institutions in Latvia and abroad takes place.

In compliance with the requirements of Section 10(5) of the State Administration Structure Law (principle of good governance), as well as in order to improve the internal control procedures (environment) of the SBGC and to ensure compliance with the requirements set out in the Regulations of the SBGC, an order is issued annually approving the Quality System Assurance Action Plan of the SBGC for the current year[4], setting out the procedures for maintaining and improving the quality of education, their performers and deadlines, as well as the procedure for analysing the implementation results.

Quality assurance of education is an ongoing activity involving the general and academic staff, visiting docents, students, employers and graduates of the SBGC. Every representative of the SBGC staff and other stakeholders, is a contributor to the education quality culture. The main responsibility of the general and academic staff and students of the SBGC in ensuring the quality of education is to take responsibility for quality by being involved in quality assurance at all levels - paying constant attention to quality in the performance of their duties, regularly informing about their needs and recommendations for improving quality assurance and participating in the processes of quality development in education. Employers and graduates are invited to participate in the evaluation of the quality of education and to make regular recommendations for the improvement of educational programmes and study processes, thereby contributing to the improvement of the quality of education.

The Director of the SBGC is responsible for the implementation of the Policy of Quality Assurance of Education. The Deputy Director (for Studies) of the SBGC is responsible for the implementation and quality monitoring of the study process. The Deputy Director (for Studies) of the SBGC organises, monitors and evaluates the quality of the implementation of the study programme and ensures the continuous and comprehensive development and improvement of the study process.

The Policy of Quality Assurance of Education of the SBGC is available to all stakeholders, including students, academic and general staff, visiting docents, employers and graduates.

[1] Regulations of the Cabinet of Ministers No. 756 of 19.12.2023. "Regulations of the State Border Guard College"

[2] Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)

[3] Internal quality assurance system of the State Border Guard College (Annex to the Order

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.	<p>Policies and procedures for quality assurance in higher education at the SBGC are stipulated by:</p> <ul style="list-style-type: none"> - Internal quality assurance system of the SBGC - Quality System Action Plan for the current year (approved annually by order of the SBGC) <p>See more at Chapter 1.3. and 2.2.1.</p>
2.	A mechanism for the creation and internal approval of the study programmes of the higher education institution/ college, as well as the supervision of their performance and periodic inspection thereof, has been developed.	<p>The procedures and measures for the creation, approval, supervision and periodic inspection of study programmes are stipulated by:</p> <ul style="list-style-type: none"> - SBGC Regulations on the procedure for developing and updating formal education programmes at the SBGC (see in Annex 2 Document No 10); - SBGC Regulations “Procedure for planning, organization, control and analysis of the study (training) process at the SBGC” (see in Annex 2 Document No 3). <p>See more at Chapter 2.2.2.</p>
3.	The criteria, conditions, and procedures for the evaluation of students’ results, which enable reassurance of the achievement of the intended learning outcomes, have been developed and made public.	<p>The criteria, conditions and procedures for the evaluation of student results are stipulated by:</p> <ul style="list-style-type: none"> - study programme; - description of the study course; - programmes of final examinations of the study course; - Regulations on the study and examination procedures at the SBGC (see in Annex 2 Document No 5); - Methodological guidelines for the development and defence of a qualification thesis and report (see in Annex 2 Document No 14); - Regulation of the State Final Examination Board; - traineeship programme (see in Annex 25); - Procedure for the state final examination - qualification examination (see in Annex 2 Document No 24). <p>The criteria for the assessment of study results are based on the Cabinet of Ministers Regulation No 305 of 13.06.2023 “Regulations on the State Standard for Professional Higher Education”.</p> <p>See more at Chapter 2.1.5.</p>

4.	Internal procedures and mechanisms for assuring the qualifications of the academic staff and the work quality have been developed.	<p>Based on the State Border Guard internal regulations No 26 "Regulations on Qualification Improvement and Professional Training" of 30.10.2012 the SBGC provides opportunities for academic staff to improve their qualifications both in Latvia and abroad, including the opportunity to attend professional improvement programmes on innovations in the higher education system or university didactics once during their term of office. The training needs of academic staff are identified annually and the necessary professional development activities are planned in the annual work plans of the SBGC Departments and in the monthly work plans of the SBGC.</p> <p>See more at Chapter 2.3.6.</p>
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.	<p>Information on the student results is compiled and analysed in accordance with:</p> <ul style="list-style-type: none"> - SBGC Internal Regulations No 14 "Procedure for planning, organisation, control and analysis of the study (training) process at the SBGC" of 18.12.2015 (see in Annex 2 Document No 3); - SBGC Order No "Concerning Departmental Reports of the SBGC" of 20.05.2021 (see Annex 6); <p>Information on the graduate employment was compiled every year, by submitting a report on the College activities in accordance with the article 75 of the Law on Higher Education.</p> <p>Student satisfaction with the study programme is measured, by conducting student surveys in accordance with the order of the SBGC "Concerning conduct of surveys".</p> <p>Information on the work effectiveness of academic staff is compiled and analysed by:</p> <ul style="list-style-type: none"> □ hospitations of classes performed by heads of Departments; □ in student and graduate surveys (in accordance with SBGC order "Concerning conduct of surveys"); □ shows of teaching aids (in accordance with "Regulations on the demonstration of teaching aids developed by teachers of the SBGC"); □ in the evaluation of the official's performance and results, as set out in external regulatory enactments, including the identification of training needs in the evaluation report (in accordance with Cabinet of Ministers Regulation No 845 of 20.12.2016); □ at the annual Honorary Title "Best Training Officer of the Year (Academic Staff)" awards ceremony (in accordance with the Internal Regulations of the SBGC). <p>Essential indicators of the activities of the SBGC are compiled in the SBGC orders on training activity and annual accounts of the SBGC.</p> <p>See more at Chapter 2.2.4.</p>

6.	The higher education institution/ college shall ensure continuous improvement, development, and efficient performance of the study field whilst implementing their quality assurance systems.	<p>The continuous improvement, development and efficiency of the field of study are ensured through the implementation of quality assurance system measures and the compilation and evaluation of their results:</p> <ul style="list-style-type: none"> - by quarterly compilation of information on the implementation of the measures contained in the Action Plan for the Development of Professional Education for Officers with Special Service Ranks in the Institutions of the Ministry of Internal Affairs System 2022-2025; - by summarising, on a semi-annual basis, information on the implementation of the development objectives set out in the Operational strategy of the SBGC; - by summarising, every three months, information on training activities in the previous period in the SBGC order; - by summaries of the information on the implementation of the measures in the monthly work plan of the SBGC; - by annual summaries of the information on the implementation of the measures in the annual work plan of the SBGC; - by annual provision of information for the SBGC activity report. <p>See more at Chapter 2.2.1.</p>
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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 programme “Internal Security and Civil Protection” is the only field of study implemented by the SBGC, which includes only one study programme “Border Guard”. The field of study and the study programme included in it are fully in line with the Operational Strategy 2024-2028 of the SBGC, which sets the following policy objective as a strategic priority: *“Implementation of unique, sustainable, continuous and internationally recognised professional education and adult education^[1] for border guards”* and the following operational vision: *“The SBGC is a well-developed, internationally renowned educational institution, which implements and provides competitive, high quality professional education compliant with the requirements of the EU and the SBG, as well as lifelong learning for law enforcement officers”*.

The SGBC strategy is fully consistent with and based on the requirements, guidelines and trends for

the professional training of the sector's workforce set out in a number of key policy documents, including:

- Statement of the Regulation (EU) 2016/399 of the European Parliament and of the Council of 9 March 2016 on a Union Code on the rules governing the movement of persons across borders (Schengen Borders Code) which requires Member States to ensure that border guards are professionals who have specialised and received appropriate training;
- The priority objective “Professional, motivated and development-oriented workforce” set out in the Interior Affairs Sector Strategy 2023-2027;
- Education policy of the institutions of the Ministry of Interior System stipulated in the “Action Plan for the Development of Professional Education for Officers with Special Service Ranks in the Institutions of the Ministry of Interior System 2022-2025”^[2];
- The vision as defined in the Operational Strategy 2023-2027^[3] of the SBG “The SBG is an institution with high response capabilities, modern visual appearance (functional uniform), balanced, professionally trained, growth and development oriented staff, with efficient, innovative and modern technologies, environmentally friendly energy efficiency solutions in the performance of basic functions, which ensure the security of the Latvian state border and immigration control, as well as the implementation of international obligations at a high level”.

In implementation of Regulation (EU) 2019/1896 of the European Parliament and of the Council of 13 November 2019 on European Border and Coast Guard and repealing Regulation (EU) No 1052 /2013 and (EU) 2016/1624, the Common Core Curriculum for Border and Coast Guard Mid-level Management (CCC ML) in the EU^[4] developed by the FRONTEX Agency, which sets harmonised educational standards and serves as a guideline for the establishment of common educational systems for the professional training of border guards in the Member States of the European Union, is integrated into the content of the study programme.

Ensuring the integrity of the state border and preventing illegal migration are the core functions of the SBG. Given that Latvia's eastern border is also the EU's external border, the quality performance of these functions serves as a guarantee not only for the development of Latvia's economy, but also for the public security of the whole EU and is becoming increasingly topical and vital in view of the major challenges of recent years - the war in Ukraine and the hybrid threat posed by the Belarusian authorities.

In order to ensure that Latvia, as an EU Member State, fully performs its duties in the area of state border integrity and migration prevention, border guards must be properly educated and highly qualified.

The aim of the study programme is to prepare junior officers of the SBG to perform their duties in the SBG in a high-quality manner, capable of independently and responsibly ensuring border checks, border surveillance and immigration control, as well as return and asylum procedures for the fulfilment of the functions and tasks of the SBG. Thus, the field of study is fully aimed at the successful fulfilment of both the mission of the SBG - *"To ensure the security of the Latvian state border and immigration control at a high professional level"*, and the mission of the SBGC - *"To prepare human resources that meet the demands of Latvia and the EU and the needs of society, to broaden their knowledge base, to facilitate the growth of professional competence, while ensuring an increase in the quality of performance of SBG functions"*.

In addition, during a state of emergency or war, the SBG is integrated into the NAF. According to the SBG Law, border guards are obliged to undergo special military training agreed with the NAF. In order to strengthen the capacity of the SBG and to prepare students to respond tactically and operationally in crisis situations, the study programme includes practical sessions "Summer Field

Camp" coordinated with the NAF for the acquisition of military knowledge, skills and abilities necessary for the performance of the basic duties of a soldier.

The above-mentioned shows that the study programme is in line with the needs of the Latvian economy and national security requirements, the interests and tasks of the SBG, as well as the guidelines on the EU border guard personnel education.

It should also be noted that the study programme is relevant and sustainable due to the significant staff turnover and shortage in the SBG in recent years, as indicated in the "Action Plan for the Development of Professional Education for Officers with Special Service Ranks in the Institutions of the Ministry of Interior System 2022-2025": *"The vacancy rate remains consistently high, which points to the need to ensure consistently high planned enrolment rates in all Mol colleges..."* and *"The performance of Mol colleges and the close cooperation with the services, the order of which is being implemented, demonstrate the uniqueness and sustainability of Mol colleges and educational programmes implemented therein."*

[1] Article 1(17) of the Education Law - Adult education - a multi-dimensional educational process of persons which ensures the development of the individual and his or her ability to compete in the labour market during the lifetime of a person

[2] Approved by Ministry of Interior order No 1-2/1450 of 28.10.2022

[3] Approved by the SBG order No 23.1-8.4/6 of 03.01.2023

[4] Common Core Curriculum for Border and Coast Guard Mid-level Management

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.

In assessing the most important factors of the external and internal environment that could influence the implementation and development of the field of study in a given planning period, the following strengths, weaknesses, threats and potential opportunities can be mentioned:

Table 2.1.2.1

SWOT analysis of the field of study

Strengths: 1. The field of study is in line with the strategic specialisation of the SBGC, the main orientations and tasks of its activities, the directions of its strategic development and the needs of the SBG.	Weaknesses: 1. Lack of an electronic system for the management of the education process.
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2. Quality study programmes and the provision of professional higher education in demand on the labour market.	2. Long-term financial planning is not possible, including financial planning for development (dependence of the SBGC budget on the SBG budget).
3. The study programme is based on the EU Common Standards for Border Guard Education and is the only programme of its kind in Latvia.	3. Non-competitive remuneration of academic staff (officials) with equivalent positions in other SBG units, making it difficult to fill academic posts.
4. The SBGC is under the authority of the SBG, which means that it has stable funding and logistical support within the SBG.	4. Insufficient foreign language (English) skills and competences of academic staff in innovation and application of the latest technologies.
5. Close cooperation with the SBG (employer) in the development and improvement of professional qualification requirements, educational programmes, provision of traineeships for students and docents, definition of topics for qualification thesis and consulting on qualification thesis, provision of technical means and documentation used by the SBG, analysis of the real working environment (employer, graduate surveys).	5. The gradual ageing of the SBGC infrastructure.
6. Infrastructure adequate to the needs of the field of study.	6. Insufficient number of certain technical means used in the study process or their inadequacy to the latest technical means used in the real working environment, which may reduce the quality of full acquisition of professional competences.
7. Qualified academic staff (the majority of docents have practical service and professional experience in the SBG).	7. Delays in the development of the recruitment system in the SBG, which affects the attraction of applicants.
8. Motivated students.	8. Insufficient opportunities for student mobility.
9. Participation in projects co-financed by EU policy instruments and other foreign financial assistance and active participation in Erasmus+, Nordplus programmes.	

10. Providing graduates with jobs, stable remuneration, social guarantees, as well as the opportunity to continue their studies in the first cycle professional higher education bachelor's degree programme "Border Guard" at the Rēzekne Academy of Technologies (hereinafter - RTA) and the FRONTEX Agency's joint education programme "European Joint Masters in Strategic Border Management", as well as in higher education programmes offered by the Academy of Internal Security.	
11. Close cooperation with Latvian and foreign educational institutions, other institutions and LKA.	
12. The SBGC is a Partner Agency of the FRONTEX Agency, which means that there is cooperation with the FRONTEX Agency and opportunities to participate in activities funded by the Agency and in professional development activities organised by the Agency for docents.	
13. An advantageous geographical location with professionally trained staff to reinforce EU external border security in extraordinary situations and states of emergency.	
14. Allocation of additional SBG resources (experienced expert practitioners, technical resources, etc.) as needed for the study process.	
15. Stable cooperation with the National Armed Forces in organising and providing training in specific military knowledge and skills.	
Opportunities: 1. More active use of the possibilities offered by the SBGC as a Partner Agency of the FRONTEX Agency.	Threats: 1. Negative demographic balance, decreasing number of students in Latvia, outward migration of young people, resulting in insufficient number of students ^[1] .
2. Engaging in projects co-financed by EU policy instruments and other foreign financial assistance, leveraging EU funding.	2. Competition with the NAF, the State Police and Latvian higher education institutions in attracting applicants.

3. Increasing need for training of junior officers of the SBG upon the order of the SBG.	3. Threat of early renewal of academic staff due to uncompetitive salaries which do not encourage the attraction of the right level of creative SBG staff.
4. Measures to improve the remuneration system by attracting and motivating experienced practitioners, professional and qualified staff for pedagogical work at the SBG.	4. Ageing of the material and technical base and failure to renew it in time.
5. Improving the qualifications of academic staff, including foreign language skills and digital competences.	
6. Developing cooperation with other higher education institutions in Latvia and foreign partners (educational institutions, FRONTEX Agency, etc.) to internationalise education and research.	
7. Developing research activities on topics of relevance to the SBG.	
8. Providing opportunities for student mobility.	
9. Acquisition and implementation of innovations in scientific, technical, educational, social, cultural and other fields in the study process.	
10. Introduction of innovative (digital) solutions, including a single electronic learning platform and an education process management system.	
11. Organising, developing and systematising activities to promote and recruit to the profession.	
12. Use of the cultural heritage of the Border Guard for the purpose of strengthening the national education and civic consciousness of border guards, as well as for the positive image and awareness of the SBG and the SBGC.	

To mitigate and address the identified weaknesses and threats, a number of measures have been envisaged and are being implemented both at the level of the MoI (in the Action Plan for the Development of Professional Education for Officers with Special Service Ranks in the Institutions of the Ministry of Interior System 2022-2025) and at the level of the SBGC (in the Operational Strategy of the SBGC 2024-2028):

- for the purpose of digitisation of the study process, work is being carried out to create a unified e-learning environment and an integrated learning process management system for Mol colleges;
- to promote competitive remuneration, work is being carried out to assess the current situation with regard to the remuneration of academic staff in Mol colleges and preparing proposals to improve the remuneration system with a view to improving the filling of academic posts;
- to improve the material and technical base and to promote the link between the educational content and the real working environment, the Mol colleges are to be provided with adequate and modern technical equipment, special tools and equipment. In addition, a development plan for the technical resources necessary for the provision of the infrastructure of the SBGC and the training process for the period 2024-2026 is being prepared;
- to improve the professional competence of docents, the involvement of SBGC teachers in the improvement of the professional competence, including foreign languages and digital skills, is planned and implemented;
- as part of the promotion of international cooperation of the SBGC, it is planned to broaden international experience of the students;
- to improve the mechanisms for attracting young people, measures are being taken to promote the profession of border guards and the SBG, to develop an applicant attraction (recruitment) policy, and the SBG, in cooperation with the SBGC, has launched a series of measures to implement a long-term model for promoting the SBG and attracting applicants, based on the activities and capabilities of the SBG. It is planned to reorganise the Border Guard History Research Unit of the SBGC and its additional main activities and functions will be to promote the attraction of potential applicants for training in the SBGC and for service in the SBG, to promote the profession of border guard in society, to promote civic awareness and patriotism among young people, to implement cooperation with state and local government institutions and non-governmental organisations in the field of national education of young people.

In order to ensure continuous quality improvement of the field of study, the SBGC has established a planning system for the development of the field of study, which is implemented on the basis of regular self-assessment and stakeholder identification.

The development plan is elaborated by assessing the development of the SBGC study programme, management development, improvement of the effectiveness of the internal quality assurance system, staff development, scientific research development, resource development, development of cooperation and internationalisation, which are the main cornerstones for the development of the educational institution.

Main lines of the development plan of the field of study:

- Development of study programme content;
- Development and improvement of the quality of study activities;
- Development of academic staff;
- Encouraging research activities at the SBGC by motivating students and academic staff to undertake research and providing feedback to the service;
- Development of material-technical base of training;
- Development of cooperation with educational institutions in Latvia and abroad.

The Director of the study programme (Deputy Director for Studies) is responsible for the elaboration of the development plan of the field of study and develops the plan in cooperation with the heads of all units (including the Departments) of the SBGC. After the completion of the development plan of

the field of study, it is reviewed and approved by the Supervisory Board of the SBGC. In order to ensure the implementation of the development plan of the field of study, the Heads of Department or Heads of designated units monitor the tasks under their responsibility and provide feedback to the management of the SBGC on the implementation of each task.

The development plan of the field of study is reviewed annually, the measures taken are evaluated with the responsible departments, the work plan for the next (calendar) year and the work plans of the Departments define the measures to be taken, provide solutions to problems, and identify the necessary activities for their improvement.

The development plan for the field of study “Internal Security and Civil Protection” for the years 2024-2030 is attached as Annex 3

[1]

https://data.stat.gov.lv/pxweb/lv/OSP_PUB/START__POP__IR__IRD/IRD020/table/tableViewLayout1/

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

The SBGC implements only one field of study “Internal Security and Civil Protection” with one study programme “Border Guard”. Therefore, the management (administration) structure of the field of study and the study programme is organically linked to the organisational structure of the SBGC (Annex 1), as the organisational structure of the SBGC is basically oriented towards the achievement of one of the main operational objectives of the SBGC - the development and implementation of the study programme[1].

The staff of the SBGC operates in a single hierarchical system, with one official (employee) reporting to another official (staff employee).

The Regulations of the SBGC[2] state that the Director of the SBGC organises and supervises the study process at the SBGC. The Director of the study programme - the Deputy Director (for Studies) of the SBGC - and the directly subordinate units - the Education Coordination Unit (ECU) and the Departments - play an important role in the implementation of the field of study:

- Director of the study programme - the Deputy Director (for Studies) of the SBGC plans, directs, controls and organises study work, ensures the conduct of the study process, plans, directs and coordinates international cooperation of the SBGC, organises and manages scientific and research activities, provides support to docents in organising studies, eliminates deficiencies detected in the study process, ensures the implementation of progressive training methods and measures in the study process, ensures the professional development of docents, promotes the development of their pedagogical skills, ensures the continuous and comprehensive improvement and enhancement of the study process, organises, controls and evaluates the quality of implementation of study programmes, etc.;
- The ECU of the SBGC ensures the implementation of the study process, promotes, coordinates and conducts research activities at the SBGC, as well as maintains and implements professional relations with foreign and Latvian cooperation partners and

educational institutions;

- The Departments of the SBGC implement the study courses of the study programme, ensure the topicality and practical application of the study programme, carry out research work, promote the publication and dissemination of research studies, facilitate the improvement of the qualification of docents and continued education. A significant change in the organisation of the study process in 2023 is the creation of the posts of Heads of Departments and the appointment of Heads of Departments.

Staff from other departments of the SBGC are also involved in the implementation of the study programme, for example:

- The staff of the SBGC Library provides the necessary printed and electronic materials, as well as other documents and sources of information for the study process;
- The staff of the Administrative Unit of the SBGC implements the Human Resource management policy of the SBGC, the SBGC's tasks in the field of labour protection, document management and primary health care;
- The staff of the Armaments and Engineering Equipment Service of the SBGC ensures the implementation of the service and economic activities of the study process, as well as the performance of civil protection tasks;
- The staff of the Professional and Tactical Training Centre of the SBGC provides practical, professional and tactical field training and physical training for the study programme;
- The staff of the Border Guard History Research Unit of the SBGC contributes to the education and information of students by collecting, preserving and researching material and spiritual values related to the history of the SBG and the SBGC;

The Third Training Company of the Professional Education Service of the SBGC, the unit of the SBGC where students are structurally located, plays an extremely important role in direct cooperation with students. The staff of the Third Training Company of the SBGC ensures that students are able to successfully complete their studies, carries out continuous educational work, provides practical assistance in the professional training of students and ensures adequate living conditions. To identify students' needs and exchange up-to-date information, the Company management organises daily morning postings and weekly study result summary meetings. Students have the opportunity to participate in the development of the field of study and the study programme through participation in the independent body representing the rights and interests of students - the Student Council.

Thus, almost all the staff of the SBGC participates in the resolution of issues related to the study process, which in general allows to ensure the full achievement of study results. The functions and tasks of all the SBGC Departments are defined in the Departmental Regulations, and the basic directions and tasks of the Student Council are defined in the Regulations of the SBGC Student Council.

Due to the uncomplicated organisational structure of the SBGC, all issues related to the field of study and the study programme are dealt with and resolved in an expeditious, collegial and efficient manner. In order to ensure the exchange of up-to-date information and the timely identification and resolution of problems arising in the performance of Departmental tasks, the Director of the SBGC organises daily morning meetings with the Deputy Directors of the SBGC and Heads of Services, while the Deputy Director (for Studies) of the SBGC holds meetings with the Heads of ECU, the Departments and the subordinate units. Problems identified in these daily meetings are immediately addressed, and tasks and deadlines are set to resolve them. The Director of the SBGC also participates in weekly and monthly meetings organised by the management of the SBG to discuss current issues and problems in the activities of both the SBGC and the SBG. It

should be mentioned that the SBG actively participates in the promotion of the development of the field of study by providing substantial support for the needs of the study programme, both in terms of the necessary material and technical supplies, attraction of practitioners-visiting lecturers, organisation of experience exchange events for SBGC academic staff in SBG units and many other issues.

Finally, the most important element of the management of the field of study and the study programme is the Supervisory Board of the SBGC - the collegial decision-making body of the SBGC staff on education and research matters, which includes representatives of the students, academic and general staff of the SBGC and representatives of the SBG. The Supervisory Board of the SBGC holds regular meetings (15 in 2018, 11 in 2019, 9 in 2020, 15 in 2021, 12 in 2022 and 8 in the first nine months of 2023) to discuss key issues related to the study programme.

The above leads to the conclusion that there is continuous feedback, timely identification of problems and needs, expeditious search for solutions and decision-making at all levels of management of the field of study, which overall indicates that the administration structure of the field of study is functioning fully and effectively.

[1] Law on Professional Education Section 16.⁷(6)(1)

[2] Regulations of the Cabinet of Ministers No. 756 of 19.12.2023. "Regulations of the State Border Guard College"

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.

The SBGC admits to full-time and part-time studies border guards who have attained the Level 4 professional qualification (SBG Inspector or Border Inspector qualification), who have a valid evaluation of their performance and results in the post they hold and who are not older than 42 years of age on 31 December of the current year of admission or - whose maximum age exceeds the prescribed age but whose recommendation for studies has been approved by the Head of the SBG. The selection of applicants for studies shall be made in accordance with the "Regulations of Admission to the SBGC" hereinafter referred to as the "Admission Regulations"), which shall be approved annually by the Supervisory Board of the Regulations.

Admission Regulations are developed on the basis of the Cabinet of Ministers Regulation No 846 "Regulations Regarding the Requirements, Criteria and Procedures for Admission to Study Programmes" of 10.10.2006, but taking into account the specifics of the study programme, admission requirements are also based on the requirements set out in the external regulatory enactment, which are binding for officials with special service ranks of the institutions subordinate to the Ministry of Interior (for example - age restrictions and health requirements), in coordination with the SBG.

The Admission Regulations are published on the SBGC website.

During the period under review, the requirements for applicants were revised several times in the

light of declining applicant numbers, and significant changes were made to the Admission Regulations:

- equalisation of age limits for full-time and part-time students (from the academic year 2020/2021);
- equalisation of previous education requirements for applicants for full-time and part-time studies (from the academic year 2020/2021, persons who have acquired the Level 4 professional qualification, namely the qualification - SBG Inspector or Border Inspector, by completing the SBGC professional continued education programme "Border Guard" or as a result of assessment of professional competences acquired outside the formal education system, shall be enrolled for studies);
- removal of the requirement for previous service experience in the SBG (from the academic year 2022/2023);
- specification of the foreign language requirements (from the academic year 2022/2023, persons who have not passed the centralised examination in English may also apply for studies, provided that they have passed the centralised examination in any other foreign language (with a mark not lower than the mark specified in the Admission Regulations), if the applicant has previously successfully studied the subject "Professional Foreign Language (English)" at the SBGC within the framework of the professional continued education programme "Border Guard" or in accordance with SBGC Internal Regulations No 30 "Procedures for Acquisition, Maintenance and Control of Knowledge of Professional Terminology in English" of 26.10.2018, has successfully passed the SBGC test of knowledge of professional terminology in English (the applicant must present a certificate issued by the SBGC on the acquisition of a certain level of knowledge of professional terminology).

Applications for studies are decentralised to the territorial administrations of the SBG or to the College.

When applying for studies, persons must submit the following documents (in person or electronically):

- application;
- a copy of the personal identity document;
- copies of the document certifying secondary education (with a transcript of results) and general secondary education certificates, or a printout from the State Administration Services portal latvija.lv with information on the document certifying secondary education and general secondary education certificates. If the education was obtained abroad, a certificate from the Academic Information Centre on the educational document or degree awarded in Latvia corresponding to the educational document or degree obtained abroad shall be submitted;
- a copy of the document certifying professional education (Level 4 professional qualification, qualification as a SBG Inspector or Border Inspector) and a copy of the transcript of results (if any);
- the person's characteristics - recommendation (signed by the Head of the SBG Territorial Administration, the Deputy Head of the SBG or the Director of the SBGC);
- Opinion of the Central Medical Examination Commission of the Ministry of Interior on the suitability of a person's state of health for service as a SBGC cadet (II post group);
- a copy of the current evaluation form of the official;
- a copy of the vaccination passport with a record of vaccination against diphtheria and tetanus, tick-borne encephalitis;
- a proof of declared place of residence^[1];
- a copy of driving licence ("B" category without restrictions);
- other documents attesting to continued or additional training which the applicant considers

relevant.

The assessment of the documents submitted by applicants and their compliance with the requirements is carried out by the Admissions Committee of the SBGC, which operates on the basis of the Regulations of the Admissions Committee.

Admission is by competitive examination, with points awarded on the basis of the results obtained in the centralised examinations (tests) in Latvian, mathematics and a foreign language, and in the professional qualification examination (Level 4 professional qualification; qualification - SBG Inspector or Border Inspector) (marks = points).

In the event of equal overall weighted scores, preference shall be given to border guards who, firstly, do not have but whose duties require a higher professional qualification in the thematic field of civil and military protection and, secondly, who hold a higher ranking post. In the case of equivalent posts, service experience in the SBG shall be taken into account.

Registration of applicants for studies takes place at the SBGC or, in exceptional cases, remotely. At the time of registration, applicants must conclude a contract for full-time/part-time studies at the SBGC and subsequent service in the SBG.

Applicants are matriculated for studies by order of the Director of the SBGC.

The SBGC has established procedures for the recognition of the period of study, professional experience, previous formal and informal education, which are described in the SBGC "Regulations on the procedure for commencing studies at later stages of studies at the SBGC" and "Regulations on Recognition of Knowledge, Skills and Competences Acquired Outside Formal Education or in Professional Experience and Study Results Achieved in Previous Education at the SBGC". During the period under review, there were no cases where it was necessary to apply the procedures laid down in these Regulations.

The Admission Regulations for full-time and part-time studies at the SBGC are available at

<https://moodle.vrk.rs.gov.lv/moodle/mod/resource/view.php?id=15209>

"Regulations on the procedure for commencing studies at later stages of studies at the State Border Guard College" are available

<https://moodle.vrk.rs.gov.lv/moodle/mod/resource/view.php?id=15201>

and "Regulations on Recognition of Knowledge, Skills and Competences Acquired Outside Formal Education or in Professional Experience and Study Results Achieved in Previous Education at the State Border Guard College" are available at

<https://moodle.vrk.rs.gov.lv/moodle/mod/resource/view.php?id=15203>

A model study agreement can be found in Annex 4 (full time studies) and 5 (part time studies)

See Pledge to Compensate Students for Loss in Annex 27.

See Cooperation contract between the State Border Guard College and the Rēzekne Academy of Technology in Annex 28.

See Cooperation agreement (between The State Border Guard College and The State Police College) on mutual commitment in ensuring the implementation of the study programme in Annex 30.

[1] A printout from portal latvija.lv can be submitted

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

The evaluation of student achievements is based on the basic principles of evaluation of the acquired professional higher education and professional qualification as defined in the Cabinet of Ministers Regulation No 305 "Regulations on the State Standard for Professional Higher Education" of 13.06.2023, i.e.:

- the principle of aggregating positive achievements;
- the principle of mandatory assessment;
- the principle of openness and clarity of requirements;
- the principle of diversity of examination types;
- the principle of relevance of assessment.

The principles for assessing student achievement are identical for full-time and part-time students.

The most detailed procedure for the assessment of study programme completion (types and forms of examinations, the procedure and conditions for taking examinations and improving marks, as well as assessment criteria and the procedure for recording examination results) is laid down in the SBGC "Regulations on the Procedure for Study and Examinations at the SBGC", which is developed and, if necessary, updated by the Education Coordination Unit of the SBGC in cooperation with the SBGC Departments and the Professional Education Service. The Regulations are reviewed and approved by the Supervisory Board of the SBGC, so that both the academic and general staff of the SBGC, as well as students and persons authorised by the SBG participate in the development of the procedure for the assessment of student achievements. The SBGC "Regulations on the Procedure for Study and Examinations at the SBGC" are available to students in the e-learning environment of the SBGC.

In all examinations, both intermediate and final, the student is given the opportunity to demonstrate his/her analytical and creative abilities, acquired knowledge, skills and competences by completing assignments appropriate to the levels of learning of the course content. The content of the examinations shall correspond to the content set out in the study course description, the study results to be achieved and the skills, knowledge and competences set out in the Qualification Requirements for the SBG Junior Officer.

The following is mainly used to assess student achievement:

- oral examinations (oral answers in seminars/tests or exams, demonstration and discussion of prepared presentations or problem solving);
- practical tests (performance of certain procedures, e.g. checking a vehicle, using technical tools, entering data into information systems and databases, analysing cases or situations, role-playing, preparing projects/research, carried out individually by students, in pairs or in groups);
- written tests (classroom tests, tests, reports).

Taking into account the specifics of the study programme and the work of a Junior Officer of the SBG, the share of practical tests in the assessment of student achievements exceeds the share of oral and written tests, thus ensuring that students are prepared for full and effective work in the profession of border guards, performing the duties of a Junior Officer of the SBG, acquiring

knowledge and skills for border control, as well as immigration control and asylum procedures in accordance with the professional qualification of the Level 5 professional qualification.

With the development of modern technologies, docents actively use both interactive online knowledge testing tools (www.kahoot.it, www.quizziz.com, www.quizlet.com) and the SBGC e-learning environment to assess student achievements.

Docents regularly develop interactive self-assessment tools using the standard Moodle platform and the H5P interactive module, thus providing a variety of opportunities to reinforce the theoretical knowledge acquired during the classes.

Docents acquaint students with the types of examinations foreseen within the study course and the conditions and deadlines for their completion at the beginning of each study course. The conditions, timing, submission deadline and assessment criteria for each individual examination are explained, upon giving of each assignment.

The types of intermediate and final examinations are defined in the study course descriptions. The purpose, duration, place, process of the final examination, procedure and criteria for evaluation of study results (knowledge and skills), as well as the assignments to be used in the final examination are specified in the programme of the study course, which is prepared by the docent of the relevant study course no later than one week before the beginning of the study course. If changes are made to the content of the study course during the study course (e.g. a new legal regulation enters into force, a new border control, immigration control or asylum procedure is introduced, or a new information system is introduced), the programme of the test or examination shall be updated by the docent within five working days of the changes being made to the content of the study course.

The conditions and procedures for assessing the results of the traineeship shall be laid down in the traineeship programme drawn up by the SBGC and approved by order of the SBG. Students shall be familiarised with the traineeship programme before the traineeship.

The procedure for the organisation and assessment of the qualification examination is laid down in the procedure for the state final examination - the qualification examination, and the procedure for the review and assessment of the qualification thesis is additionally laid down in the SBGC "Methodological Guidelines for the Development and Defence of a Qualification Thesis and Report".

Up-to-date course descriptions, as well as test and exam programmes are available to students in the SBGC e-learning environment.

The conformity of the methods and procedures for assessing student achievements to the objectives of the study programmes and the needs of students is assessed through the analysis of student evaluations as well as through student surveys. Student evaluations are analysed within the Departments of the SBGC and the results of the analysis are summarised in the quarterly reports of the Departments, while the results of the analysis provided in the Departmental reports are summarised in the SBGC order on training activities, comparing them with the results of the previous student stream.

Students are offered the opportunity to give their opinion on the conduct, content, assessment procedures and criteria of examinations through student surveys. The SBGC Departments are regularly informed of the suggestions and comments made in the student surveys. Student suggestions and comments are evaluated within the Departments and, taking into account their topicality and relevance to the specifics of the study course and the needs of the students, are or are not taken into account when updating the procedures for assessing student achievements.

The management of the SBGC, the Departments and the administration the Teaching Company are actively involved in the control, monitoring and improvement of the student achievement

assessment process.

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

The internal regulatory framework of the SBGC states that academic integrity is behaviour that includes objectivity, responsibility, mutual respect and trust, excludes deception and fraud and promotes the quality and prestige of education and science in the Republic of Latvia.

The basic principles of academic integrity are laid down in the “Code of Ethics for Officials with Special Service Rank and Employees of the SBGC”[1], which aims to promote the honest performance of official (work) duties by SBGC staff and to foster a culture of integrity, to reduce the possibility of conflicts of interest and lobbying situations. The Code of Ethics sets out the main responsibilities of the docents and students of the SBGC for academic integrity. Among the duties laid down are the obligation to study independently, honestly and responsibly, to consider the falsification, copying and plagiarism of records unacceptable, and not to use unauthorised materials in examinations or to offer personal or pecuniary gain in exchange for a positive mark or treatment. It is the duty of the docents to value the honour and reputation of themselves and their profession, to avoid morally ambiguous situations and behaviour in their work and private life that are inconsistent with basic ethical principles and general standards of behaviour, and not to solicit or accept personal or financial gain from cadets.

Particular attention is paid to the principles of academic integrity in the research activities of docents and students. Both docents and students, when carrying out research work, shall comply with the requirements set out in the Code of Ethics and the SBGC “Methodological Guidelines for the Development and Defence of a Qualification Thesis and Report”[2]. In order to strengthen academic culture and academic integrity, docents and students shall not tolerate copying, paraphrasing, self-plagiarism and plagiarism. It is considered a particularly serious violation if a teacher, in his/her methodological or research work, or a student, in his/her research work, has used the work of other authors, teachers or students without reference.

The presence of plagiarism in research works of the students is checked, where possible, by the designated supervisors of qualification thesis and, where necessary, by the Informatics and Communications Unit (ICU) of the SBGC using the open source Windows product WCopyfind. If plagiarism is detected, the ICU of the SBGC will inform the supervisor of the qualification thesis concerned. To avoid plagiarism, students are encouraged to use the SBGC Library Department’s “Qualification Thesis Database” and to consult with the supervisor of the qualification thesis. In order to certify compliance with copyright, docents and students shall attach to the research studies carried out a statement that the work has been carried out in accordance with the principles of academic integrity. In order to improve the mechanism for compliance with the principles of academic integrity, it is planned to introduce in 2024 a unified e-learning platform of the Mol colleges with a plagiarism control tool linked to the unified computerised plagiarism control system of the universities.

In the event of a violation of academic integrity in qualification thesis of the students, certain sanctions are to be applied on a case-by-case basis, depending on the extent of the plagiarism, e.g. in the case of unintentional plagiarism, the student may be reprimanded, but in more serious cases

the decision will be taken by the Ethics Committee of the SBGC and may lead to penalties up to and including exmatriculation from the list of students.

It should be noted that the SBGC regularly takes measures to promote the use and learning of fair academic practices and to identify and prevent breaches of the Code of Ethics:

- matters of professional ethics, including academic integrity, are addressed and student awareness is strengthened in the study programme courses "Professional Ethics and Psychology" and "Basics of Research Work";
- every year, students and docents are familiarised with the Code of Ethics of the SBGC, the "Methodological Guidelines for the Development and Defence of a Qualification Thesis and Report" and the "Regulations on Study and Examination Procedures at the SBGC";
- The "Regulations on Study and Examination Procedures at the SBGC"[\[3\]](#) stipulate the right of docents to suspend a student from an examination if the student uses unauthorised auxiliary materials and aids and the student's obligation to retake the examination;
- information sessions are held for supervisors of qualification thesis and students on the procedures and regulations for carrying out research work;
- In 2021, lecturers and students of the SBGC participated in the public lecture-seminar "Basics of Scientific Research Work" organised by LCA;
- In 2021, a seminar on the principles and conditions of research was organised for the academic staff of the SBGC;
- upon performance of student surveys, the surveys include a question on the risk of corruption in the SBGC;
- for the purpose of protecting intellectual property rights of the students, full-time/part-time study contracts oblige the SBGC to agree with the student on the use of his/her intellectual property;
- academic staff are provided with professional improvement programmes on innovation in higher education or university didactics every six years, which provide up-to-date information on scientific writing.

Violations of the Code of Ethics by docents and students, including cases of plagiarism and academic dishonesty, are reviewed by the Ethics Committee of the SBGC. Docents and students have the right to submit a written application to the Ethics Committee of the SBGC if they consider that a violation of the Code of Ethics has occurred. In the event of a suspected violation of the provisions of the Code of Ethics, but where no complaint of a violation of the Code of Ethics has been received, the Director of the SBGC shall have the right to instruct the Chairman of the Ethics Committee to convene the Ethics Committee by way of a resolution.

In 2018-2023, no violations of academic integrity were identified at the SBGC.

[\[1\]](#) State Border Guard College Internal Regulations No.6 "Code of Ethics for Officials with Special Service Rank and Employees of the State Border Guard College" of 24.08.2020

[\[2\]](#) Methodological guidelines for the development and defence of a qualification thesis and report (approved by the Order No.30 of the SBC of 18.01.2022)

[\[3\]](#) Regulations on the study and examination procedures at the State Border Guard College (approved by the SBGC Council decision No.6 of 06.03.2024)

2.2. Efficiency of the Internal Quality Assurance System

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

The vocational training of border guards is provided in the successive educational programmes corresponding to levels 4 to 7 of the LQF/EQF. The SBGC study programme is one of these stages of acquiring education - LQF/EQF 5. In line with the EU Member States' border guard services' obligation to ensure a common minimum set of competences and knowledge for border guards, the educational programmes for border guards at all levels are designed in accordance with the common training standards set by the FRONTEX Agency, are mutually consistent in content and fully integrated into the European education area. In order to ensure the quality of education required at both Latvian and EU level, the SBGC implements an internal quality assurance system. The internal quality assurance system includes procedures and measures in line with the requirements set out in the "Standards and Guidelines for Quality Assurance in the European Higher Education Area" (ESG 2015).

The main measures to ensure and improve the quality of education in the SBGC are set out in strategic and planning documents at different institutional levels: in the Action Plan 2022-2025 for the Development of Vocational Education for Officials with Special Service Degrees in the Mol System, the SBGC Operational Strategy, the annual SBGC Quality System Assurance Action Plan, the annual and monthly SBG Work Plans, and the SBGC Annual and Monthly Work Plans. The implementation of the activities contained in these documents is monitored, evaluated and analysed, and their results are regularly summarised:

1. on the implementation of the activities of the Action Plan 2022-2025 for the Development of Vocational Education for Officials with Special Service Degrees in the Mol System - on a quarterly basis;
2. on the implementation of the development objectives set out in the SBGC's strategy - semi-annually;
3. the results of the implementation of the activities included in the SBGC Quality System Assurance Action Plan are reviewed: at departmental meetings, SBGC Council meetings, SBGC service meetings, SBGC annual performance review meetings, various types of committees, etc.
4. on the implementation of the activities in the SBGC Annual and Monthly Work Plans - on a monthly basis;
5. on the implementation of the activities in the SBGC Monthly Work Plan - on a monthly basis;
6. on the implementation of the activities in the SBGC's Annual Work Plan - annually;

In order to identify shortcomings and deficiencies in the study process in a timely manner, a number of control and analysis measures are carried out in accordance with the Internal Regulations of the SBGC^[1]. According to the above-mentioned Regulations, the quality control of the study process (doctors' observations, students' grades and attendance control, internship inspections, surveys) is carried out by the Deputy Director (in Teaching Affairs) of the SBGC, the Education Coordination Unit, the Head of the Department, the Head of the Vocational Education Service (hereinafter - SBGC Voc.ES), the Commanders of the Voc.ES Training Companies within their competences. The collection and quality analysis of the results of the study process is carried out by the departments of the SBGC and the Education Coordination Unit. The analysis of the results and quality of the study process is reflected in the Department Reports (26 reports per

department in 2018-2023), in the SBGC Orders on Teaching Activities (26 orders in 2018-2023) and in the Annual Public Reports on the Activities of the SBGC.

Key actions taken in 2018-2023 on internal quality assurance:

1. evaluation and improvement of the study programme - 14 changes have been made to the study programme (see Section 2.2.2);
2. selection of academic staff - 33 docents were re-elected or elected for the first time (the specified number includes 22 lecturers who, at the time of preparation of the self-evaluation report, held academic positions at the SBGC, as well as those who terminated their employment with the SBGC (retired from the service of the SBG or were transferred to other structural units of the SBG));
3. quality control and evaluation of docents' work:
 - 92 classroom observations to assess the quality of teachers' work and classroom management were carried out;
 - 5 reviews of teaching methodological tools were organised to assess the quality of docents' methodological work;
 - monthly accounting and monitoring of docents' workload in accordance with the Internal Regulations of the MoI and the SBGC;
 - biennial evaluation of each docent (as an officer with special ranks) in accordance with the procedure laid down in external laws and regulations and annual evaluation for the award of the honorary title "Best Teaching Officer of the Year (Academic Staff)" in accordance with the internal procedures of the SBGC;
4. improving the professional competence of docents, including by providing professional development programmes on innovations in the higher education system or in university didactics in accordance with the requirements of normative acts^[2]). Information on the participation of docents in professional development activities can be found in Section 2.3.6 and in their CVs;
5. promotion of research work of students and docents - three international scientific and practical conferences organised in cooperation with the RAT (2018, 2020 (remotely), 2022), two scientific and practical conferences for docents and students (2019, 2021 (remotely)). Information on the involvement of docents in research can be found in Section 2.4.4, information on the involvement of students in Section 2.4.5;
6. internship control carried out - 38 inspection inspections, both remote and on-site;
7. organising department meetings - 87 department meetings held;
8. conducting surveys - surveys are conducted annually for students of the SBGC after the second semester of studies and before graduation, for graduates of the SBGC, for heads of territorial headquarters of the SBG to determine satisfaction with the content of study programmes and the quality of studies;
9. improvement of evaluation of study achievements and promotion of consistent application - according to the changes made in the study programme, the programmes of study course tests and examinations are updated, the rules of internship are developed before each internship, defining the procedure of internship evaluation, methodological instructions for the development of qualification thesis and its evaluation are reviewed and updated (2019, 2021, 2022, 2023), the rules of the final examination - Vocational Qualification Examination are developed annually;
10. provision of teaching resources and methodological assistance to students - the range of teaching resources corresponding to the specifics of the study programme in the Library and e-learning system "Moodle" is regularly updated (see Sections 2.3.3., 2.3.4.);
11. developing admission rules for each academic year, setting requirements and criteria for

applicants that serve as a basis for the successful achievement of the specified learning outcomes in the planned time and quality;

12. improvement of the material and technical base - several specialised classrooms have been equipped (see Sections 2.3.2 and 3.3.1), the armament of the SBGC has been replaced by NATO-compliant armament, and the range of other equipment and facilities used in the study process has been expanded;
13. informing the public about the activities of the SBGC - up-to-date and objective information on admission rules, study programme, events/activities is regularly published on the SBGC website, in the media, through TV spots, and by organising events to promote the profession of border guard.

[1] SBGC Internal Regulation on the Procedures for Planning, Organisation, Control and Analysis of the Study (Training) Process at the State Border Guard College

[2] Cabinet of Ministers Regulation No 569 of 11.09.2018 "Regulations on the Education and Professional Qualifications Required of Teachers and the Procedure for the Development of Teachers' Professional Competence"

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 development and updating of study programmes at the SBGC is carried out in accordance with the SBGC Regulation "Procedures for Planning, Organisation, Control and Analysis of the Study (Training) Process at the State Border Guard College"https://moodle.vrk.rs.gov.lv/moodle/pluginfile.php/60375/mod_resource/content/1/VRK%20ieksejie%20noteikumi%20Nr14%20studiju%20procesa%20planosanas%20organizšanas_ENG.pdf and in accordance with the "Regulation on the Procedure for the Development and Updating of Formal Education Programmes at the SBGC"https://moodle.vrk.rs.gov.lv/moodle/pluginfile.php/60382/mod_resource/content/1/VRK_nolikums_programmu_izstrade-09_2023_lemumam%20%282%29_ENG.pdf.

The content of the study programme is based on the current requirements for the vocational qualification of a SBG Junior Officer, which are developed by a task force established by an order of the Head of the SBG and composed of representatives of both the SBG and the SBGC, experts in relevant fields.

The study programme is updated once a year according to the deadlines set by the Director of the SBGC (usually in May of the following year), but in certain cases, such as changes in regulatory requirements, introduction of new methods and techniques of border control or immigration control and asylum procedures, border control tools and engineering equipment, the study programme may also be updated more frequently, as necessary.

The development and updating of the content of the study programme implemented by the SBGC is carried out by the SBGC Education Coordination Unit in cooperation with the SBGC departments and the SBG (employer). The draft updated study programme is sent by the SBGC to the SBG for

evaluation. Changes to the programmes are approved by the SBGC Council. In this way, when creating or updating the content of a study programme:

- The staff of the SBGC Education Coordination Unit, in cooperation with other units of the SBGC, prepares information for the descriptive part of the study programme, and ensures that the requirements of the external regulatory framework regarding the information to be included in the study programme are met (e.g. the aims, objectives and expected results of the programme, the content of the study programme, the criteria for the assessment of the education to be acquired, the forms and procedures of examinations, description of the material basis necessary for the implementation of the study programme, etc.);
- The docents of the SBGC departments develop and update the descriptions of study courses, thus ensuring that the content of the study courses corresponds to the current developments in the activities of a SBGC Junior Officer, as well as that the types of examinations and the criteria for assessing students' achievements correspond to modern methods and techniques of assessing learning and achievements, in accordance with the principles of student-centred education;
- SBGC students and SBG (employer) officials provide suggestions on topics and sub-topics to be included in the course content, as well as other relevant issues.

Surveys of students, graduates and employers are regularly carried out to evaluate the implementation and content of the study programme.

In the period 2018-2023, the study programme was amended 14 times. The last update of the study programme was carried out in July-August 2023, taking into account the amendments to the Law on Higher Education Institutions, the requirements of the Cabinet of Ministers Regulation No 305 of 13 June 2023 "Regulations on the State Standard of Vocational Higher Education", as well as the new vocational qualification requirements for a SBGC Junior Officer. As a result:

- the size of the study programme (in terms of creditpoints) has changed: it was 80 CP, now 120 CP;
- the number of hours per CP has changed: 1 CP was 40 hours, now 1 CP = 28 hours;
- the proportions of contact hours and independent work within 1 CP have changed:
- for full-time studies: 20 contact hours and 8 hours of independent work;
- for part-time studies: 10 contact hours and 18 hours of independent work;
- due to changes in the distribution of credits between study courses, some study courses were merged, resulting in the following new study courses:
- "Professional Ethics and Psychology";
- "Constitutional Law and Introduction to Political Science";
- "Civil and Environmental Protection";
- taking into account the knowledge, skills and competences included in the new requirements for the vocational qualification of a SBGC Junior Officer, some study courses were excluded from the study programme, but their topics relevant for a SBGC Junior Officer were integrated into the content of other study courses, e.g. the study course "Fundamentals of Public Speaking" was included in the study course "Fundamentals of Didactics";
- study courses are divided into general knowledge courses and field study courses, which in turn are divided into compulsory study courses, study courses required for the acquisition of vocational competence and elective study courses;
- three elective study courses have been developed: "Interviewing, Profiling and Identification", "Basics of In-Depth Screening" and "Combating Human Trafficking" (2 CP each);
- the course description form has been updated to reflect the course requirements for both full-time and part-time students;
- the learning outcomes of each course description were updated in line with the competences

set out in the new requirements for the vocational qualification of a SBGC Junior Officer;

- it is foreseen that upon successful completion of certain study courses, students will be awarded the following SBGC certificates:
- a certificate of completion of the study course "Immigration Control, Return and Asylum Process" on the topic "Use of AFIS and EURODAC Systems";
- a certificate of qualification as a Level 2 Document Research Specialist;
- after successfully completing the study course "Weapons and Shooting Training", the SBGC "First Aid Training Course Programme" (optional) and selected topics of the "Shooting Instructor Course Programme" (optional), full-time students may take the "Shooting Instructor Certification Course Programme" examination for the certification of a shooting instructor;
- a certificate of Level 2 proficiency in professional terminology;
- the study programme includes a module for the development of professional competences in entrepreneurship, which consists of 9 CP and includes the study courses "Fundamentals of Entrepreneurship", "Personnel Management" and "Labour and Social Law".

No new study programmes were developed in the SBGC during the period under review.

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.

The SBGC has appropriate procedures in place to address complaints and proposals from students and learners. The quality policy document "SBGC Internal Quality Assurance System" states that students can submit their proposals or complaints in writing in the form of a report or anonymously. In cases of violation of the provisions of the Code of Ethics, students may lodge a complaint with the Chairperson of the SBGC Ethics Committee. The SBGC Ethics Committee is the SBGC collegial decision-making body aimed to protect the values and basic principles of ethics defined in the Code of Ethics, enhance the employee's understanding of the principles of professional ethics and encourage the employee to act in line with the Code of Ethics. A copy of the decision made by the SBGC Ethics Committee is sent to the complainant, as well as to the employee whose alleged violation was considered at the meeting of the SBGC Ethics Committee.

Students can join the Trade Union of Internal Affairs Workers in Latvia (hereinafter –TUIAWL), which is an independent public organisation that unites, represents and protects the labour, service, economic, social and professional rights and interests of the members of the trade union. Membership of the TUIAWL is a mechanism for students to address potential problems and to work together, and in recent years the TUIAWL representatives have met regularly with all students and staff of the SBGC, as well as with the Director, to discuss topical issues or issues of concern.

In addition, it should be mentioned that each group of students is assigned a group elder who, in accordance with the functional duties assigned to him/her, takes care of the students of the group, submits requests, demands and suggestions in the order of subordination (SBGC Order No.537 of 10.10.2016 "On Approval of the Functional Duties of the Position").

The SBGC also has a Student Council, one of whose main aims is to defend and represent the interests of students before the SBGC and other institutions. The Student Council operates in accordance with the "Statute of the Student Council of the SBGC" (approved by the SBGC Council Decision No 12 of 07.04.2016). The Student Council has a number of tasks, including identifying students' needs, interests and aspirations for improving the learning process and proposing improvements.

In accordance with the "SBGC Rules on Document Management", written complaints and proposals are registered in the document management system "Namejs" and, in accordance with the established procedure, the Director of the SBGC refers the received complaints in the form of a resolution to the relevant units of the SBGC for execution and response. In such a case, a response to the received complaint or proposal is provided within the specified time limit (time limit is defined in the report or specified by the SBGC director, or according to the SBGC "Rules on Document Management" in 10 (ten) working days (from the date of registering the document in the SBGC Administrative Unit), if no other document execution term is specified in other regulatory enactments).

The procedure for submitting and considering an appeal against the decision of the State Final Examination Board, as well as the procedure for informing students about the final decision regarding the State final examination grade is laid down in the Regulation of the State Final Examination Board.

For personal matters, students can contact the management of the SBGC according to the reception times indicated on the SBGC website:

1. the Director of the SBGC - every Thursday from 14:00 to 15:00;
2. the Deputy Directors of the SBGC - every Wednesday from 14:00 to 15:00;
3. the Head of the SBGC Vocational Education Service - every Monday from 14:00 to 15:00;
4. the Head of the SBGC Administrative Unit - every Friday from 14:00 to 15:00.

The website of the SBGC also contains information on the procedure for providing information under the Whistleblowing Act - a whistleblower's (including student) report can be submitted to the SBGC:

- via an electronic form on the website trauksmesceļs.lv;
- through the general channels of communication with the institution (by post to the institution's address or by e-mail to the institution's e-mail address or e-address);
- Whistleblower Report Form in paper format can be downloaded from the website trauksmesceļs.lv;
- the Report in paper form shall be signed by the applicant in his/her own handwriting. A Whistleblower Report sent by e-mail shall be signed with an electronic signature.

Students are also invited to express their complaints, suggestions and proposals at weekly meetings with the TC administration, at morning briefing sessions, instruction classes and at other administrative and organisational events organised by the training company.

Every student has the right to freely apply to any unit of the SBGC.

No written or anonymous student complaints were received during the period under review (2018-2023). In 2020, three applications were received from students addressed to the Chairperson of the State Final Examination Board requesting a review of the grades obtained in individual questions of the State Final Examination and a reconsideration of the answers given to the examination questions which had been negatively graded. The State Final Examination Board, having considered the situation, discussed the answers given by the students concerned to the questions asked in the examination, agreed with the management of the SBGC, and in order to

assess the knowledge of the students concerned more thoroughly and comprehensively, decided to allow the students to retake the relevant part of the qualification examination as observers, without voting rights. The commission's decision was recorded in the minutes of the meeting of the State final examination commission. As a result, one student moved to a passing grade and the grade of two other students remained unchanged.

Most often, students solve questions related to their studies with the Director of the SBGC, the Deputy Director (in Teaching Affairs) of the SBGC, the ECU of the SBGC and the departments. For example, in 2018-2019, representatives of the Student Council made a verbal request to the Director of the SBGC to optimise the organisation of independent work, which was immediately addressed jointly with representatives of students, departments and the ECU. Students also make complaints and suggestions to the docents, for example, after the practical classes "Summer Field Camp", which take place in conditions as close as possible to real crisis situations, the problems that arose during the classes are discussed with the students and the docents inform the Director of the SBGC about them in a report. For questions about the organisation of internships, necessary consultations, lesson planning, students contact the ECU and lecturers. Students address any questions concerning the dormitory and other issues related to the organisation of the service with the administration of the training company.

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.

The SBGC has several mechanisms in place for obtaining and collecting information and statistics related to the study programme (study course learning outcomes, students' current pass/fail grades, class attendance, class observation results, feedback from students and academic staff).

The results of the examination and testing sessions are regularly collected and analysed by the SBGC departments and the Education Coordination Unit, thus providing an opportunity for all representatives of the staff involved in the implementation and supervision of the study programme to gain insight into the course of the study process. In accordance with the SBGC Internal Regulation No 14 of 18.12.2015 "Procedures for Planning, Organisation, Control and Analysis of the Study (Training) Process at the State Border Guard College", every quarter - January, April, July and October - the departments prepare a comprehensive report addressed to the Director of the SBGC - the Department Report, which, in accordance with the SBGC Order "On Reports of the State Border Guard College Departments" (see Annex 6), shall contain the following information: a brief analysis of the results of the sessions held, information on the optional classes and consultations held, teaching aids developed and results of scientific research work, analysis of the workload of teachers, measures to improve the qualification of academic staff, etc. On the basis of the information provided in the Department Reports, the SBGC Education Coordination Unit prepares a quarterly SBGC Order on teaching activities for the quarter in question, which summarises information and statistics on studies, internships, participation of academic staff in professional development activities, class observations during the three-month period, analyses the workload of academic staff and identifies key tasks for the following quarter, with a specific person(s) responsible for each task and a deadline for completion.

Each quarter, the SBGC Education Coordination Unit compiles information on the classroom observations that took place during the three-month period in a separate report (see Annex 7 for the observation form).

Based on the SBGC Internal Regulation No 14 of 18.12.2015 "Procedures for Planning, Organisation, Control and Analysis of the Study (Training) Process at the State Border Guard College", the SBGC Vocational Education Service analyses the attendance and performance of students on a monthly basis and submits a report on its results to the Director of the SBGC no later than by the 15th of the following month. Regular recording and compilation of students' attendance, analysis of absenteeism and grades is based on the results of the evaluation of the data included in the class registers, which is carried out by the Commander of the Third Training Company of the Vocational Education Service.

In accordance with the SBGC Order No 466 of 18 September 2018 "On Improving the Physical Fitness of Cadets of the SBGC Vocational Education Service and the Organisation of the Morning Routine", the SBGC Vocational Education Service organises and accepts monthly physical fitness tests for students, collects and analyses the results on the level of physical fitness and the need to improve it. The results (statistics) are submitted monthly to the Director of the SBGC and recorded in the DMS "Namejs".

To evaluate the effectiveness of the study process, the organisation, the results of the study process, and to identify problems and obtain feedback from students, the SBGC Education Coordination Unit conducts regular anonymous student surveys in accordance with SBGC Order No 389 of 02.08.2019 "On the Procedure for Conducting Surveys". The aim of the surveys is to find out the issues that are relevant for the management and teaching staff of the SBGC for the organisation of a qualitative, efficient and effective study process. The survey questionnaires are improved and refined on the basis of new developments related to the profession of border guard and border security.

For both full-time and part-time students, two surveys are carried out during their studies - after the 2nd semester and before graduation. After graduation from the SBGC, a survey is conducted for graduates after five months of service in the SBG. A survey is carried out once a year for the heads of the SBG territorial administrations (employers). The surveys are completed electronically online (Google Form), responses are anonymous and the results of each survey are analysed only in aggregate form.

The survey questionnaire after the second semester and before graduation includes five sections (organisation of the study process, organisation of the internship, the functioning of the Library Department, living conditions at the SBGC, the evaluation of the docents and the evaluation of the courses taken), which include criteria/questions for evaluation. For each criterion and question, students have the opportunity to express their opinion and the reasons for their assessment by writing a comment. At the end of the survey, students are given the opportunity to make suggestions and comments on the study process at the SBGC and how it could be improved. The pre-graduation student survey includes a section on the development of the qualification thesis and the qualification examination. A sample questionnaire (for SBGC students before graduation) is attached in Annex 8.

Feedback to students on the results of the survey is given in joint meetings attended by the Director of the SBGC, the Deputy Director of the SBGC in Teaching Affairs, representatives of the SBGC departments (head of Department, teachers) and the relevant group of students. During the meeting there is an opportunity to clarify issues, listen to students' opinions, etc. In some cases, the results of the survey are presented to the students by the Commander of the Third Training Company of the Vocational Education Service.

The heads of SBG territorial administrations are informed about the results of the survey via the DMS "Namejs". The results of the survey are also available in the SBGC e-learning system on the Moodle platform and can be consulted by students and docents at any time. Analysis and evaluation of the results of student, graduate and employer surveys and their use in improving the content and quality of studies are summarised in Annex 9.

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).

Table 2.2.5.1

Information on Websites Related to the Study Direction

Information	Website	Type of access	Person responsible
Information on SP students and graduates, academic staff in accordance with the Cabinet of Ministers Regulation No.276 of 25 June 2019 "Regulations of the State Education Information System"	https://www.viis.gov.lv/	Authorised access	Senior Specialist, SBGC Education Coordination Unit
Information on SP (admission rules (requirements for applicants), annual reports of the SBGC - statistics on matriculants/exmatriculants, admission results)	https://www.vrk.rs.gov.lv/	Open access	The Head of the SBGC Informatics and Communications Unit is responsible for uploading information (content is the responsibility of the Education Coordination Unit staff/officers; information related to the selection of applicants is the responsibility of the Admissions Committee)

NIID.LV National Database on Educational Opportunities	https://www.niid.lv/	Open access	Chief Inspector, SBGC Education Coordination Unit
Information about the Study programme and the Field of study (for the Self-assessment report)	https://eplatforma.aika.lv/	Authorised access	Senior Specialist, SBGC Education Coordination Unit

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 funding of the SBGC consists of state budget grants from general revenue, own revenue from fee-based services and donations. The state budget subsidy covers the full cost of the education process. The amount of the state budget subsidy is allocated and distributed on the basis of the laws and regulations of the Republic of Latvia. This is fixed in the annual financing plan.

The funding allocated to the SBGC for the calendar year is not broken down by study programme; the implementation of study programmes is financed from the total funding allocated to the SBGC. No financial resources are foreseen for research (creative) activities of academic staff, however, according to the SBG Internal Regulation No 9 of 23.03.2017 "Procedure for the State Border Guard to Order Research" SBGC can receive funding for the implementation of studies requested by the State Border Guard. In return, funding is provided for the purchase of literature and the publication of teaching materials: In 2023, EUR 1,200 was allocated to replenish the Library's collection, and EUR 1,200 will be allocated per year in future.

Own revenue is planned and included in the overall annual financing plan. These funds are earmarked for the development of the SBGC. Donations have a specific purpose and are used according to their purpose.

Financial control is implemented in accordance with the MoI Internal Regulation No 1-10/45 of 19.11.2015 "Procedure for Monitoring Budget Implementation".

Table 2.3.1.1

Financial Resources for the Study Direction and Study Programme

Funding	2018	2019	2020	2021	2022	2023*
State budget grant	3,938,971	4,150,749	4,383,837	4,243,676	4,482,354	4,823,421

Own revenue - fee-based services and other	118,987	152,519	104,233	63,949	117,895	147,008
Total	4,057,958	4,303,268	4,488,070	4,307,625	4,600,249	4,970,429

* plan

Table 2.3.1.2

Funding for the Compilation of Library Collections

Expenditure for the compilation of library collections	2018	2019	2020	2021	2022	2023*
Periodicals	1199	1291	1294	1288	1394	1380
Books	2017	1815	1811	1828	1467	1200
Electronic documents and databases						
Total	3216	3106	3105	3116	2861	2580

*plan

The Student Council receives an annual allocation of EUR 680, which is the sum of the state budget allocation in Table 2.3.1.1.

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 SBGC has 8.945 ha of land in Rezekne, 8 Zavoloko Street, where it has administrative premises for training, a dormitory, functional buildings, a sports complex with a sports field, a training border control point and the Cynology Centre of the Cynology Service.

SBGC real estate:

1. Training administrative block.
2. Professional and tactical training centre (sports complex with swimming pool, shooting range, sports hall, martial arts hall, gym).
3. Stadium with football pitch and athletics sectors.
4. Training border checkpoint.
5. Dormitory

6. Professional and Tactical Training Centre (Field Training Centre "Janapole").
7. Cynology Centre with Breeding Department.
8. Garages.
9. Boiler houses.
10. Control point with garages.

20 classrooms are used in the administrative training building of the SBGC.

Table 2.3.2.1

List of Classrooms (Premises) Used for Studies at the SBGC

No	Classrooms (premises)	Number of seats
1.	101	24
2.	104	48
3.	106 (EUROSUR specialised)	23
4.	108	24
5.	110	144
6.	120	12
7.	202,204	30/40
8.	401,403,405	30/30/36
9.	206, 208	20/20
10.	210 (EES specialised)	20
11.	301 (document research)	20
12.	303,307 (computer classrooms)	16/21
13.	310 (airport simulation classroom)	14

No	Classrooms (premises)	Number of seats
14.	312 (AFIS specialised)	6
15.	314 (EURODAC specialised)	5
16.	Convoy officer classroom (with model aircraft and bus)*	20
Total number of seats		623

The classrooms are equipped with standard equipment: whiteboards, tables, chairs, teachers' workstations, 17 classrooms with fixed video projectors and three with portable video projectors. Several specialised classrooms have been equipped:

- The European Border Surveillance System (EUROSUR) classroom, equipped with a multifunctional video projector system and 20 workstation kits, which allows students to gain practical skills in working with the components of EUROSUR and the Border Surveillance and Control System (work with a digital map, information insertion and circulation, etc.), as well as the established Operational Management Unit model, equipped with the relevant technical tools and information systems;
- An airport simulation classroom equipped with national border control technology and used for simulation training;
- A classroom for document research, equipped with special equipment: comparators, regulas, UVS lamps, passport readers, microscope, etc. This classroom provides both practical and theoretical sessions on document due diligence and authenticity control devices to develop students' skills in document production and protection methods based on a set of forgery characteristics;
- 2 computer rooms (37 computers), one of the computer rooms and Classroom 210 are equipped with the Second Generation State Border Guard Information System (REIS II) and Entry Exit System (IIS) REIS II/IIS computer sets (1 REIS II/IIS set - computer, monitor, full page document reader "Regula 70x4M", ID card reader "Regula 72x3", biometric capture device "Jenetric LiveTouch QUATTRO CompactUp", facial image capture device "Cognitech PS-200-S").

Docents have individual workstations equipped with the necessary hardware (computers, scanners, printers, etc.). All computers have Internet access and each docent has an e-mail address.

Students have access to a computer lab in the Library (14 computers) and an independent study room in the dormitory (15 computers with Internet access). Both the dormitory and the study administrative building have WiFi access points.

The technical and educational base of the SBGC is regularly supplemented with the technical means, equipment and resources necessary for the implementation of the study process, which are provided with the support of the SBG or within the framework of the EU Structural Funds. For example, in 2020, the convoy officer classroom was renewed in the framework of the project No VRK/PMIF/2019/2 "Strengthening the Capacity of Convoy Officers". Passenger seats for the model aircraft were purchased and replaced, the flooring was replaced, new classroom equipment (computers, projector, etc.), furniture (office chairs, desks, etc.), convoy equipment and special tools (backpacks, flashlights, metal detectors, etc.) were purchased.

The study administrative block houses a canteen for 150 people per shift. It is equipped with new and modern technological equipment.

The Border Guard Museum has various exhibitions.

A two-storey firing line and a shooting range building have been built at the Professional and Tactical Training Centre (Field Training Centre "Janapole"). The total area of the building is 454.1m² with 1 classroom equipped with special equipment and used for practical shooting and tactical training, and a firing line room with 12 shooting positions. A category 3 300 m shooting range has been built. A 3.35 km training border, a 32 m high observation tower, an artificial water reservoir, a tent-caravan site, a skiing and driving track and other ancillary structures. The total area of the Field Training Centre "Janapole" is 55.93 ha, of which 44.37 ha is forest.

The infrastructure of the Field Training Centre is used to develop practical skills in border surveillance, military training, military topography, as well as weapons and shooting training.

The study process is carried out using official vehicles (total: **40** transport units):

1. passenger cars - 15;
2. trucks - 5;
3. buses - 2;
4. tractors - 3;
5. quad bikes - 5;
6. motorcycles - 2;
7. snowmobiles - 2;
8. trailers - 6.

Specific equipment for the study programme is listed in Part III, Section 3.

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.

The Library Department of the SBGC (hereinafter referred to as the Library) is the cultural and information centre of the SBGC, providing access to literature and information through library services. The Library's collections are compiled in accordance with the study directions of the SBGC.

On 18 October 2004 the Library was registered in the Register of Libraries of the Ministry of Culture of the Republic of Latvia. By the Decision of 17 November 2022, the Latvian Library Council approved the opinion that the Library is accredited with the status of a library of local importance for 5 years.

Table 2.3.3.1

Assessment of the Material and Technical Condition of the Library

Library facilities	State	Notes, comments
Total floor area (m ²)	207.3 m ²	Sufficient space
Storage rooms (m ²)	44.8 m ²	Sufficient storage space
Reader service rooms (m ²)	162.5 m ²	Adequate space for reader services
Number of reader workstations in the Library	25 workstations (12 of which are computerised with full internet access) and free Wi-Fi.	In addition there are computer rooms with computerised seats
Technical condition of the premises	In operation since 2004. Inspections, renovations are carried out on a regular basis.	The design of the premises is aesthetically pleasing and informative

The premises are equipped with heating, ventilation, security alarm, telephone, internal computer network, internet access and free Wi-Fi. In 2021, all the visitor chairs were replaced, new double-sided shelves and special storage organisers for periodicals were added. Blinds are installed in all library rooms. Readers have access to a cosily furnished reading room. Due to the Covid-19 situation, an individual space was set up, equipped with computers, internet, printer. The Library's premises are of adequate size and technical condition to provide high-quality and varied library services.

The Library is equipped with 14 computers (including 2 for library staff), 4 printers, 2 scanners and 3 multifunctional devices. Library users often use their own laptops. The SBGC Informatics and Communications Unit regularly updates the computer software for library staff and users.

The Library collects and organises printed and other documents of universal and specific (military) interest. The collection and organisation policy is balanced and aimed at ensuring that the information service is appropriate to its aims and objectives, providing the study process and the staff of the SBGC with literature relevant to the study content. The Library's collection is freely accessible.

Databases (library-built and subscribed)

Open-access e-resources

Free access resources (3td "E-grāmatu bibliotēka", Letonika, EBSCO, Britannica Online Library, databases created by the National Library of Latvia and the national catalogue) are promoted to library users during library lessons, individual consultations and discussions.

E-journals

- Border Security Report
- iFinances
- iTiesības
- Jurista Vārds

SBGC e-learning environment Moodle

SBGC Moodle e-learning environment section "e-Library", which consists of teaching literature, conference materials, qualification theses, RAT diploma theses, mission reports and other printed materials.

The e-Library electronic collection totals **2799** titles:

- educational literature - 86;
- conference proceedings - 15;
- qualification theses - 598;
- RAT diploma theses - 141;
- foreign and Frontex mission reports - 1894;
- other documents - 65.

Catalogue of final theses of the SBGC

In cooperation with the SBGC Informatics and Communications Unit, a catalogue of SBGC final theses is available electronically for students, containing all theses from 2005 - **739** titles. The catalogue can only be accessed from the SBGC local network. For each thesis, a bibliographic description, scanned abstract and table of contents is available. The SBGC catalogue of final theses allows you to search for theses - by keywords, titles, surnames, years and other criteria.

Access to this system is granted by individual passwords issued by the SBGC Informatics and Communications Unit. Each user is warned about copyright and plagiarism. The catalogue is independently updated, edited and improved. All works are uploaded to the SBGC e-Learning environment Moodle under "e-Library" in PDF format.

Library information system and electronic catalogue

The Library works with all modules of the library information system (BIS) SKOLU ALISE. The missing bibliographic entries are created by the library manager using industry standards adapted in Latvia.

As of 01.08.2023, the electronic catalogue of BIS SKOLU ALISE has 141,123 entries. **6245** copies of the Library's monographic publications, **2233** copies of continuing resources, **3172** records with samples. The electronic catalogue is available on the Rezekne Region Libraries e-catalogue website and on the SBGC website www.vrk.rs.gov.lv. Library users are provided with the use of the electronic catalogue and databases. The Library offers individual consultations and group classes on e-resources, searching for information in the Library's e-catalogue and databases.

The Library's total collection as of September 2023 is **10114** items.

Funding has increased by 30% since 2019, ensuring the Library's functions; amounts to EUR 6.3 per user. The last inventory of the Collection was carried out in 2023.

Development and acquisition of methodological and information provision is carried out in line with the SBGC Internal Regulation No.2 of 02.05.2019 "Procedure for planning, implementation and control of the acquisition of goods and services at the State Border Guard College". The request for acquiring methodological and information provision for the next calendar year shall be submitted by the SBGC departments and the Library to the SBGC Finance and Planning Unit by August 1 of the current year. The initial decision on the approval of the request and its inclusion in the SBGC financial request for the following calendar year shall be taken by the Director of the SBGC. The SBGC financial request for the following calendar year shall be submitted to the SBG for review and approval.

Table 2.3.3.2

Library Collection in 2022 by Types of Documents

Types of documents	2022
Books	7934
Serials - periodicals	1319
Audiovisual resources	16
Cartographic materials	35
Image publications	10
Small print	7
Unpublished documents	246
Other documents, and other collection items	1155
Electronic collection (amount)	508
E-books	55
Other electronic resources	453
TOTAL	11230

The **Library's periodicals** in 2022 consist of **19** journals (18 in Latvian and 1 in Russian), 5 newspapers (4 in Latvian, 1 in Russian), including 1 electronic journal (iFinances).

Library users :

- Academic staff
- Students
- Border guards of up-skilling courses
- General staff
- Other users (have the right to use the Library collection for on-site work)

Table 2.3.3.3

Key indicators of library users (last 3 years)

	2020	2021	2022
Number of users	407	493	510

Visit	11784	10177	7882
Virtual visit			6159
Total visits:	11784	10177	14041
Issuances	27403	17926	19791

The **number of registered library users** is increasing every year, with a **20.20%** increase in the last three years. The number of readers varies from school year to school year, depending on the number of students in the various qualification courses (no other attraction of readers takes place). The number of **issuances** in 2022 has increased by **9.42%** compared to 2021. The *figures for visits have also increased by 27.52% thanks to the "e-Library" electronic collection of necessary teaching literature (e-textbooks, training films, conference proceedings, mission reports, FRONTEX reports and qualification theses).*

The Library provides a fee-based service for copying/printing materials and other documents. Interlibrary Loan (ILL) services are also available.

The Library houses independent exhibitions, which are updated throughout the year with the latest material:

- Military mosaic
- FRONTEX activities
- Training materials
- Cynologists
- Periodicals
- Conference materials

The Library prominently displays information materials on services and training. Surveys are carried out to find out users' opinions and suggestions about the Library's work. To improve their working skills and find ideas for introducing new services and improving existing ones, library staff regularly attend professional development courses.

Library opening hours are adapted to users' wishes as much as possible and in case of emergencies, users are informed in advance of any changes. The Library is open every working day from 8.00 to 16.30.

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.

The most important information and communication technology solutions used in the study process are the MOODLE e-learning system of the SBGC, the electronic internship record-keeping system and the e-mail communication of the service.

MOODLE e-learning system of the SBGC

The SBGC e-learning system is based on Moodle, a modular object-oriented learning environment, an open source e-learning environment for distance learning. Using Moodle, teachers can upload different types of resources (e.g. files, folders, books, web pages or links to them, etc.) and use several activities (e.g. tests, questionnaires, chats, forums, exercises, dictionaries, interactive videos and presentations, etc.). To use the system, all you need is an electronic device with access to the Internet and an internet browser. Docents and students also use the system to communicate with each other. The SBGC e-learning system has been used for several years as one of the tools for distance learning, as well as for face-to-face training. The video conferencing platform Cisco Webex is used to conduct the remote sessions. The SBGC is expected to start using the MS Teams platform.

The main benefits of the e-learning system for students and docents:

- wide availability;
- helps save time for both docents and students;
- improves both productivity and performance;
- centralised storage, customisation, adjustment and management of learning content;
- the flexibility to adapt learning to different groups of students;
- better feedback.

The system's operation and usability are continuously improved and extended.

On 5 December 2022, based on the results of the open tender procedure IoM IC 2022/1 "Modernisation of the e-Learning Platform of Interior Institutions", a contract was concluded with SIA "Datorzinību centrs" for the modernisation and development of the e-learning platform of the Interior Institutions. The project for the modernisation of the e-learning platform of the interior institutions is financed from the budget of the MoI, the main project partners are the Information Centre of the MoI, SBGC, the State Police College, the Fire and Civil Protection College.

At the beginning of 2023, work started on the modernisation of the SBGC e-learning system and its deployment in the IC of the MoI. The new platform is expected to be launched by the SBGC in January 2024.

The solution for a modernised e-learning platform involves the creation of a web-based virtual learning environment for up to 10 000 users in the Ministry of the Interior, which would meet the following requirements:

- deployment of the system on the MoI network and infrastructure;
- single centralised system management;
- unified user management and authorisation;
- integration with other systems;
- creating virtual training courses;
- creating a catalogue of virtual courses;
- designing and taking tests and quizzes;
- evaluation and results reporting;
- managing and submitting coursework;
- sharing digital learning materials;
- automatic plagiarism checking;
- creating a working environment for learners and teachers;
- ensuring communication between learners and teachers;
- providing online learning activities (using remote communication tools);
- maintenance of a modernised e-learning platform, which will be provided by the Information

Centre of the MoI, if necessary through a separate agreement with the SBGC.

Electronic internship record-keeping system

In order to make the students' internship more efficient and transparent, to facilitate the completion of internship documentation and the evaluation of internship results, thus enhancing the overall quality of internship implementation, the SBGC Informatics and Communications Unit in cooperation with the Department of Border and Immigration Services Subjects has developed and started to implement an electronic internship record-keeping system (hereinafter - PrUS) in 2022 and fully implemented it in 2023. When students are assigned to carry out internships in the units of the territorial administrations of the SBGC, each student, internship supervisors from the unit, as well as internship supervisors from the SBGC are granted differentiated user rights in the PrUS and are given daily face-to-face (for students) and online (for internship supervisors from units) instruction sessions on the use of the PrUS and the new functionality introduced. In the PrUS, students prepare daily reports on the performance of the internship tasks, as well as descriptions, conclusions and proposals about the internship site, while internship supervisors provide their assessment of the performance of the daily tasks and, at the end of the internship, prepare descriptions of the intern and the service organisation.

When designing the PrUS, the system was built in such a way that the internship report and related activities (completion, evaluation) were as simple and less time-consuming as possible. In addition, the electronic storage of internship reports in the PrUS eliminates the need to store these documents in paper format. The designated academic staff of the SBGC follow this process, providing guidance/comments for the improvement of the reports where necessary.

In 2024, both new PrUS functionality and enhancements to existing functionality are planned.

Service e-mail communication

In the study process, the SBGC makes extensive use of e-mail for communication between academic and administrative staff and students. There are service e-mails for students, docents and administrative staff, which are used for both study-related and administrative e-correspondence. After graduation from the SBGC, the e-mail addresses created for students remain active throughout their service with the SBG.

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

The staff of the SBGC consists of:

- officials with special service ranks who hold the positions of docents, lecturers, assistants, who have specific knowledge and competences, as well as service experience in the SBG, relevant for the successful implementation of the study programme. Docents of the SBGC implement 26 out of 28, or 93.5%, study courses of the study programme;
- persons who, in accordance with the Internal Regulation of the MoI of 13.02.2020 No 1-10/2 "Procedure for Planning the Workload of Teachers and the Number of Teachers", have established a legal relationship with the SBGC on the basis of a company contract for certain pedagogical work, the scope of which does not ensure a full study (teaching) workload, and the implementation of pedagogical work requires specific knowledge and practical work

experience, or guest docents.

During the period under review, guest docents were engaged for the implementation of the following study courses - "Geography" (1CP) and "Fundamentals of Public Speaking" (1CP) (these study courses were excluded from the study programme during the last update in July-August 2023, some topics were integrated into other study courses) and "Forensics" (2CP) (from the academic year 2019/2020, the study course is implemented by docents of the SBGC). Visiting docents are planned to be recruited for the following courses from September 2023: "Fundamentals of Business", "Personnel Management", "Professional Ethics and Psychology" (psychology subjects only). If necessary, guest docents (SBGC experts in relevant fields) may also be assigned to teach specific topics in the field of study.

The procedures/processes of attracting and employing SBGC teaching staff are based on the external normative regulation, i.e. the Law on the Course of Service of the MoI System Institutions and Prison Administration Officials with Special Service Ranks, the Law on Vocational Education, the Law on Higher Education and the internal normative regulation, i.e. SBGC Order No 1552 of 16.12.2015 "On the Personnel Management Policy of the State Border Guard", SBGC Internal Regulation No 16 of 22.05.2018 "Staff Selection Rules", Council Decision No. 3 of 16.02.2024. "Regulations on the Election of Academic Staff of the State Border Guard College" https://moodle.vrk.rs.gov.lv/moodle/pluginfile.php/60380/mod_resource/content/1/Akademiska%20personala%20velesanu%20nolikums_ENG.pdf

Vacancies are advertised by the Administrative Unit of the SBGC, based on reports from the heads/managers of the SBGC units, by posting the vacancy announcement on the website of the State Employment Agency, from which the vacancy announcement is forwarded to the SBGC website, the advertisement is sent to the territorial administrations of the SBG for information, while for vacant academic staff positions the advertisement is sent to the newspaper "LATVIJAS VĒSTNESIS PLUS", as well as posted on the SBGC website and, if necessary, sent to the territorial administrations of the SBG for information.

The selection of candidates for academic staff positions is carried out in accordance with the Regulations on the Election of Academic Staff of the SBGC, which stipulates:

- the application procedure for an academic staff position;
- the procedure for the assessment of documents submitted by a candidate for an academic staff position;
- election procedures for academic staff;
- the procedure for the presentation and announcement of election results;
- appeal procedures
- the conditions for holding an academic position without an election
- The criteria for assessing the eligibility and professional qualifications of a candidate for an academic staff position are primarily based on the Law on Higher Education, but also include specific requirements for officials of institutions subordinate to the MoI with special service ranks (e.g. health condition, physical fitness, service experience in the SBG, information on the candidate's awards or penalties).

Elections of academic staff are carried out by the SBGC Council.

The results of the selection of candidates is recorded and stored in accordance with the requirements of the Internal Regulation No 5 of 29.08.2022 "Rules on Document Management".

The attraction of guest docents is ensured by the relevant SBGC Department by identifying potential candidates among SBG officials and docents from other higher education institutions, and coordinating the involvement of the selected candidates (SBG officials) in the implementation of the

study programme with the SBG. When deciding on the establishment of an employment relationship with a given candidate, the adequacy of the person's education, work experience and competence to the conditions laid down in the Law on Higher Education Institutions and to the specifics of the study courses to be taught are taken into account. In accordance with Article 40 of the Law on Higher Education Institutions, employment relations with visiting docents are established without a competition.

Planning of the number of teaching staff, as well as planning and accounting of teaching staff study (teaching) workload, research and methodological workload is carried out in accordance with the Internal Regulation of the Mol of 13.02.2020 No 1-10/2 "Procedure for Planning the Workload of Teachers and the Number of Teachers" and Internal Regulation of the SBGC of 02.09.2021 No 3 "Procedure for Planning, Execution, Recording and Control of the Workload of Teachers".

The working time of SBGC officials with special ranks who hold the positions of docents, lecturers, assistants and teachers is recorded in accordance with the procedure established by the SBG for recording the time spent by SBG officials (employees) on official (work) duties and on stand-by. The remuneration of academic staff is based on the number of hours worked in a given month, i.e. 40 hours per week. The amount of the guest docents' remuneration depends on the number of lectures given.

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.

The assurance of qualification and quality of work of the academic staff of the SBGC is based on:

- the objective of the staff development area of the "SBGC Human Resources Management Policy[1]" - *"To prepare staff for the successful performance of their duties and to provide them with the opportunity to undertake professional development in order to improve their performance. In today's context of rapidly ageing professional skills, an institution's ability to continuously upgrade the skills of its staff is one of the most important factors for its success. The professional training cycle is based on a training needs assessment, which consists of comparing the level of professional knowledge and practical skills required by the institution with the actual level of professional knowledge and practical skills of the staff. Training is provided both in the institution (including on-the-job training by colleagues and heads of departments) and in specialised training or professional institutions (courses, seminars, exchanges of experience)";*
- the strategic objective of the SBGC, as set out in its operational strategy - *"To improve the professional competences (including digital competences) of the general and teaching staff of the SBGC in the areas of teaching organisation, methodological issues, foreign languages and the development of information technologies";*
- the ongoing action - *"To promote the development of professional competences of teachers of the Mol colleges, with special attention to the development of digital competences", set*

out in the "Action Plan 2022-2025 for the Development of Vocational Education for Officials with Special Service Degrees in the Mol System";

- the "*Professional development of teaching staff*" action included in the Annual Quality Assurance Action Plan of the SBGC.

According to the SBG Internal Regulation No 26 of 30.10.2012 "Regulation on further qualification and professional training", in order to identify the training needs of the academic staff of the SBGC, the management of the SBGC conducts an annual survey among the teaching staff on the training needs for the next academic year. Based on a summary of the training needs of docents, funding is allocated for the necessary professional development and support is provided for participation in the activities applied for.

The staff of the SBGC develop their qualifications in a planned and targeted manner. The necessary qualification measures are included in the annual and monthly work plans of the SBG and the SBGC, the work plans of the SBGC departments, and the international cooperation plans of the SBGC.

Docents are actively involved and participate in advanced training courses, seminars, experience exchange events, task forces both in Latvia and abroad, including conferences, Erasmus+ strategic partnership and mobility projects, FRONTEX Agency events, activities of the Border Management Programme in Central Asia (BOMCA) implemented by the SBG, etc. Joint methodological seminars, meetings and events are organised both within the SBGC and between the Mol colleges for the exchange of experience among docents. In order to improve the specific knowledge and skills necessary for the quality teaching of the respective study course, docents are given the opportunity to visit the SBGC structural units and get acquainted with current developments in the real working environment.

In order to meet the requirements of the external normative acts^[2] for the development of professional competence of academic staff, the docents of the SBGC are provided with the opportunity to acquire professional development programmes on innovations in the higher education system, university didactics or management of educational work until the end of their term of election: In 2021, the professional development programme "Innovations in the Higher Education System" was attended by 8 docents, in 2022 the professional development programme "Innovations in the Higher Education System" was attended by 6 docents, and in 2022-2023, the professional development programme "University Didactics: Modern Theories and Practice" - by 7 docents.

SBGC docents are also pursuing Master's studies (in 2023 - 5) and Doctoral studies (in 2022 - 1 docent obtained a Doctoral degree, 1 continues his/her studies). To motivate docents to raise their level of education, a bonus for obtaining a Doctoral degree has been introduced from 2023.

Since 2021, teachers who, in the cases stipulated by the Law on Higher Education Institutions, start working in an academic position without previous teaching experience and education, are provided with initial training for pedagogical work under the guidance of an experienced docent - curator in accordance with the "Docent Orientation Programme for Pedagogical Work at the SBGC" approved by the Director of the SBGC (the programme was completed by 2 teachers in 2021, 3 teachers in 2022, 2 teachers in 2023).

Information on the participation of the SBGC docents in key professional development activities is provided in their CVs (see Annex 2.3.7.2).

The results of the advanced training are summarised by the docents in reports, in which they evaluate the usefulness of the event and make proposals to the management of the SBGC on how to use the experience gained. The knowledge gained during the training and experience exchange events is incorporated into the content of study courses, applied in the study process, research and

methodological work, as well as in the improvement of the activities of the SBGC. For example, by participating in FRONTEX Agency working group meetings in 2020-2024, several SBGC lecturers were involved in the development of FRONTEX training tools and courses (e.g. Entry-Exit System e-learning course, Schengen Borders Code course, Motor Vehicle Violation Detection training course, electronic exercises in the English language professional terminology for FRONTEX Standing Corps category I officers). The developed materials allow the border guards of the European Union improve their practical knowledge in the field of border checks and the English language professional terminology. The teaching materials developed within the working groups have been successfully used in the SBGC study courses "Border checks", "Information technologies", "Foreign language (English)".

Docents of the SBGC Military and Physical Training Subjects Department regularly improve their professional qualification by acquiring the courses offered by the National Armed Forces, for example - Junior Instructor Course, Platoon/Company level Signal man Course, Major Military Incident Medical Management and Support Course. Knowledge, skills and competences acquired within the mentioned courses allow docents successfully conduct the military training to the SBGC students in accordance with the standards of the National Armed Forces and NATO.

[1] Approved by SBG Order No 1552 of 16 December 2015

[2] Cabinet of Ministers Regulation No 569 of 11.09.2018 "Regulations on the Education and Professional Qualifications Required of Teachers and the Procedure for the Development of Teachers' Professional Competence"

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.

Table 2.3.7.1

Teaching Staff Involved in the Implementation of the Study Programme 2023/2024

Appointment status of docent	Assistant	Lecturer	Docent	Guest docent/guest teacher
Number of docents	9	8	5	5

In accordance with the Internal Regulation of the Mol of 13.02.2020 No 1-10/2 "Procedure for Planning the Workload of Teachers and the Number of Teachers" (hereinafter - the Internal Regulation), teachers at the SBGC are *officials with a special rank who hold the position of a docent, lecturer or assistant*. As of the date of submission of the Self-Assessment Report, 27 teachers are involved in the implementation of the study programme corresponding to the study direction. 22

(81%) are elected to academic positions in the SBGC, 5 (19%) are persons who, according to the established legal relations with the SBGC on the basis of a company contract, are engaged in certain pedagogical work, the amount of which does not ensure a full study (teaching) workload and the implementation of pedagogical work requires specific knowledge and practical work experience, or guest docents (guest docents are not included in the SBGC staff).

One docent or 4% of all teaching staff has a doctoral degree, 19 docents (70%) have a master's degree (including one who has started a doctoral programme), seven or 26% have higher education - specialists in the field of professional activity, of whom two have started studies at the master's level. The elected teaching staff are appointed as docents (5), lecturer (8) and assistants (9). For basic information on the teaching staff involved in the implementation of the study direction, see Annex 10. *For biographies of teaching staff, see Annex 31.*

The workload of the academic staff of the SBGC is recorded in accordance with the internal regulations, as well as in compliance with the requirements set out in the Internal Regulation No 3 of the SBGC "Procedure for Planning, Execution, Recording and Control of the Workload of Teachers" dated 02.09.2021.

According to the Internal Regulation, a teacher's workload consists of study work, methodological work, research work and other types of work. The academic (teaching) workload of each teacher is determined in astronomical hours, on the assumption that one academic (teaching) hour corresponds to one astronomical hour. The distribution of the teacher's workload is planned in the Department's work plan for the calendar year, with a calculation of the teacher's planned workload, including methodological and research work. The workload of teachers for the following calendar year is planned by the departments taking into account the measures set out in the workload schedule of the SBGC and the work plans of the SBGC departments and submitted to the Deputy Director (in Teaching Affairs) of the SBGC for approval by 15 December of the current calendar year.

When planning the workload of teachers, the Head of Department ensures that the workload is distributed evenly among teachers in a particular field. If, when planning the workload of teachers in study (teaching) work for the following calendar year, it is found that the number of teachers in a department does not correspond to the planned workload of the department (the planned workload of teachers exceeds the existing number of teachers in the department or the workload is less than the existing number of teachers in the department), the head of the department makes proposals to the Deputy Director (in Teaching Affairs) of the SBGC for an equal distribution of the workload among teachers in a particular field or for specifying the number of teachers. If the workload of a teacher in a short-cycle vocational higher education programme cannot be distributed within the prescribed limits in relation to other educational programmes (this has not yet been the case), the Director of the SBGC determines the workload of a teacher in a short-cycle vocational higher education programme and the proportion of the workload, with justification, by means of an order.

In accordance with Article 9 of the Internal Regulation of the SBGC No 3 "Procedure for Planning, Execution, Recording and Control of the Workload of Teachers" of 02.09.2021, a teacher reports on his/her workload by submitting a workload card to the Head of the Department on a monthly basis. The workload of SBGC teachers is fulfilled and accounted for in accordance with the Internal Regulation. The teacher is personally responsible for ensuring that the actual workload indicated in the workload card is in accordance with the SBGC timetable, the work plan of the SBGC Department and other documents proving the performance of other types of work provided for in the Internal Regulation and proving the actual workload for the reference month. The Head of Department checks and approves the workload card, taking into account the timetables, the workload schedule, the teaching plans, the order documents of the SBG and SBGC, the work plan of the department,

the monthly plan of the SBGC. The whole process is transparent and sound. The Head of Department has access to the study/learning subjects, e-courses for further training, implemented by the teachers of his/her department on the SBGC Moodle e-learning platform, where he/she can be assured of the methodological work.

The workload of teachers is regularly analysed by submitting a quarterly departmental report to the Director of the SBGC, which includes a brief analysis of the results of the sessions held, attendance at optional classes/consultations, usefulness, information on the development or improvement of teaching materials, analysis/conclusions/proposals on the workload of departmental teachers, list of qualification and professional development of academic (teaching) staff, results of scientific research work in the period under review, etc.

On the basis of the departmental reports, a quarterly SBGC order is issued with an overall analysis of teaching activity and an analysis of the total teaching workload for that quarter.

On a semi-annual basis, the Deputy Director (in Teaching Affairs), on the basis of the information provided by the heads of departments on workload fulfilment/non-fulfilment, submits a report to the Director of the SBGC on the summary (analysis) of the planned workload of teachers in study (teaching) work for the following year, as well as proposals for redistribution and equalisation of the workload of teachers or the need to reduce or increase the number of teaching posts or to convert or abolish teaching posts. On the basis of this established workload accounting procedure, 3 posts of heads of departments have been created and filled in 2023 (thus relieving the docents in the departments of this administrative burden for several years), a teacher's post (in the field of technical research of documents) has been introduced, converted into an assistant post and filled in 2023.

See the Statement of Knowledge of the National Language in Annex 29.

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.).

During the studies, all full-time and part-time students of the SBGC are provided with support in study programme acquisition, career development, psychological status maintenance, social guarantees, which is primarily provided by the commander and instructor of the Third Training Company of the SBGC Vocational Education Service, academic staff of the SBGC departments, who regularly and daily monitor the timely and qualitative performance of the study process activities, as well as the observance of mutual and service relations, ethical and behavioural norms.

To support students in study programme acquisition, information sessions are organised for first-year students, providing information on the study process organisation procedure, study programme content, study plan, types of knowledge testing and evaluation criteria, etc. (organised by the SBGC Deputy Director (in Teaching Affairs), the staff of the SBGC Education Coordination Department, officials of the Vocational Education Service); individual consultations, during which the student has the right to receive consultations from docents in relation to the study course outside the class time in accordance with the consultation schedules of docents of the SBGC departments, with prior agreement with the relevant docent (organised by docents of the SBGC

departments); support is provided for students who are failing, i.e. the Head of the Vocational Education Service, the Deputy Director (in Teaching Affairs), the heads of departments regularly (jointly) analyse the students' performance and, if necessary, agree on measures to improve their performance; and for better learning of the course content, students are provided with the opportunity to use a wide range of learning tools and materials, both interactive and paper-based, developed by SBGC docents, as well as other resources available from docents, the SBGC Library Department and the SBGC e-learning system. The infrastructure of the SBGC Sports Centre is available for students to maintain their physical fitness level outside the classroom.

During the study process, the student may encounter difficulties and conflict situations of various kinds, which may affect the course of studies and full engagement in the study process. The students of the SBGC are officers with special ranks and therefore have access to the services of psychologists from the Psychological Support Unit of the Sports and Health Centre of the MoI in order to maintain and promote psychological health and stability and to help them preserve a long professional life. If necessary, students can attend individual counselling sessions, group sessions, psychological training, seminars and lectures. Students of the SBGC are also regularly informed about the activities offered by the Unit, up-to-date information (e.g. leaflets) is posted in public places (information boards) and on the Psychological Support Unit's website (information is available in Latvian only) <https://www.vsc.iem.gov.lv/lv/psihologiska-palidziba>

A favourable microclimate among students is essential for the success of the study process, and is also the basis for maintaining the right psychological environment. The microclimate and mutual friendships are mainly maintained by organising and participating in joint sports events, promotional events and recreational activities (e.g. summer end-of-season competition of the MoI, SBGC, twinning with students from other universities and colleges, charity events, joint training, etc.), allowing students to work together in a group or groups, organise and develop their own ideas to foster friendly cooperation, thus having a psychological and emotional supportive effect.

The observance of moral, ethical and democratic principles, as well as emotional and psychological support for students is ensured and provided by the commanders, instructors and teachers of the training companies of the SBGC, who regularly and daily monitor the observance of mutual and service relations, ethics and behavioural norms. Accordingly, a regulatory framework - the Code of Conduct for Officers with Special Service Rank (Employees) - has been developed, which students are familiarised with and undertake to abide by upon entering the service.

Regularly, at least twice a month, the Head of the Vocational Education Service, the Deputy Director of the SBGC (in Teaching Affairs) and the heads of departments jointly analyse the performance of students and, if necessary, agree on measures to improve performance.

In accordance with the Regulation "Regulations for the Determination of the Cadet with the Best Achievements and Physical Fitness Results of the Vocational Education Service of the State Border Guard College" (approved by SBGC Order No 267 of 23 May 2018), in order to motivate students to conscientiously perform their duties and improve their physical fitness, once a month the cadet with the best achievements and the cadet with the best physical fitness results are determined and awarded.

Training company commanders regularly inform students about the requirements set for study work - they acquaint them with the leading normative documents of the SBG and the SBGC, internal rules of procedure, study content, expected results, principles of study work evaluation, study work organisation, internship opportunities, acquaint them with the material and technical base of the SBGC, library and internet usage opportunities. Support is also provided for social guarantees and

benefits.

The docents and company commanders of the SBGC regularly and on a daily basis monitor the observance of the norms of mutual and service relations, ethics and behaviour of the students and, if necessary, provide psychological and emotional support to the students. Each student has the opportunity to receive individual counselling at the Psychological Support Unit of the Health and Sports Centre of the Ministry of the Interior.

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).

One of the tasks of the SBGC is to promote, coordinate and carry out research activities in the field of national border security within the SBGC and the SBG. As a result, the SBGC pursues its research activities in line with its strategic area of specialisation, namely Civil and Military Defence, through a number of activities:

- applied research by academic staff;
- applied research (qualification thesis development);
- organising international and local conferences;
- participation in international and local conferences;
- participation in joint research with partner countries abroad.

The planning and implementation of research is regulated by SBGC Internal Regulation No 9 of 23.03.2017 "Procedure for the State Border Guard to Order Research" and SBGC Order No 194 of 27.04.2020 "On Research and Methodological Work". As a result, the themes and directions of research carried out by the academic staff and students of the SBGC are in line with the needs of the employer (SBG) and the aim of the study direction.

To promote research activities, the SBGC has been organising an International Research Conference every second year since 2005. Initially, until 2018, the aim of the conference "Innovations in the Professional Training of Border Guards" was to gather information on innovations in the field of professional training of border guards, to promote scientific research and information exchange in the professional field at international level.

Starting from 2018, the international conferences are organised together with the RAT, which has established a close and productive cooperation with the SBGC in the field of education of SBG officials. Taking into account the current trends in the areas of border control and immigration control, as well as the role of Latvia and the SBG in the management and security of the EU external border, the theme of the International Scientific and Practical Conference was broadened, and its name was changed to "Border Security and Management".

During the period under review, three international scientific-practical conferences were held (in 2018, 2020 and 2022), in which scientific reports and presentations on research results and best practices in the development and implementation of innovative solutions in border security and

management, emphasizing issues of immigration challenges and public safety nowadays, the prevention of hybrid threats, integrated border management, the role of cooperation in border security and management, the development of information technology and its importance in strengthening border security, the challenges of educating the personnel of law enforcement agencies, as well as the ethical and psychological aspects of border management, were attended by the long-term foreign cooperation partners of the SBGC from Estonia, Lithuania, Poland and Finland, invited officials of the border guards, customs services and educational institutions of Moldova, Belarus (until 2021), Uzbekistan and Kyrgyzstan, as well as representatives from the Latvian SBG, SBGC, RAT, Riga Technical University, State Police College and College of Fire and Civil Protection. In 2018 and 2022, the conference was also attended by officials from the Frontex Agency, which contributes to the visibility of the SBGC at EU level and increases interest in the conference topics, as well as allows for the future expansion of the conference participants, thus enhancing the SBGC's contribution to the development of research in the field of border security.

Due to the Covid-19 pandemic, the 2020 conference was held in an e-environment, while the 2022 conference was held in a hybrid format.

During the period under review, the results of research presented at international conferences have been summarised and published in three Scientific Journals of Internal Security and Civil Protection "Border Security and Management" in English (20 studies in 2018, incl. 12 articles (including collaborative) by SBGC educators, 20 studies in 2019, incl. 16 articles (including collaborative) by SBGC educators, 14 studies in 2020, incl. 12 articles (including collaborative) by SBGC educators and 14 studies in 2022, incl. 8 articles (including collaborative) by SBGC educators). The Journal "Border Security and Management" is included in the EBSCO database.

For the International Scientific and Practical Conference "Border Security and Management" and the Scientific Journal of Internal Security and Civil Protection "Border Security and Management", SBGC and RAT received the "Latvian Defence and Security Industry Award 2023" in the nomination "Research".

To promote the involvement of students and SBG officials in research activities, the SBGC, in cooperation with the RAT, organises a local scientific and practical conference every two years, which is attended by SBG and SBGC officials, docents and students from the RAT and other Latvian higher education institutions.

Two such conferences were organised during the period under review. The conference proceedings were published in two conference proceedings volumes (20 papers in 2019, 14 papers in 2021).

The journal and proceedings of both international and local conferences are available at the National Library of Latvia.

Academic staff of the SBGC actively participate in scientific conferences organised by other institutions both in Latvia and abroad, as well as in studies of higher education institutions in other countries, e.g., in 2021 three docents of the SBGC participated in the study of the Polish Police Academy (Szczecin) "Providing Education in the Uniformed Services (and Beyond) during the Sars-Cov-2 Coronavirus Pandemic. Studies on the Continuity of Education and Security in Schools and Higher Education Institutions. Forms and Ways of Transforming the Learning Environment as a Consequence of the Pandemic". The aim of the study was to investigate the nature, extent, structure, dynamics and pace of change in educational institutions, with a particular focus on the changes in the organisation and delivery of teaching and learning processes that have occurred as a result of the Sars-Cov-2 pandemic. More detailed information on the research activities of academic staff is included in criterion 2.4.4.

Students work on qualification theses in the fields of border control, immigration control and

asylum, etc. The aim of the qualification thesis is to contribute to the development of students' intellectual potential and to give them a direction for their studies for the first cycle of vocational higher education. More detailed information on students' research work is included in criterion 2.4.5.

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.

Docents of the SBGC are actively involved in scientific research, thus developing the efficiency of the study process. The research process pays particular attention to the development of the digital education process for border guards. In 2018-2022, a docent of the SBGC has developed and defended his doctoral thesis "Development of e-Learning Process in a Militarised Educational Institution" in the sub-discipline of pedagogy (military) of pedagogy science fields. As a result of the research, by studying the pedagogical regularities of the e-learning process development, a theoretically grounded didactic model for the development of digital competence of lecturers in e-learning development in a militarised educational institution was developed. The research included a systematic analysis of the scientific literature on the implementation of the e-learning process, identification of the processes of formation and development of digital competence of docents and their impact factors, development of criteria and indicators for assessing the development of digital competence of docents. The results of the research were validated and are being used in practice for the development of the e-learning process in the SBGC, for example:

1. developing guidelines for the preparation, design and delivery of e-courses;
2. developing guidance for docents on the organisation and implementation of online lectures, and organising methodological workshops for the further dissemination of e-learning good practice examples;
3. organising local and international activities to enhance the digital competences of docents, publishing research results.

In the framework of scientific activities from 2018 to 2021, the Erasmus+ project "Strategic Partnership for Improving e-Learning Systems in Border Guard Educational Institutions No 2018-1-LV01-KA202-047003" in cooperation with the Academy of Security Sciences of Estonia, the Academy of Border and Coast Guard of Finland, the SBG Service of the Mol of Lithuania was successfully implemented, resulting in the collection of good practice examples of e-learning systems improvement. The project improved e-learning systems in border guard educational institutions and improved theoretical knowledge and practical skills of docents in the use of modern e-learning tools, researched, compared and summarised good practice in the planning and implementation of e-learning systems in the border guard educational process, developed guidelines with best practice examples, samples and instructions for the design, development and implementation of e-learning systems and courses, increased theoretical knowledge and practical skills of docents and IT specialists in using Moodle and other e-learning platforms and tools in border guards education. The results of the above research activities are directly related to the improvement of the study process; by studying and summarising the theoretical and practical aspects of the implementation of the e-study process, the e-study process of the SBGC has been significantly improved. Within the framework of the above-mentioned measures, the digital competence of docents has been significantly increased through the implementation of several workshops, access to training resources and continuing education in general has been facilitated,

the interactivity of the training process and training materials has been improved, and the acquired knowledge and experience has been disseminated to other law enforcement institutions.

The docents of the SBGC Department of Border and Immigration Services Subjects regularly carry out research work in the fields of activity of the SBG. As a result of the research work, innovative solutions are proposed to improve the efficiency and quality of the various functions and tasks of the SBG, as well as the implementation of the study courses to be taught. For example, a study was carried out: "Presence Sensing Systems - Utilisation Options, Best Practices". Taking into account that the SBGC is provided with various presence detection systems, which are used in the performance of SBG functions for border surveillance activities in SBG units, the results of the study are used to improve students' theoretical knowledge and practical skills within the study course "Technical Means and Engineering Equipment" in the relevant subjects.

The docents of the SBGC Department of Military and Physical Training Subjects carry out research work related to the implementation of the taught courses and in the field of current activities of the State Border Guard. The research seeks innovative solutions to problematic situations in order to improve the efficiency and quality of the performance of the functions and tasks of the SBG. For example, a study on the integration of military radios in the SBG, "The Role of Military Communications and their Implementation in the State Border Guard", was carried out. The SBGC has received Harris Falcon III military radios, which are used for the practical training "Summer Field Camp" in the framework of the short cycle vocational higher education study programme "Border Guarding". The above-mentioned study examined the positive and negative aspects of the use of military radios and sought solutions for improving their operation and use in the SBG.

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.

Research activities (international and local conferences, seminars, research activities) are defined in the SBGC Strategy, the SBGC Annual Work Plan, the SBG Annual Work Plan, and the SBGC Departments' Work Plans.

With the aim to identify the latest research results and gather best practices in the development and implementation of innovative solutions in border security and management, highlighting the issues of immigration challenges and public security today, prevention of hybrid threats, integrated border management, the role of cooperation in border security and management, the development of information technologies and their role in strengthening border security, as well as highlighting the challenges of education of law enforcement personnel, ethical and psychological aspects of border management, the SBGC in cooperation with RAT has organised and implemented 3 international scientific and practical conferences on "Border Security and Management" every other year since 2005 (the last - on 15-16 May 2018 - in person, on 22 October 2020 - in online format, and on 16 June 2022 - in person and online format).

Participants included long-standing foreign partners from more than 12 countries, incl. Bulgarian,

Estonian, Lithuanian, Polish, Romanian, Finnish, Moldovan Border Police training institutions and units, as well as a representative of the European Border and Coast Guard Agency (Frontex) management and representatives of the European Joint Masters in Strategic Border Management and EU-funded project "Border Management in Central Asia - BOMCA" member states (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan).

Students of the SBGC also participate in the conference as audience members, where they can gain insights from international participants, make contacts and, in order to improve the research part of their qualification theses, ask questions during panel discussions. Students of the SBGC have the opportunity to see best practices in public speaking, which is useful when defending their research results.

The research presented at the conferences has been collected and published in cooperation with the RAT in the Scientific Journal of Internal Security and Civil Protection "Border Security and Management" (ISSN: 2592-8503, Print ISSN:2592-849X) 2022 <http://journals.ru.lv/index.php/BSM>, 2021 <http://journals.ru.lv/index.php/BSM/issue/view/147> 2018 <http://journals.ru.lv/index.php/BSM/issue/view/68>

2018 In 2018, 14 docents of the SBGC submitted 11 research papers to the Scientific Journal of Internal Security and Civil Protection "Border Security and Management", which were developed both as a team of authors and individually. In 2020, the scientific journal included the studies of 12 SBGC docents (7 articles in total), while in 2022, 11 SBGC docents published 8 studies. The Scientific Journal of Internal Security and Civil Protection "Border Security and Management" is also available in the collections of the National Library of Latvia.

The research of representatives of creative foreign cooperation institutions, as well as the opinions expressed by representatives of the FRONTEX Agency, allowed the docents and students of the SBGC to look into the best practices applied by representatives of the Border Guard educational institutions, as well as to highlight global and European issues related to the challenges of immigration and public security today, the prevention of hybrid threats and the role of cooperation in border security and management, thus broadening the professional horizons not only of the docents of the SBGC, but also of the students of the SBGC. The docents of the SBGC integrate the research, findings and statistical data presented at the conference to improve the quality of the content of their courses.

To promote international cooperation in the field of internationalisation of research activities in the SBGC, in 2021, the docents of the SBGC participated in the international study initiated by the Polish Police Academy in Szczytno "Providing Education in the Uniformed Services (and Beyond) during the Sars-Cov-2 Coronavirus Pandemic. Studies on the Continuity of Education and Security in Schools and Higher Education Institutions. Forms and Ways of Transforming the Learning Environment as a Consequence of the Pandemic". The aim of the study was to investigate the nature, extent, structure, dynamics and pace of change in educational institutions, with a particular focus on the changes in the organisation and delivery of teaching and learning processes that have occurred as a result of the Sars-Cov-2 pandemic. During the survey process, the staff of the SBGC (including docents) answered 27 questions, while the management of the SBGC answered 34 questions. The results of the study, analysed by 3 docents of the SBGC, were presented in April 2022 at the International Conference of the Polish Police Academy in Szczytno "Operation of Higher Education Institutions and Police Schools under Covid-19. Where are We Going?"

To promote the development of international partnerships, the Director of the SBGC acted as a member of the Scientific Committee of the International Scientific Conference "Science for Security. Results of Scientific Research and Development Activities" organised by the Polish Police Academy

in Szczecin on 25-26 May 2023.

During 2018-2020, the SBGC implemented the EU Erasmus+ Program Core Activity No. 2 (KA2) Strategic Partnership Project in the professional education sector "Strategic Partnership for Improving e-Learning Systems in Border Guard Training Institutions" (2018-1-LV01-KA202-04A7003). The Project included research, comparison and collection of good practice examples for improving e-learning systems, development of e-learning material development instructions and video tutorials for docents for distance learning, practical trainings for docents demonstrating examples of interactive learning materials development. Within the framework of the Project, guidelines for the organisation of online lectures for SBGC docents were developed, dissemination workshops were organised, and methodological guidelines for the preparation, design and implementation of e-courses were developed (partner countries: Estonia, Finland, Lithuania).

To promote the image of the SBGC at EU level and to enhance its contribution to the development of research in the field of border security, the academic staff of the SBGC participate annually in scientific and practical conferences organised by the partner institutions, both as audience members and by presenting research papers: at the international scientific hybrid conferences organised in the framework of M.Romeris University scientific forums: "Contemporary Paradigms in Public Safety" (April 2023), "Contemporary Paradigms in Public Safety" (April 2022), "Challenges in Public Safety: Theoretical and Practical Aspects" (April 2021) (research presented by a SBGC docent); at the Estonian Academy of Security Sciences international hybrid conferences "Path to a Safer Future" (October 2023), "Security Education and Education in Security" (November 2022), "30 Years of Secure Freedom" (December 2021), "Safe in Crisis" (December 2020); Participation in the conference organised by the Estonian Academy of Security Sciences and the European Migration Network: "Rethinking Migration: the Need for Innovation in Migration and Asylum" (January 2022); at the hybrid conferences organised by the Polish Police Academy in Szczytno "Science for Security. Results of Scientific Research and Development Activities" (May 2023), "Education in a Pandemic. New Phenomena, Threats and Opportunities. Perspectives of Education (and Beyond) for Public Services" (April 2021); CEPOL's Research and Science Online Conference "Pandemic Effects on Law Enforcement Training & Practice: Taking Early Stock from a Research Perspective" (May 2021); European Research and Science Conference "Preparing Law Enforcement for the Digital Age" (June 2022).

It should be noted that a large part of the students of the SBGC include research results from foreign border and coast guard authorities, including statistical data and issues, in their qualification theses, but difficulties were noted in the accessibility of some data, due to restrictions on the dissemination of classified information between different public services in different countries (access and authorisation takes several months).

From 2021 onwards, as a result of the Sars-Cov-2 pandemic, a number of planned scientific and practical conferences have been changed from a face-to-face to a hybrid format, thus attracting more audiences and saving financial resources for institutions.

In line with the SBGC Strategic Priority 1 of the SBGC Operational Strategy 2024-2028 "Developing a high-quality, modern and sustainable border guard education system and resource management" (process "Promote the SBGC international and internal cooperation for internationalisation of studies, professional education and research"), it is planned to continue international cooperation in the field of research, e.g. every second year in cooperation with RAT organising International scientific and practical conference "Border Security and Management", participating in international scientific conferences organised by other institutions, as well as participating in research projects proposed by foreign partner institutions.

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.

Research work is one of the types of workload that is compulsory for teachers at the SBGC. The main directions of research work of the SBGC docents are identification of research topics, development of research, participation in international and local conferences organised by the SBGC and other educational institutions (see criterion 2.4.1), publication and validation of research results, participation in joint research with SBGC cooperating educational institutions and supervision of qualification theses of SBGC students.

The planning and implementation of research work of the teaching staff of the SBGC is based on the Internal Regulation of the Ministry of Education No 1-10/2 of 13.02.2020 "Procedure for Planning the Workload and Number of Teachers", SBGC Order No 194 of 27.04.2020 "On Research and Methodological Work", "Methodological Instructions for Conducting Research Work by the Academic Staff of the State Border Guard College" approved by SBGC Order No 609 of 06.12.2022, "Methodological Instructions for the Development and Defence of a Qualification Thesis and Report" approved by SBGC Order No 30 of 18.01.2022 "On Methodological Instructions for the Development of a Qualification Thesis and Report".

The topics and directions of the docents' applied research are defined in the annual work plans of the SBGC departments. The results of both individual and joint research of the docents are published in the scientific journal of the international conference organised by the SBGC and in the proceedings of local conferences, as well as in the proceedings of conferences organised by other institutions and other countries. The joint scientific publications of the docents are both interdisciplinary and in related fields, such as border control, border surveillance, immigration control, etc.

Participation in conferences organised by the SBGC and publication of articles in conference proceedings are free of charge for SBGC docents. In some cases, the participation of SBGC docents in conferences organised by other institutions is paid for as far as possible.

SBGC docents use their own and their colleagues' publications and researches in the study process - for the improvement of study courses, updating the teaching content, enriching the students' experience. The teaching materials developed by the docents facilitate the learning process of the students, contribute to their theoretical knowledge and strengthen it.

One of the motivating factors for SBGC docents to engage in research is the career development opportunities. According to the "Regulations for the Election of Academic Staff" of the SBGC, the results of research work are one of the criteria for assessing the suitability of candidates' qualifications and professional experience for the position (for which they are applying) in the re-election of academic staff or when a docent is applying for a higher position.

A summary of the quantitative data on the number of docents in the SBGC can be found in Table 2.4.4.1.

Table 2.4.4.1

Results of Research Work of Academic Staff of SBGC

Year	Participation in conferences	Published research articles	Supervising qualification theses of SBGC students
2018	8	17	37
2019	6	15	18
2020	7	11	43
2021	12	8	35
2022	19	7	15
2023			37

See Annex 11 for a summary of the quantitative data on research by SBGC docents.

In Annex 12, information (list of academic staff) on each academic staff member's scientific publications related to the study programme in peer-reviewed journals, participation in conferences and projects during the last six years is given.

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.

The content and scope of the research work of SBGC students is determined by the content of the study programme. As part of their studies, students are required to produce reports, and at the end of their studies they are required to produce and defend a qualification thesis. Presentations are essential not only for developing skills in analysing and presenting information, but also for preparing students to carry out research work - a qualification thesis.

In their qualification theses, SBGC students present independently carried out research that addresses a topical and specific problem relevant to their specialisation. Each year, the SBGC Council (in cooperation with the employer) proposes to the students topical subjects for the qualification thesis, designed (defined) with the participation of the students, thus promoting their involvement in applied research. Each year, the best student qualification theses are also assessed and their authors and supervisors are awarded (in 2018 - 1 author of a qualification thesis, in 2019 - 1 author of a qualification thesis, in 2021 - 2 authors of qualification theses, in 2022 - 3 authors of qualification theses and in 2023 - 2 authors of qualification theses. See Annex 13). The best qualification theses, their conclusions and proposals are forwarded to SBG units for further development in the internal legal framework of the SBG, thus making a research contribution to the development of the core business functions of the institution.

To promote students' involvement in research activities, the SBGC, in cooperation with the RAT, organises a local scientific and practical conference every two years, where students have the opportunity to participate and share the results of research carried out during the development of their qualification thesis.

Two such conferences were organised during the period under review. The conference proceedings were published in two conference proceedings volumes (20 papers in 2019, including 10 papers by SBGC students; 14 papers in 2021, including 4 papers by SBGC students. See Annex 14).

Two SBGC graduates have participated in LAC student conferences, presenting research in 2022 and 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 the provision and implementation of the study process, sufficient attention is paid to the use of innovative solutions, both product innovations and process innovations, for the successful achievement of the aim of the study direction.

Product innovation is mainly used to improve the material and resource base of the SBGC:

- new specialised and technical equipment is purchased for border and immigration control, as well as military equipment and inventory, e.g. in 2021, the SBGC was provided with Harris Falcon III military radios, which are used in the training of SBGC students during the "Summer Field Camp" practical sessions. The training and use of these radios allows students to understand and implement the process of integration in the field of communication with the NAF units;
- classrooms are equipped with modern learning technology, such as conference webcams, which were particularly important for distance learning or hybrid classes during the Covid-19 pandemic;
- specialised classes are created, e.g. In 2022, an EROSUR classroom was set up in the SBGC, equipped with a multifunctional video projector system and 20 workstation kits, allowing students to gain practical skills in working with the components of EUROSUR and the Border Monitoring and Control System (working with the digital map, inserting and circulating information, etc.), and a model of the Operational Management Unit was created, equipped with the appropriate technical means and information systems, which allows students to develop practical skills in performing the tasks of the Operational Management Unit, in organising and carrying out the information flow, in decision-making, in various border and immigration control situations, in controlling the operation of technical means and processing the information obtained, in using information systems, in managing assignments, in decision-making.

In order to improve the organisation of the internship of SBGC students, making it transparent for all stakeholders - the SBG and SBGC officials involved in its implementation, the SBGC Informatics and Communications Unit in cooperation with the SBGC Department of Border and Immigration Services Subjects developed and validated an electronic internship record-keeping system (PrUS).

Another of the directions of innovation of the SBGC is related to the full integration of the potential of the digital education process in the study process of border guards. As a process innovation, the SBGC e-learning system has been modernised and since 2019 the SBGC e-learning system has been updated with the H5P interactive learning module. Through this module, SBGC docents develop interactive learning tools that provide learners with immediate feedback, such as:

- Interactive presentation H5P - the presentation includes both a theoretical presentation and an interaction layer that allows learners to self-test their knowledge. Docents actively use interactions such as missing words, word movement, multiple choice questions, etc.
- Interactive video, where docents design interactive tasks, e.g. the video is automatically paused and a knowledge test question is displayed while the video is being watched, and cannot be watched again if the student gives a wrong answer. If the answer is incorrect, students must resume watching the video, follow the video carefully and only if the answer is correct will they be able to continue watching the video.
- A branching scenario - docents design a learning game, which leads students to the end result of the game through various complex stages, where they have to answer questions designed by the docent. If the answer is incorrect, the student must restart from the section (scenario) where the mistake was made. These types of scenarios are used by docents to simulate practical border guard activities in order to provide students with the opportunity to be aware of and practise situations based on real working environments.

The results of the surveys show that such innovations facilitate the study process for students at the SBGC. In surveys, students say it becomes more interactive, there are more opportunities for self-learning, electronic learning tools give them the chance to test and improve their knowledge, interactive games are fun and motivate them to further their studies.

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.

Within the framework of the study direction, the SBGC cooperates most closely with the following Latvian educational institutions and bodies:

1. RAT;
2. National Police College (NPC);
3. College of Fire and Civil Protection (CFCP);
4. NAF, incl. National Defence Academy (NDA)
5. SBG[\[1\]](#);
6. LAC;
7. Trade Union of Internal Affairs Workers in Latvia (TUIAWL).

The SBGC, NPC, CFCEP and RAT have signed cooperation agreements, within the framework of which representatives of these educational institutions participate in conferences and experience exchange events organised by the parties, various joint student events are organised, and cooperation within student self-governments of educational institutions takes place. The aim of cooperation between educational institutions is to develop mutually beneficial cooperation in the field of professional training of staff and the strengthening of mutual contacts.

In cooperation with the RAT, the development of scientific research activities is particularly noteworthy - jointly with the RAT, international scientific research conferences of the SBGC and scientific and practical conferences of SBG officials, lecturers and students of Latvian higher education institutions are organised. In 2022, the Federation of Security and Defence Industries awarded the SBGC and the RAT in the "Research" category for the international scientific and practical conference "Border Security and Management" and the Scientific Journal of Internal Security and Civil Protection "*Border Security and Management*". It is also important to note the cooperation between the SBGC and the RAT in ensuring the continuity of education of border guards - the educational institutions cooperate in the development of the first cycle bachelor study programme for graduates of the SBGC study programme, as well as the RAT provides an opportunity for graduates of the SBGC study programme to continue their studies at later stages in the first cycle vocational higher education study programmes implemented by the RAT.

In cooperation with the colleges of the MoI, special mention should be made of the annual joint tactical training for students of the SBGC, the NPC and the CFCEP, which familiarises students with the competences and specifics of work of the SBG, the State Police and the State Fire and Rescue Service, and promotes inter-institutional cooperation in the performance of official duties. The valuable support provided by the cooperation partners in preparing students for current emergency situations should also be mentioned, for example, in response to the massive increase in illegal immigration at the state border, in 2021 and 2022 the SBGC organised several practical training sessions "Crowd Control" for SBGC students, which allowed to develop and promote students' cooperation skills and improve coordinated action in the performance of various tasks, taking care of the security of Latvia and its citizens.

Cooperation between the SBGC and the NAF, including with the NDA, is based on the Interdepartmental Agreement on Training of SBG and NAF officials, ensuring mutual training of personnel. According to the SBG Law, border guards are obliged to undergo special military training agreed with the NAF. In order to ensure fulfilment of this requirement, the study programme includes practical classes "Summer Field Camp", the content of which is coordinated with the NAF and the NAF (NDA) provides support for their implementation. Both students and docents of the SBGC have the opportunity to participate in military training organised by the NAF, and docents of the SBGC - to attend professional development courses of the NAF.

The SBGC is a member of the LAC in accordance with a LAC statutes.^[2] The Director of the SBGC regularly participates in events organised by the LAC on the current issues, development and improvement of the colleges' activities, as well as on the improvement of their efficiency. The LAC makes a significant contribution to the promotion of scientific research activities in colleges - in 2021, the LAC organised a public lecture-seminar "Fundamentals of Scientific Research" for students and academic staff of the SBGC, students of the SBGC participate in the LAC student conferences (2022, 2023) and other events.

In the implementation of the study programme, the SBGC cooperates most closely with the employer - the SBG:

- representatives of the SBG are active in the SBGC Council - in education and research issues, including regular development of the study programme, reviewing and approving changes

made to it, selection and election of academic staff;

- employers participate in the development and improvement of the qualification requirements for the border guard profession;
- in accordance with the tripartite agreement between the SBG, the SBGC and the student, the SBG provides students with internships and future service positions[3];
- representatives of the SBG participate in the work of the vocational qualification examination board;
- the heads of SBG units (employers) and graduates regularly participate in surveys conducted by the SBGC, assessing the relevance of the education and study programme to the actual working conditions and providing suggestions for improving both the content of the study programme and the study process;
- the SBG provides the SBGC with up-to-date service documentation, technical means, equipment and facilities used in border protection;
- the SBG provides SBGC docents with the opportunity to participate in various qualification improvement activities organised by the SBG, including internships in SBG units, in order to get acquainted with their current activities and obtain information necessary for the study process, thus promoting the quality of vocational education and the link with the real working environment;
- the most important issues related to studies are raised by the Director of the SBGC at monthly and weekly service meetings of the Head of the SBG, the SBG management and the heads of the territorial administrations.

Both the docents and students of the SBGC cooperate with the TUIAWL, whose main task is to represent and protect the professional, service, labour, economic social rights and legitimate interests of its members.

Successful cooperation with the above-mentioned institutions and bodies contributes to the development of the study direction, ensures the achievement of high-quality study programme results, promotes the professional competence of docents and students, including the development of research skills.

See Annex 15 for the list of cooperation agreements.

[1] Regulations of the Cabinet of Ministers No. 756 of 19.12.2023. "Regulations of the State Border Guard College"

[2] <http://kolasoc.lv/lv/statuti> (information in Latvian only)

[3] Agreement on full-time studies at the State Border Guard College and subsequent service in the State Border Guard

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.

The field of international cooperation of the SBGC is regulated by the regulatory enactments and order documents of the SBG and the SBGC (*the basic document - Internal Regulation of the State Border Guard No 20 of 10 September 2014 "Regulations on International Cooperation between the State Border Guard and the State Border Guard College"*). The choice of international partners for the SBGC, including for international projects, is focused on educational institutions that are implementing formal education programmes that are related or relevant to the SBGC. In the selection of cooperation partners the SBGC takes into account the following criteria:

- the institution's experience in implementing professional education incl. higher education programmes for border guards;
- the institution's experience in providing training to improve the interoperability of border guards with other institutions;
- the institution's activity in research and project implementation;
- the location of the institution (mainly cooperation is established with institutions from the Baltic region);
- the institution's experience in integrating European Union standards for the professional training of border guards.

Actions based on the SBGC Cooperation Action Plans:

During the evaluation period the staff and students of the SBGC implemented the activities included in the annual International Cooperation Action Plans (based on the Cooperation Agreements/MOUs) and those initiated outside the Cooperation Action Plans with the cooperation educational institutions of the SBGC abroad:

- Public Security Academy of M. Romeris University of the Republic of Lithuania;
- Border Guard School of the Border Guard Service of the Republic of Lithuania;
- Polish Border Guard Training Centre;
- College of Police and Border Guard of the Estonian Academy of Security Sciences;
- Academy of Border and Coast Guard of the Republic of Finland.

Within the framework of the Cooperation Action Plans, the involvement of the staff of the institutions in conferences, seminars, experience exchange events, development of training materials, professional competitions for staff and students, project activities, joint training, including for students, management meetings is planned.

Based on the Cooperation Action Plans for 2023, the SBGC docents were involved in 5 events (excluding international projects), 11 in 2022, 4 in 2021, 3 in 2020, 7 in 2019 and 10 in 2018. SBGC students participated in the international training module "Cooperation in Border Management and Civil Crisis Management Module" organised by the Border and Coast Guard Academy of Finland (2019), professional sports competitions for border guards of the three Baltic States Border Guard training institutions (2022, Lithuania, 2019, Latvia), as well as visits of foreign representatives to the SBGC study programme events, e.g. SBG Border Guard Assignment Competition (2022, 2019, 2018), lectures given by visiting docents in the framework of international projects of the SBGC, international conference "Border Security and Management" organised by the SBGC (2022, 2018).

The students of the SBGC appreciated their involvement in the above-mentioned events, noting the opportunity to put into practice the knowledge and skills acquired during their studies in an international environment, developing the interoperability that is so important for every border guard.

Actions based on SBG Cooperation Action Plans:

SBGC cooperation activities with non-EU countries (Moldova, Georgia, until 2021 - Belarus, Ukraine)

are defined in the cooperation documents concluded by the SBG. The format of the cooperation activities is determined by the current situation in law enforcement bodies and educational institutions.

The SBGC implemented activities (exchange visits, conducting training sessions, participation in the international conference "Border Security and Management" organised by the SBGC) with law enforcement officials from Moldova, Belarus, Ukraine, where the topics of the events included the introduction and provision of remote training, attracting law enforcement officials to the service, introduction and use of information technologies and systems in the training process, tactics for the use of technical tools.

Measures implemented by the Frontex Agency:

Given that the content of the SBGC study programme is designed in accordance with the requirements of the EU and Frontex Agency regarding the education of EU border guards and coast guards, SBGC docents participate in conferences, seminars, task forces, trainings and studies organised by Frontex Agency through the SBG. In order to harmonise border and coast guard education systems in EU Member States, the SBGC docents are involved in the development, updating and implementation of Frontex Agency common training standards for border control authorities. Since 2017, the SBGC is also a partner agency of Frontex. In 2023, SBGC docents participated in 12 Frontex Agency events, 22 in 2022, 14 in 2021, 21 in 2020, 29 in 2019 and 25 in 2018.

The secondment of SBGC docents to Frontex joint operations (Terra 2023, Terra 2022, Flexible Operational Activities Land 2021) is a contribution to the security of the EU's external borders and is a strategic task not only at national or regional level, but at the level of border and coast guard structures across Europe.

Involvement of the SBGC in international projects:

The international cooperation and internationalisation policy of the SBGC is also based on the Erasmus Charter for Higher Education 2021-2027 (2014-2020) issued by the EC, which provides the opportunity to implement Erasmus+ activities in the higher education sector. The SBGC, having assessed the study programmes implemented by the educational institution and the benefits of potential mobility participants, in order to implement staff mobility, in late 2022 and early 2023 concluded Erasmus+ Interinstitutional Agreements with M.Romeris University in Lithuania, the Academy of Security Sciences in Estonia, the Police Academy in Poland, the "Alexandru Ioan Cuza" Police Academy in Romania, the Academy of the Ministry of Interior in Bulgaria. Most teaching mobility is in the fields of law, security, languages, ICT, social/psychology.

In the Erasmus+ programme activities, the SBGC docents were involved not only in staff mobility projects (2018-1-LV01-KA103-046740, 2019-1-LV01-KA103-060098, 2020-1-LV01-KA103-077217, 2021-1-LV01-KA131-HED-000005120, 2023-1-LV01-KA131-HED-000114584), but also in Strategic Partnership projects, both as managing authority and as partner country (managing authority: 2018-1-LV01-KA202-047003, partner country: PL01-KA202-051167). To provide the widest possible range of mobility options, the SBGC will continue to work on increasing the range of Erasmus+ partner institutions (taking into account the strategic vision of the management of the SBGC and the SBG).

As experts, SBGC docents are involved in the implementation of projects coordinated by the SBG/SBGC, participating in the activities of the Border Management Programme for Central Asia (BOMCA-10), the EC and Polish Border Guard project "Improving the Performance of Immigration Liaison Officers in Vietnam/EURLO Vietnam", PROMETHEUS 2 project activities, the Latvia-Lithuania-Belarus Neighbourhood Programme and Nordplus Programme activities.

Involvement of the SBGC in events organised by other institutions/organisations:

SBGC docents also participate in online and face-to-face events organised by international organisations and foreign institutions, e.g. EU Agency for Law Enforcement Training (CEPOL), International Law Enforcement Academy, US National Nuclear Security Administration, US Customs and Border Protection, Organisation for Security and Cooperation in Europe, Association of European Universities or the EC. In 2023, SBGC docents participated in 23 events organized by international organizations and foreign institutions, in 2022-21, 2021-27, 2020-6, 2019-10 events.

During the evaluation period, 8 foreign docents (4 within the Erasmus+ programme (Lithuania, Estonia), 1 from the USA, 1 from the Frontex Agency, 2 from the BOMCA-10 project) lectured at various courses for students of the SBGC.

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.

Based on the Erasmus Charter for Higher Education 2021-2027 issued by the European Commission, which enables the SBGC to implement Erasmus+ activities in the higher education sector, and taking into account the SBGC Erasmus Policy Statement, the SBGC, assessing the study programmes implemented by the educational institution and the benefits of potential mobility participants, with a view to implementing reciprocal mobility of general staff and docents, re-signed in late 2022 and early 2023 the Erasmus+ Interinstitutional Agreements with M. Romeris University in Lithuania, the Academy of Security Sciences in Estonia, the Police Academy in Poland (Szczecin), the "Alexandru Ioan Cuza" Police Academy in Romania (Bucharest), the Academy of the Ministry of Interior in Bulgaria (Sofia). Erasmus+ activities with partner institutions abroad were also carried out during the previous Erasmus Higher Education Charter 2014-2020 period.

During the evaluation period, the Erasmus+ funding for staff mobility projects was actively used by the staff of the SBGC during their visits to the Erasmus+ partner institutions. 23 outbound teaching mobilities were carried out in the areas of law, security, defence, languages, social, information and communication technologies (areas defined in the Erasmus+ Interinstitutional Agreements). During the mobility, docents improved their professional skills, gave lectures and shared their experience with foreign students and docents, improved their knowledge and skills in the field, got acquainted with the best practices of the host higher education institution/structure in topical areas, analysed and made proposals to maintain the relevance of the content of the educational programme implemented by the SBGC.

As part of the Erasmus+ mobility of docents, five docents from foreign cooperation educational institutions (Lithuania, Estonia) gave lectures in the fields of ethics, psychology, profiling, law and legislation to the students of the SBGC (2022,2023).

Challenges in EU border security issues call for strengthening efforts to enhance existing communication and interoperability among law enforcement educational institutions, which is why the SBGC, as part of the Nordic Council of Ministers' Nordplus Programme, is implementing mobility projects for docents (and also SBGC students in the 2023/2024 project) aimed at strengthening cooperation between the Nordic and Baltic countries. The mobility projects implemented by the

SBGC cover areas that are relevant and topical for SBGC docents (migration, asylum processes, identification and profiling, risk analysis, intercultural communication, application of a foreign language (English terminology) in non-standard border crossing situations, technical document verification, development of the content of SBGC e-learning courses (10 SBGC Nordplus Programme docent mobilities have been implemented from 2019 to 2023). Details on the number of inbound and outbound mobility of SBGC docents can be found in Annex 16

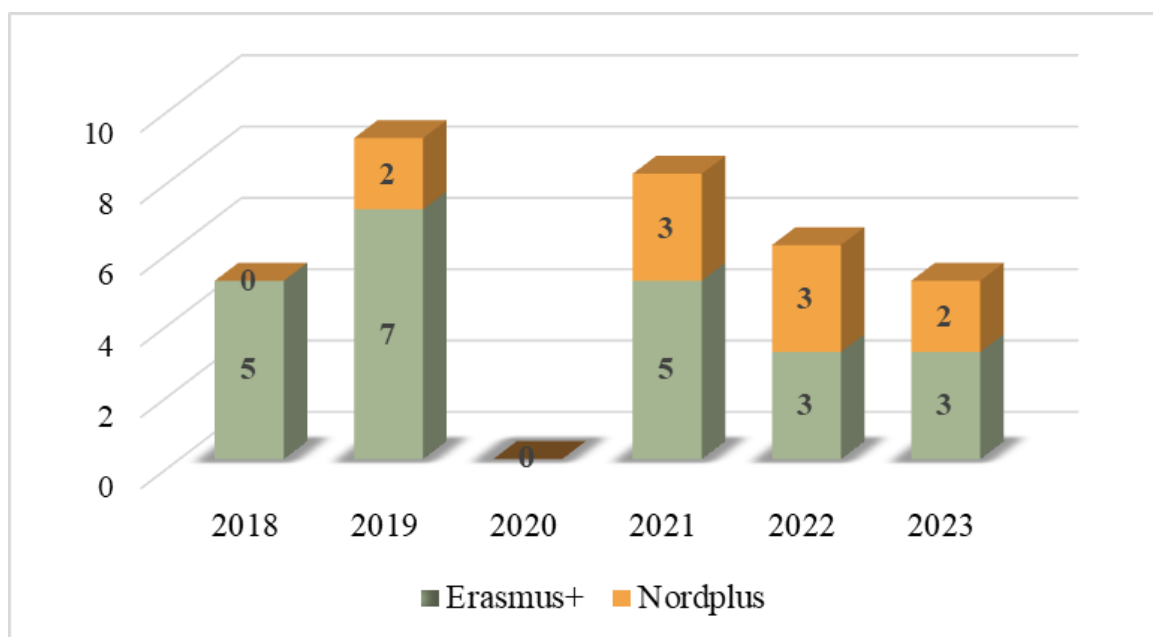


Figure 2.5.3.1. Outbound Mobility of SBGC Docents in Erasmus+ and Nordplus Projects

Figure 2.5.3.1 shows that the SBGC docents benefit from both Erasmus+ and Nordplus docent mobility opportunities each year, but it has to be acknowledged that the Nordplus mobility projects approved by the SBGC do not cover as wide a range of participating docents as the Erasmus+ mobility projects do. This trend is due to the specificities of the Nordplus Programme project application and implementation.

The application and selection procedures for the Erasmus+ staff mobility of the SBGC are in accordance with the SBGC Order No 210 of 15 May 2020 "On Application and Selection Procedures for Erasmus+ Learning Mobility in Higher Education", while the Nordplus activities are in accordance with the specific project application. The international cooperation of the State Border Guard is regulated by the order documents of the SBG and the SBGC (*Internal Regulation of the State Border Guard No 20 of 10 September 2014 "Regulations on International Cooperation between the State Border Guard and the State Border Guard College"*). The planning, implementation and reporting arrangements for project docent mobilities are based on a set of project-specific requirements: Erasmus+ Programme Guidelines/Nordplus Programme Handbook.

The participation of SBGC docents in learning mobility projects is influenced by their involvement in other core and additional tasks of the SBGC, as well as by their English language skills (ability/inability to deliver lectures in a foreign language). The year 2020 was a time of pandemic, when international cooperation (including project activities) of the SBGC was limited or suspended.

Given the specific nature of the SBGC study programme, the number of foreign partner institutions with related, relevant higher education programmes is limited. It should be mentioned that some of the higher education institutions contacted by the SBGC did not show interest in participating in foreign projects, therefore, in order to ensure a wider transfer of knowledge and competences in the sector, one of the priorities mentioned in the SBGC Erasmus Policy Statement is to increase the number of Erasmus+ partner institutions.

There are no major difficulties in the planning, implementation and reporting phases of Erasmus+, Nordplus mobilities that would affect the absorption of project funds.

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

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

The recommendations included in the Experts' joint report on the evaluation of the first-level professional higher education study programme "Border Guarding" on 22 February 2012 have been fulfilled. To implement the recommendations the following areas were improved and further developed:

- the quality of students' knowledge assessment;
- the quality of students' qualification papers;
- students' activity in research work;
- the provision of computers and Internet in the SBGC;
- internationalisation of the study process.

Following the recommendations of the Expert Committee, the content of the SBGC e-learning environment was improved, i.e. students have access to the information related to the study programme (course descriptions, final examination programmes, various digital and interactive learning resources), thus making the learning process more comprehensible, as well as created student-friendly learning environment meets the needs of students with different learning styles.

Modernization of the SBGC computer equipment (in classrooms, and for docents) and the Internet access enabled both students and docents widely use the learning resources available on the Internet, as well as enhanced the development and use of distance learning in the implementation of study programmes, which was particularly relevant during the Covid-19 pandemic. After the end of the Covid-19 pandemic, the online platform Cisco Webex has been actively used by the SBGC lecturers and students in order to participate in remote meetings, e.g. SBGC council meetings, seminars, conferences, etc.

Particular attention was paid to the improvement of students' research work, i.e. to the improvement of the quality of qualification papers, as well as to more active participation of students in conferences. In order to improve the quality of qualification papers, ensuring their compliance with the scientific scheme, the Methodological instructions for the elaboration and defence of qualification papers and reports were updated several times, the practice of organising informative classes on latest tendencies in the development of qualification papers, organising pre-defence of qualification papers, classes regarding aspects that have to be taken into account during the defence of qualification papers for both qualification paper supervisors and 2nd year students

were introduced. Since 2023, State Border Guard officers - experts have been involved as consultants in the development of qualification papers. The State Border Guard officers - experts are also involved in delivering classes on certain topics of study courses, thus increasing the link between theoretical studies and practical work-related environment and the current operational situation at the state border. It allows students to get introduced to the experience of officers in certain areas, e.g. in the field of immigration control in relation to the implementation and control of removal procedures, as well as the preparation and issuance of a decision on forced removal.

The implementation of internationalisation principles in the study process has significantly increased the number of Erasmus+ foreign lecturers' mobility, thus the SBGC students have the opportunity to participate in lectures conducted by foreign lecturers, gain knowledge about the specifics of activities carried out by foreign border control services, as well as acquire skills to interact/communicate in a multinational environment, while lecturers have opportunity to exchange experience in both methodological and research work.

Detailed summary of the implementation of the Experts' Recommendations is available in Annex 33.

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

(Not applicable)

Annexes

I - Information on the Higher Education Institution/ College		
Information on the implementation of the study field in the branches of the higher education institution/ college (if applicable)		
List of the governing regulatory enactments and regulations of the higher education institution/ college	2.Pielikums VRK iekšējo normatīvo aktu saraksts ENG.docx	2.Pielikums VRK iekšējo normatīvo aktu saraksts.docx
The management structure of the higher education institution/ college	1.Pielikums VRK struktūrhēma ENG.docx	1.Pielikums VRK struktūrhēma.docx
II - Description of the Study Field - 2.1. Management of the Study Field		
Plan for the development of the study field (if applicable)	3.Pielikums SV attīstības plāns ENG.docx	3.Pielikums SV attīstības plāns.docx
The management structure of the study field	1.Pielikums VRK struktūrhēma ENG.docx	1.Pielikums VRK struktūrhēma.docx
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.	28.Pielikums Sadarbības līgums VRK RTA_ENG.doc	28.Pielikums VRK_02.11.2023_158 sadarbības līgums RTA_edoc.edoc
A document certifying that the higher education institution or college guarantees compensation for losses to students if the study programme is not accredited or the study programme license is revoked due to actions (actions or omissions) of the higher education institution or college and the student does not wish to continue studies in another study programme.	27.Pielikums Apliecinājums zaudējumu kompensācija_ENG.docx	27.Pielikums _apliecinājums par zaudējumu kompensēšanu studējošajiem_edoc.edoc
Standard sample of study agreement	4.Pielikums Līgums par pilna laika studijām_ENG.doc	4.Pielikums Līgums par pilna laika studijām.doc
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	9.Pielikums Analīze par studējošo, absolventu un darba devēju aptauju rezultātiem_ENG.docx	9.Pielikums Analīze par studējošo, absolventu un darba devēju aptauju rezultātiem.docx
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	10.Pielikums VRK mācībspēki_ENG.xlsx	10.Pielikums VRK mācībspēki.xlsx
Biographies of the teaching staff members (Curriculum Vitae in Europass format)	Docētāju_CV_ENG.zip	Docētāju 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.	29.Pielikums Apliecinājums par valsts valodas zināšanām_ENG.docx	29.Pielikums Pielikums Apliecinājums par valsts valodas zināšanām edoc.edoc
A statement of the higher education institution/ college on the respective foreign language skills of the teaching staff involved in the implementation of the study programme at least at B2 level according to the European Language Proficiency Assessment levels (level distribution is available on the website www.europass.lv, if the study programme or part thereof is implemented)		
II - Description of the Study Field - 2.4. Scientific Research and Artistic Creation		
Summary of quantitative data on scientific and/ or applied research and / or artistic creation activities corresponding to the study field in the reporting period.	11.Pielikums. VRK mācībspēka kvantitatīvo datu apkopojums par pētniecisko darbu_ENG.docx	11.Pielikums VRK mācībspēka kvantitatīvo datu apkopojums par pētniecisko darbu.docx
List of the publications, patents, and artistic creations of the teaching staff over the reporting period.	12.Pielikums Macībspēku zinātniskās publikācijas ENG.docx	12.Pielikums Mācībspēku zinātniskās publikācijas.docx
II - Description of the Study Field - 2.5. Cooperation and Internationalisation		
List of cooperation agreements, including the agreements for providing internship	15.Pielikums Sadarbības līgumu saraksts_ENG.docx	15.Pielikums Sadarbības līgumu saraksts.docx
Statistical data on the teaching staff and the students from abroad	Statistikas dati par ārvalstu studējošajiem un mācībspēkiem ENG.docx	Statistikas dati par ārvalstu studējošajiem un mācībspēkiem LV.docx
Statistical data on the incoming and outgoing mobility of students (by specifying the study programmes)	Statistikas dati par studējošo izejošo un ienākošo mobilitāti (norādot studiju programmas) ENG.docx	Statistikas dati par studējošo izejošo un ienākošo mobilitāti (norādot studiju programmas) LV.docx
Statistical data on the incoming and outgoing mobility of the teaching staff	16.pielikums VRK ienākošās un izejošās docētāju mobilitātes_ENG.xlsx	16.pielikums VRK ienākošās un izejošās docētāju mobilitātes.xlsx
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.	33.Pielikums Rekomendāciju izpilde_ENG.docx	33.Pielikums Rekomendāciju izpilde.docx
An application for the evaluation of the study field signed with a secure electronic signature	10.06.2024_23.8-13.71_685 iesniegums.edoc	10.06.2024_23.8-13.71_685 iesniegums.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
Studiju līguma tipveida paraugs nepilna laika studējošajiem LV	5.Pielikums Līgums par nepilna laika studijām.pdf
Studiju līguma tipveida paraugs nepilna laika studējošajiem ENG	5.pielikums. Līgums par nepilna laika studijām_ENG.doc
6.Pielikums VRK pavēle par katedru atskaitēm (tajās iekļaujamā informācija)	6.Pielikums Pavēle par VRK katedru atskaitēm.pdf
6.Pielikums VRK pavēle par katedru atskaitēm (tajās iekļaujamā informācija) ENG	6. Pielikums VRK pavēle par katedru atskaitēm_ENG.docx
7.Pielikums Nodarbības hospitēšanas lapa	7.Pielikums Nodarbības hospitēšanas lapa.doc
7.Pielikums Nodarbības hospitēšanas lapa ENG	7.Pielikums Nodarbibas hospitesanas lapa ENG.docx
8.Pielikums Aptaujas veidlapa VRK studējošajiem pirms izlaiduma	8.Pielikums Aptaujas veidlapa VRK studējošajiem pirms izlaiduma.docx
8.Pielikums Aptaujas veidlapa VRK studējošajiem pirms izlaiduma ENG	8.Pielikums Aptaujas veidlapa studējošajiem pirms izlaiduma_ENG.docx
13.Pielikums Labākie VRK studējošo kvalifikācijas darbi	13.Pielikums Labākie VRK studējošo kvalifikācijas darbi.docx
13.Pielikums Labākie VRK studējošo kvalifikācijas darbi ENG	13.Pielikums Labākie VRK studējošo kvalifikācijas darbi_ENG.docx
14. Pielikums VRK studējošo publikācijas konferenču krājumos	14. Pielikums VRK studējošo publikācijas konferenču krājumos.docx
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Border guarding (41861)

Study field	<i>Internal Security and Civil Protection</i>
ProcedureStudyProgram.Name	<i>Border guarding</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>Daiga</i>
Surname of the study programme director	<i>Kupcāne</i>
E-mail of the study programme director	<i>daiga.kupcane@rs.gov.lv</i>
Title of the study programme director	<i>Mg.paed.</i>
Phone of the study programme director	<i>+37126557738</i>
Goal of the study programme	<p><i>Objective of Programme implementation is to train junior officers of the State Border Guard (profession classification code - 3351 09) for quality performance of official duties in the State Border Guard, capable of independently and responsibly ensuring border checks, border surveillance and immigration control, as well as return and asylum procedures for the performance of the functions and tasks of the State Border Guard.</i></p> <p><i>Strategic objectives of the Programme are:</i></p> <ol style="list-style-type: none"> <i>1. to provide studies relevant to the economy, culture, national defence and security, as well as social needs and the requirements of the professional qualification of a junior officer of the State Border Guard;</i> <i>2. to prepare the student for the profession of a border guard, the qualification of a junior officer of the State Border Guard, to promote his/her development into an intellectually and physically developed, free, responsible and creative personality;</i> <i>3. to promote the acquisition of knowledge and skills (including independent learning skills) that lead to the attainment of Level 5 of professional qualification and contribute to competitiveness in a changing socio-economic environment;</i> <i>4. to motivate further training and provide preparation for the first cycle of professional higher education and the Level 6 of professional qualification;</i> <i>5. to ensure that graduates of short cycle professional higher education study programmes are able to choose and use information technologies responsibly and safely for their work, research and lifelong learning, as well as for the acquisition, creation and sharing of digital content.</i> <p><i>Specific objective of the Programme is to provide studies based on the needs of the State Border Guard, applicable in practice and in the professional working environment, which meet the requirements of the professional qualification of a junior officer of the State Border Guard.</i></p>

Tasks of the study programme	<p><i>1. To ensure the acquisition of knowledge, skills and competences appropriate to the qualification of a junior officer of the State Border Guard in the study process.</i></p> <p><i>2. To prepare the student to be ready to respond tactically and operationally in emergencies and states of exception at the state border, ensuring the inviolability of the state border and interoperability with units of the National Armed Forces.</i></p> <p><i>3. To improve communication and cooperation skills, self-assessment, independent action and decision-making skills, to promote the development of attitudes and understanding of values necessary for the professional development and further education of a junior officer of the State Border Guard.</i></p> <p><i>4. To develop a deeper understanding of the foundations of the state, politics and law, to develop skills for participation in a democratic society.</i></p> <p><i>5. To provide the student with the theoretical knowledge and research skills and abilities to work independently in the field of border security.</i></p>
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Results of the study programme	<p>1. To ensure the execution of border control tasks, as well as border crossing point control, border control of persons, vehicles, vessels, ships, radiometric control, visa issuance, annulment, cancellation, tactical risk analysis results and the available resources necessary for the execution of the given tasks.</p> <p>2. To ensure the execution of border surveillance tasks, as well as state borders, state border lanes, border lanes, sign border monitoring lanes, patrol lanes and border regime, using the results of tactical risk analysis and the available resources necessary for the execution of the given tasks.</p> <p>3. To ensure the fulfillment of immigration control tasks, as well as the control of the rules of entry, residence, employment, departure and transit of foreigners, the results of tactical risk analysis and the available resources for the execution of given tasks, observing the principles of intercultural communication, as well as the requirements for information and personal data protection.</p> <p>4. To ensure the detection, detention and protection of violators of the requirements set out in the regulatory acts of the border crossing point regime, state border, state border lane, border lane, border sign monitoring lane, patrol lane and border regime, entry, stay, employment, departure and transit, as well as searching detection and detention of existing persons, property, vehicles, vessels, aircraft.</p> <p>5. To provide accommodation and security for asylum seekers and asylum seekers in the center for the accommodation of detained foreigners;</p> <p>6. To ensure the implementation of measures within the framework of readmission and return procedures, including forced deportation procedures;</p> <p>7. To carry out procedural activities in the areas under the competence of the State Border Guard.</p> <p>8. To observe fundamental rights, regulatory acts regulating labor and service legal relations, general and professional ethical principles, civil, labor protection and environmental protection requirements, as well as participate in the formation of civil society and act in the public interest.</p> <p>9. Manage staff, plan, organize and manage staff training, as well as further education and professional development.</p> <p>10. Prepare and design internal circulation, correspondence and order documents, as well as ensure filling out, design, maintenance and storage of service documentation.</p> <p>11. To ensure prevention of threats to the territory of the Republic of Latvia in cooperation with the National Armed Forces.</p>
Final examination upon the completion of the study programme	Qualification examination

Study programme forms

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>The State Border Guard College shall admit for full-time/part-time studies State Border Guard officials who have obtained qualification - State Border Guard Inspector or Border Inspector, who have a valid evaluation of their performance and results in the position held and who are not older than 42 years on 31 December of the current year of admission or - whose maximum age exceeds the specified age but whose recommendation for studies has been approved by the Head of the State Border Guard.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	-
Qualification to be obtained (in english)	<i>Junior officer of the State Border Guard</i>

Places of implementation

Place name	City	Address
State Border Guard College	RĒZEKNE	ZAVOLOKO IELA 8, RĒZEKNE, LV-4601

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

Study type and form	<i>Part time extramural studies</i>
Duration in full years	2
Duration in month	6
Language	<i>latvian</i>
Amount (CP)	120
Admission requirements (in English)	<i>The State Border Guard College shall admit for full-time/part-time studies The State Border Guard officials who have obtained qualification - State Border Guard Inspector or Border Inspector, who have a valid evaluation of their performance and results in the position held and who are not older than 42 years on 31 December of the current year of admission or - whose maximum age exceeds the specified age but whose recommendation for studies has been approved by the Head of the State Border Guard.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	-
Qualification to be obtained (in english)	<i>Junior officer of the State Border Guard</i>

Places of implementation

Place name	City	Address
State Border Guard College	RĒZEKNE	ZAVOLOKO IELA 8, RĒZEKNE, LV-4601

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.

Taking into account the amendments to the Law on Higher Education of 15.09.2022, the following changes have been made to the parameters of the study programme:

Table 3.1.1.1

Changes to Study Programme Parameters

Study programme parameters	Until June 2023	After June 2023
Legal address of the educational establishment, telephone number	8 Zavoloko Street, Rezekne LV 4601, tel. 64603699	8 Zavoloko Street, Rezekne LV 4601, tel. 64603699
Registration certificate number of the educational establishment	3197401385	3147401385
Study direction	Internal Security and Civil Protection	Internal Security and Civil Protection
Education programme code	41861	41861
Education level	First-level vocational higher education	Short-cycle vocational higher education
Qualification to be obtained	Junior Officer of the State Border Guard	Junior Officer of the State Border Guard
Level of Latvian Qualifications Framework	LQF 5	Level 5 of vocational qualification
Level of vocational qualification	Level 4 of vocational qualification	LQF 5
Previous education requirements	Level 3 of vocational qualification (qualification - State Border Guard Inspector or Border Inspector)	Level 4 of vocational qualification (qualification - State Border Guard Inspector or Border Inspector)

Duration and scope of the education programme	2 years (80 CP) - full-time 2 years 6 months (80 CP) - part-time	Full-time studies 2 years (120 CP) Part-time studies 2 years 6 months (120 CP)
Form of education	Full-time and part-time studies	Full-time and part-time studies
Educational document certifying completion of a vocational training programme	Diploma in first-level vocational higher education	Short-cycle vocational higher education diploma
Place where the educational programme is implemented	State Border Guard College, 8 Zavoloko Street, Rzekne LV 4601	State Border Guard College, 8 Zavoloko Street, Rzekne LV 4601

- The number of hours for 1 CP has changed: previously 1 CP = 40 hours, now 1 CP = 28 hours[1];
- Changed the proportions of contact hours and independent work within 1 CP (<https://moodle.vrk.rs.gov.lv/moodle/mod/resource/view.php?id=15294> (in Latvian only)):
 - full-time study: there were 26 contact hours and 14 hours of independent work, now 20 contact hours and 8 hours of independent work;
 - part-time: previously 12 contact hours and 28 hours of independent work, now 10 contact hours and 18 hours of independent work.

Based on the requirements of the Cabinet of Ministers Regulation No 305 of 13.06.2023 "Regulations on the State Standard of Vocational Higher Education", as well as the new requirements for the professional qualification of a SBG Junior Officer, the following additional changes were made to the study programme:

- updated strategic objectives of the study programme and the specific objective of the programme;
- updated planned results of the study programme, as well as information in other sections of the descriptive part of the study programme;
- updated study programme content;
- due to changes in the distribution of credits between study courses, some study courses were merged, resulting in the following new study courses: "Professional Ethics and Psychology", "Constitutional Law and Introduction to Political Science", "Civil and Environmental Protection", "Constitutional Law and Introduction to Political Science", "Basics of Border Management";
- taking into account the knowledge, skills and competences included in the new requirements for the professional qualification of a SBG Junior Officer, certain study courses ("Geography", "Fundamentals of Public Speaking", "Border Guard Law and Service Organisation") were excluded from the study programme, but their topics, which are relevant for a SBG Junior Officer, were integrated into the content of other study courses, for example, the topics of the study course "Fundamentals of Public Speaking" were included in the study course "Fundamentals of Didactics";
- study courses are divided into general knowledge courses and field study courses, which in turn are divided into compulsory study courses, study courses required for the acquisition of vocational competence and elective study courses;
- three elective study courses have been developed: "Interviewing, Profiling and Identification",

"Basics of In-Depth Screening" and "Combating Human Trafficking" (2 CP each);

- updated the course outline form to reflect the course requirements for both full-time and part-time students;
- in each course outline, the learning outcomes, topics and sub-topics were specified in accordance with the competences defined in the new requirements for the professional qualification of a SBG Junior Officer, the amount of independent work (in hours) and tasks were specified;
- a module for the development of professional competences in entrepreneurship has been created in the amount of 9 CP, consisting of the study courses "Fundamentals of Entrepreneurship", "Personnel Management" and "Labour and Social Law".

Table 3.1.1.2

Study Programme Summary

	Until August 2023	After August 2023
Number of study courses:	30	28
Study courses for general knowledge	14	10
Field study courses:	16	18
- compulsory courses	Not specified	9
- study courses required for the acquisition of vocational competence	Not specified	6
- elective courses	-	3
Internship I	8 CP	12 CP
Internship II	8 CP	12 CP
Tests	20	15
Examinations	18	11
Qualification thesis	8 CP	12 CP
Qualification examination	1	1
Number of contact hours:		
- full-time studies	1456	1680
- part-time studies	746	890

	Until August 2023	After August 2023
incl. number of practical hours:		
- full-time studies	Not specified	917
- part-time studies	Not specified	477
Total number of creditpoints	80 CP	120 CP

In 2016, changes were made to the curricula of the military study courses ("Military Training", "Weapons and Shooting Training") and physical preparation study courses of the study programme by adding the practical activity "Summer Field Camp". The content of these classes is based on the "Summer Field Camp Programme" approved by the NAF Training Command, thus ensuring that the SBGC students (future SBG junior officers) are prepared to respond tactically and operationally to combat operations on the border in a state of emergency and during war, ensuring the inviolability of the state border and interoperability of SBG units with NAF units. As a result, the SBG staff would be able to fully fulfil the tasks of the SBG in providing national defence, as set out in Article 91 of the 2023 National Defence Concept: "The engineering development of Latvia's external border with physical and technological solutions in line with the potential threat of the adversary is an important set of measures to strengthen the country's internal and external security. The NAF, in cooperation with the SBG and national security institutions, develops and exercises cooperation plans and mechanisms for hybrid and conventional threat scenarios."

[1] According to the definition of the term 8 in Article 1 of the Higher Education Law, in order not to significantly exceed the previous total volume of the study programme.

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 title, code, vocational qualification to be obtained, as well as the aim and objectives of the study programme comply with the Cabinet of Ministers Regulation No 322 of 13 June 2017 "Regulations on the Classification of Latvian Education", as well as the Cabinet of Ministers Regulation No 305 of 13 June 2023 "Regulations on the State Standard of Vocational Higher Education".

The study programme is fully in line with the study direction "Internal Security and Civil Protection".

The aim of the study programme is to prepare SBG junior officers (occupational classification code - 3351 09) for quality performance of their duties in the SBG, capable of independently and responsibly ensuring border control, border surveillance and immigration control, as well as return

and asylum procedures for the fulfilment of the functions and tasks of the SBG.

The learning outcomes (knowledge, skills and competences) defined in the study programme comply with Level 5 of the Latvian Qualifications Framework (LQF), as defined in the Regulations on the Classification of Latvian Education, as well as the Sectoral Qualifications Framework for Border Guarding developed by the European Border and Coast Guard Agency (Frontex), the Common Core Curriculum for Border and Coast Guard Mid-Level Management Training in the EU and the SBG Junior Officer Qualification Requirements. As a result of the programme and in accordance with the requirements for the vocational qualification of a junior officer (level 5), the student will be able to, for example:

- To ensure the execution of border control tasks, as well as border crossing point control, border control of persons, vehicles, vessels, ships, radiometric control, visa issuance, annulment, cancellation, tactical risk analysis results and the available resources necessary for the execution of the given tasks.
- To ensure the execution of border surveillance tasks, as well as state borders, state border lanes, border lanes, sign border monitoring lanes, patrol lanes and border regime, using the results of tactical risk analysis and the available resources necessary for the execution of the given tasks.
- To ensure the fulfillment of immigration control tasks, as well as the control of the rules of entry, residence, employment, departure and transit of foreigners, the results of tactical risk analysis and the available resources for the execution of given tasks, observing the principles of intercultural communication, as well as the requirements for information and personal data protection.
- To ensure the detection, detention and protection of violators of the requirements set out in the regulatory acts of the border crossing point regime, state border, state border lane, border lane, border sign monitoring lane, patrol lane and border regime, entry, stay, employment, departure and transit, as well as searching detection and detention of existing persons, property, vehicles, vessels, aircraft.
- To provide accommodation and security for asylum seekers and asylum seekers in the center for the accommodation of detained foreigners;
- To ensure the implementation of measures within the framework of readmission and return procedures, including forced deportation procedures;
- To carry out procedural activities in the areas under the competence of the State Border Guard.
- To observe fundamental rights, regulatory acts regulating labor and service legal relations, general and professional ethical principles, civil, labor protection and environmental protection requirements, as well as participate in the formation of civil society and act in the public interest.
- Manage staff, plan, organize and manage staff training, as well as further education and professional development.
- Prepare and design internal circulation, correspondence and order documents, as well as ensure filling out, design, maintenance and storage of service documentation.
- To ensure prevention of threats to the territory of the Republic of Latvia in cooperation with the National Armed Forces.

The interrelationship of the study programme parameters with the study programme objective and outcomes is logical, the study programme objective is consistent with the study programme title and qualification. The duration and scope of the study programme meet the requirements for vocational qualifications.

The study programme is implemented in Latvian in the form of full-time and part-time studies. The

duration of full-time studies is 2 years and part-time studies - 2 years 6 months, which is sufficient for full mastery of the study programme content.

Implementation of full-time and part-time studies makes it possible to provide opportunities for obtaining short-cycle professional higher education for a wider range of State Border Guard officials, in the case of part-time studies - without interrupting the service and thus ensuring the continuity of border control and border security functions.

Full-time studies are most often chosen by younger people who are just starting their service in the State Border Guard. Starting from 2022/2023 st.y. graduates of the professional further education program "Border Guard" implemented by the SBGC are also accepted for studies immediately after completing the educational program. Along with the abolition of the mandatory minimum service experience requirement for admission to studies, young people have the opportunity to obtain short-cycle professional higher education faster and start a targeted career in the State Border Guard, using opportunities for subsequent education.

On the other hand, part-time studies are more often chosen by State Border Guard officials who have been serving in the State Border Guard for some time and who have decided to continue their professional education and career development by combining their studies with the service. Sending officials to obtain a study program in part-time studies allows the State Border Guard to involve students in the performance of border guard tasks, which is especially relevant, taking into account the current shortage of sufficient personnel in the State Border Guard.

The statistical data of graduates of both full-time and part-time studies show that the implementation options of both study programs are useful, because the average number of graduates is relatively stable, the number of dropouts both in full-time studies and in part-time studies is very small.

Applicants are enrolled in the study programme in accordance with the "Admission Rules of the State Border Guard College", which have been developed in accordance with the Cabinet of Ministers Regulation No 846 of 10.10.2006 "Regulations on Requirements, Criteria and Procedures for Admission to Study Programmes". Taking into account that the students of the study programme are SBG officials, the Admission Rules also include additional requirements for candidates, which result from the external normative regulation binding on officials with special service ranks of subordinate institutions of the Ministry of the Interior, including:

- age restrictions;
- health requirements (increased physical activity is foreseen for students in the practical classes during the study programme as well as in their future service in SBG units);
- compulsory vaccination against diphtheria;
- compulsory vaccination against tick-borne encephalitis and tetanus (as part of the study programme, students will have practical training at the training ground "Janapole" of the SBGC Professional Tactical Training Centre, where there is a high risk of infection with tick-borne encephalitis and tetanus)
- driving licence - category "B" without restrictions (this requirement is included in the job descriptions of SBG junior officers, as a result of which the knowledge and skills of SBG graduates meet the requirements of the job descriptions of junior officers. In addition, the course "Technical Means and Engineering Equipment" includes safe driving exercises on quadricycles and tactical vehicles (where driving skills are required).

Sample of the Diploma (Latvian only) and Diploma Supplement (Latvian and English) to Be Issued for Completion of the Study Programme is available in Annex 17.

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

The SBGC is a state-founded educational institution subordinate to the SBG, the formal education programmes of which are developed on the basis of the functions and tasks defined by the SBG, the occupational standard (qualification requirements) for border guards and the knowledge, skills and competences required for the performance of direct service duties.

The profession of border guard is initially taught in the continuing vocational training programme "Border Guarding", which is designed to provide basic training in the profession of border guard for border guards of EU Member States, based on the same principles.

The study of the profession is continued in a continuous and more in-depth manner in the short-cycle vocational higher education study programme "Border Guarding" (hereinafter - the study programme), the aim of which is to prepare the student for the profession of a border guard, for the performance of duties of a SBG Junior Officer. The study programme promotes the acquisition of professional knowledge and skills that ensure the quality of a border guard's performance in the organisation and management of border control, border surveillance and immigration control activities at the state border. The study programme meets the requirements of the modern profession and labour market, current trends and challenges in Latvia and the European Union in the context of border security. The knowledge, skills and competences acquired are based on the performance of direct service duties, thus preparing well-educated and professional staff for the needs of the institution, competitive professionals for strengthening the human resources capacity of the SBG and EU Member States. After completing the study programme, the institution is supplied with border guards who are ready to immediately perform the duties of a junior officer, organise and manage state border surveillance, border control and immigration control measures, organise and manage the professional training of staff, organise and maintain cooperation with cooperation institutions, border guard services of neighbouring countries, as well as local authorities and local residents. All graduates are provided with opportunities for further service as junior officers.

Graduates of the study programme have the opportunity to continue their education to obtain a vocational bachelor's degree in border guarding and the qualification of a SBG Senior Officer. Since 2011, the SBGC has been cooperating with the RAT and jointly ensures the implementation of the first cycle of the vocational higher education bachelor study programme "Border Guarding".

In order to obtain a Master's degree, SBG officers may apply for the European Joint Masters in Strategic Border Management (hereinafter - the Joint Masters Programme), coordinated by the Frontex Agency and implemented by a consortium comprising the Netherlands Defence Academy, the Estonian Academy of Security Sciences, the University of Salamanca in Spain, Mykolas Romeris University in Lithuania and the RAT in Latvia. The Joint Masters Programme was developed through the participation of the SBG and RAT representatives in the FRONTEX Agency Training Unit project "European Joint Masters in Strategic Border Management" from 2011, which successfully concluded with the development, licensing and accreditation of the Joint Masters Programme at European and national level.

On 16 February 2021, the Joint Masters Programme implemented by the Consortium was re-accredited at European level for 6 years until 1 May 2027, enabling Latvian mid- and senior-level SBG officers to continue their studies in a European-level programme, strengthening European

cooperation in the field of law enforcement. By studying this Masters programme, SBG officers have the opportunity to improve their knowledge of common European strategies, planning and evaluation in border surveillance, fundamental rights and ethics in European border security management, EU border policy and security issues.

These study programmes are continuous, ensure that studies are integrated in a sequence of modules into further study programmes, and motivate SBG officers to pursue lifelong learning. In addition, all SBG officials are provided with training/study programmes financed from the state budget.

From September 2023, graduates of the study programme have the opportunity to continue their studies in the specialised first cycle study programmes of the Internal Security Academy for law enforcement authorities.

In the opinion of the SBG, the study programme is an integral part of the sequential and successive acquisition of the profession of border guard, compliance with the quality standard of the profession and is essential to ensure the prevention of illegal border crossing and illegal immigration, as well as the proper organisation and performance of the basic functions of the service. The study courses included in the study programme will be able to provide SBG officers with theoretical and practical preparation for continuing their service as a SBG Junior Officer, while also contributing to their professional development and career progression.

The relevance of the implementation of the study programme is underlined in the SBG Operational Strategy 2023 - 2027, which sets as strategic priorities/objectives: *"Provision of the necessary number of staff for the border surveillance function at the external state border"* and *"Improvement and development of the capacity of the State Border Guard to contribute staff resources to the asylum reserve of the European Union Agency for Asylum"*, as well as *"Improvement and development of the capacity of the State Border Guard to contribute staff resources to the Permanent Corps of the European Border and Coast Guard Agency"*. This underlines the importance of staff training, up-skilling and career development.

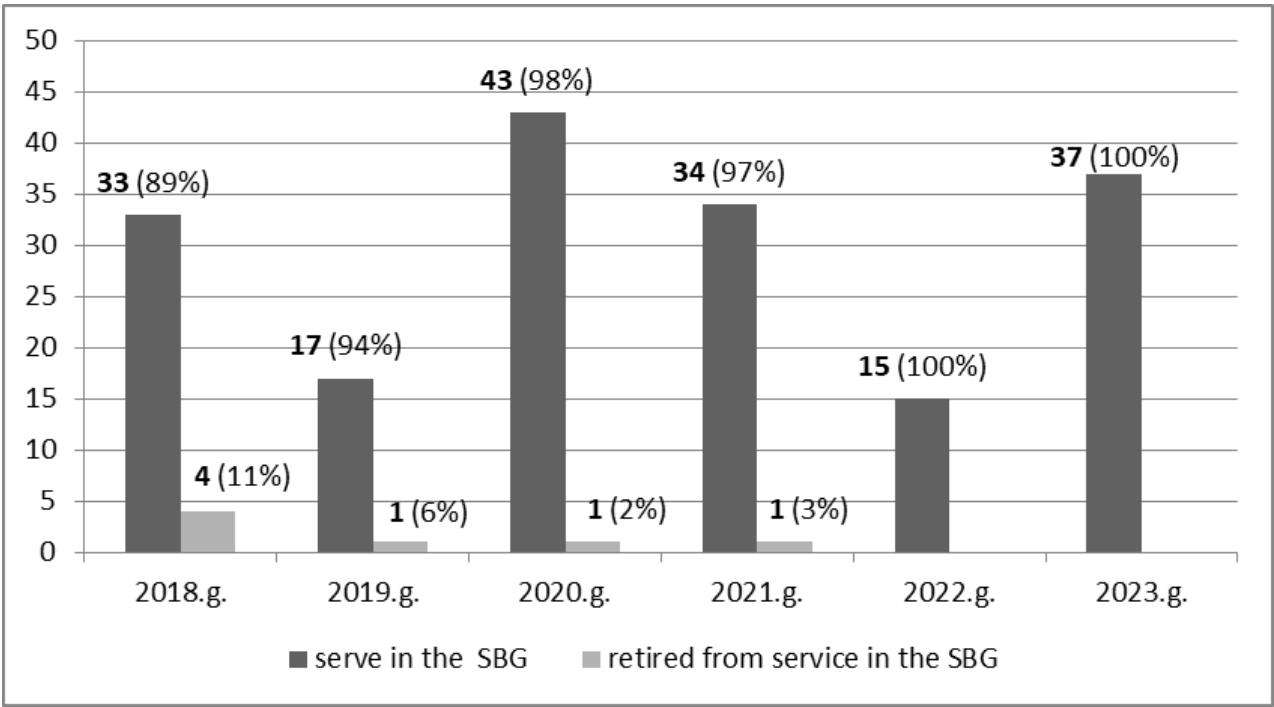


Figure 3.1.3.1. Employment of SBGC Graduates (2018-2023)

When analysing the employment of SBGC graduates over the period under review, the numbers in Figure 3.1.3.1 show a positive trend. The ratio of those retiring from service at the SBG to SBGC graduates has decreased. At the time of submission of the Self-Assessment Report, the following persons were serving in SBG units:

- 89% of 2018 graduates;
- 94% of 2019 graduates;
- 98% of 2020 graduates;
- 97% of 2021 graduates;
- 100% of 2022 graduates;
- 100% of 2023 graduates.

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.

Studies in the short-cycle vocational higher education programme "Border Guarding" are financed from the state budget and are conducted in Latvian.

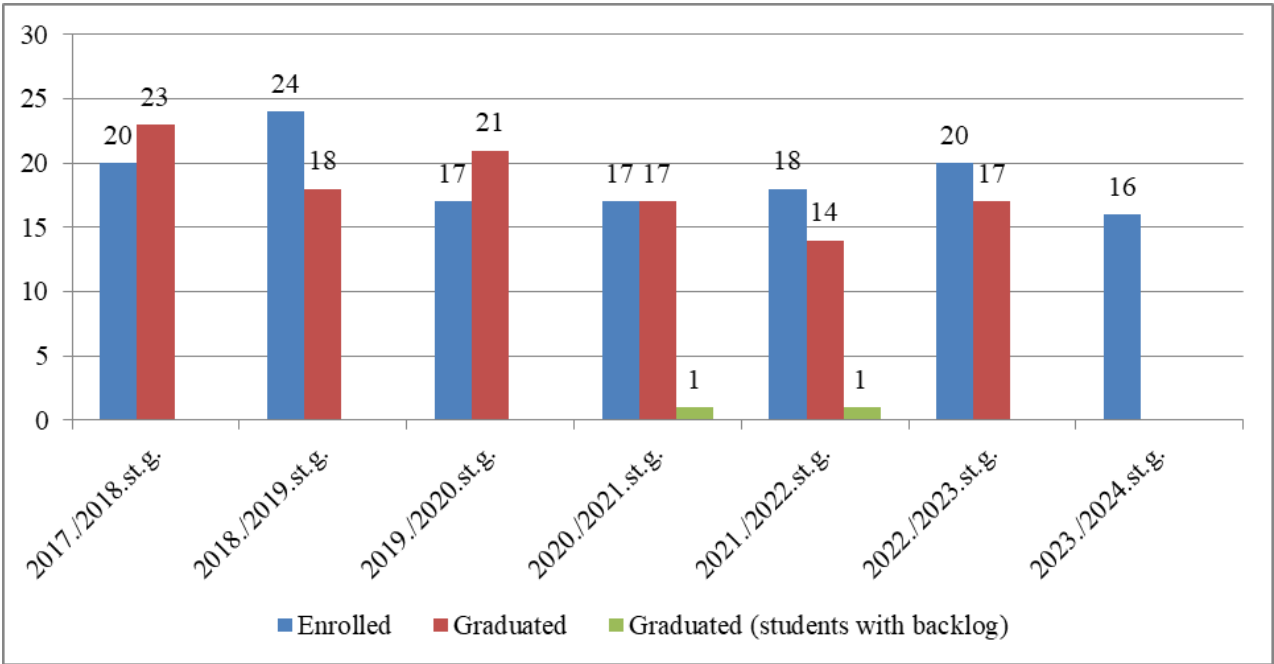


Figure 3.1.4.1. Dynamics of the Number of Full-Time Students in the Period under Review.

Full-time studies have experienced a fluctuation in the number of students during the period under review, but not significant or with a clear upward or downward trend. However, comparing the largest number (2018/2019) and the smallest (2023/2024) of matriculated students within the analysed period, a significant difference of 33% is visible.

The number of students who are exmatriculated during the period of implementation of the study programme does not exceed two per year (see Table 1 in Annex 19), the reasons for dropping out are most often failure in the Vocational Qualification Examination (VQE) or the students' own wish to discontinue their studies (most often due to leaving service at the SBG). During the period under review, out of 10 students who were matriculated during the study programme, three (30%) were

excluded from the list of students of the SBGC due to a failing grade in the Vocational Qualification Examination.

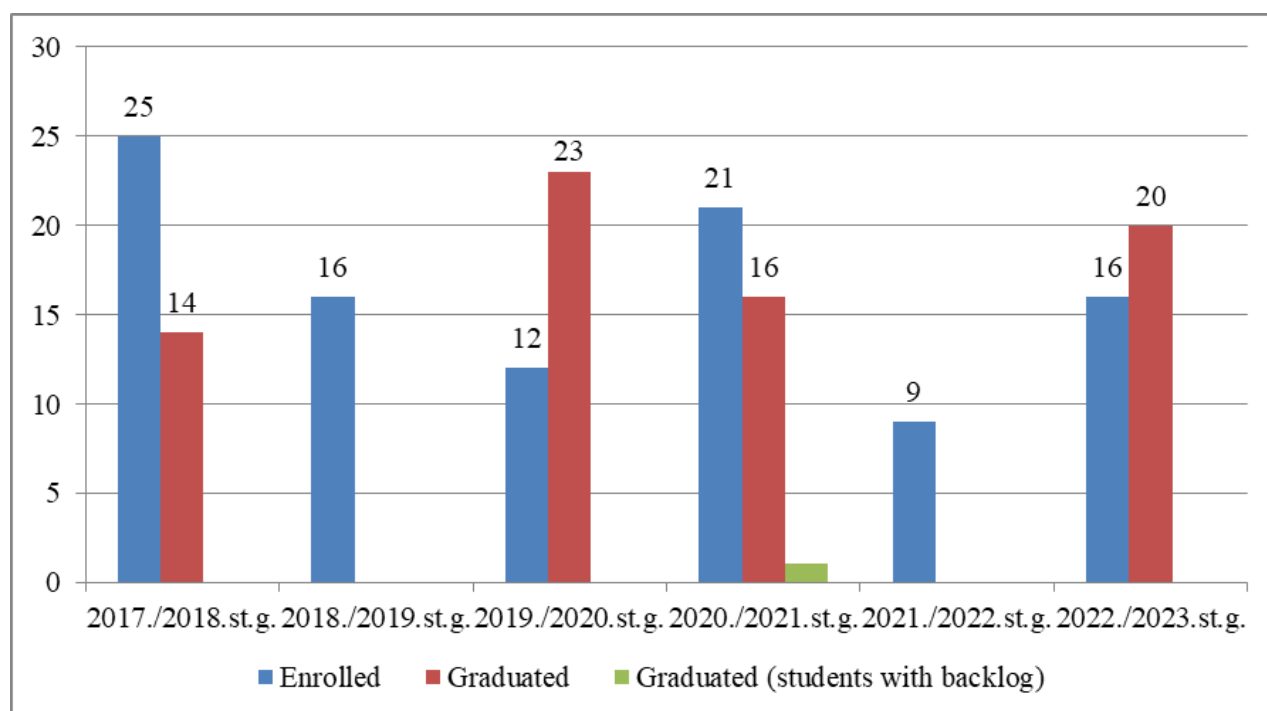


Figure 3.1.4.2. *Dynamics of the Number of Part-Time Students in the Period under Review.*

Part-time studies show a dramatic turnover in enrolments during the period under review. For example, the group of part-time students enrolled in the 2019/2020 academic year (12 students) did not actually start their studies due to the national state of emergency declared because of the rapid spread of Covid19 and the decision of the SBG made at the time. The drop-out rate of part-time students during the programme implementation period before graduation is low, at up to one student per year (see. Table 2 in Annex 19). Of the four part-time students who were exmatriculated during the period under review, one was removed from the list of students for failure to pass the Vocational Qualification Examination for justifiable reasons, while the others discontinued their studies of their own volition.

For the academic year 2023/2024, 16 full-time students were matriculated in the SBGC. As of 29 December 2023 (expected), 59 students are enrolled in the study programme: full-time studies in year 1 - 16, year 2 - 20, part-time studies in year 2 - 15, year 3 - 8. One part-time student starting in 2023 was exmatriculated on 11 September 2023 of his own volition.

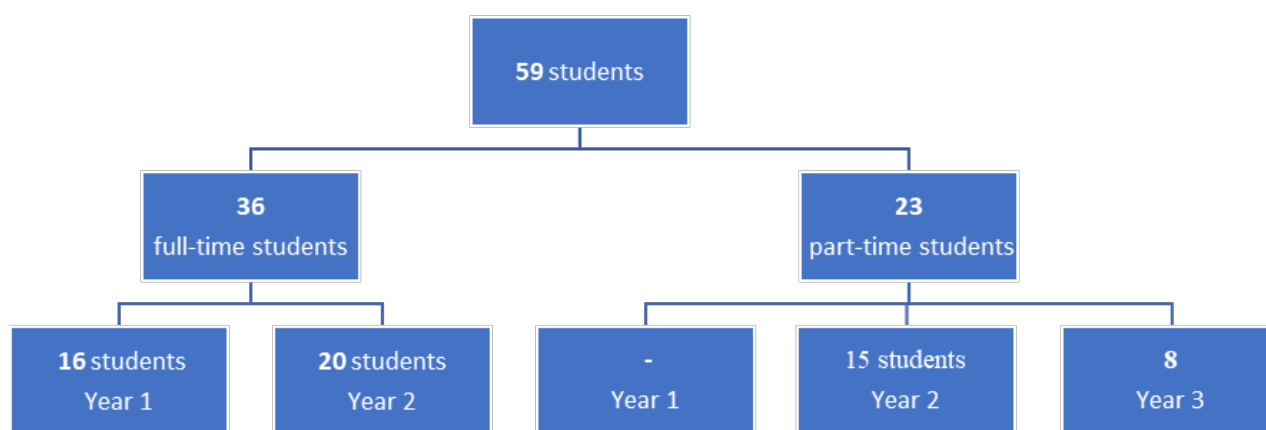


Figure 3.1.4.3. *Number of Students in A.Y. 2023/2024*

*Number of students recorded at the time of preparation of the Self-Assessment Report

As of 2018, a total of 112 full-time students and 74 part-time students graduated from the study programme, incl. in 2023, 17 full-time and 20 part-time graduates received their diplomas.

The total number of graduates of the study programme (qualification level 5, qualification "SBG Junior Officer") implemented by the SBGC is 391 full-time border guards and 234 part-time border guards.

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

3.2. The Content of Studies and Implementation Thereof

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

The study programme is designed in accordance with the requirements of the Law on Education, the Law on Vocational Education and the Law on Higher Education Institutions, in compliance with the Cabinet of Ministers Regulation "Regulations on the State Standard for Vocational Higher

Education" and the requirements for the vocational qualification of a junior officer of the State Border Guard <https://registri.visc.gov.lv/profizglitiba/dokumenti/standarti/2017/PS-269.pdf>.

The strategic objectives, compulsory content, assessment principles and procedures of the study programme fully comply with the requirements set out in the National Standard for Vocational Higher Education (see Annex 20)

The study courses, their content, as well as the content of internships are determined in accordance with the competence and the amount of required professional knowledge specified in the "Requirements for the Vocational Qualification of a Junior Officer of the SBG" (see Annex 21 for the study programme qualification in accordance with the occupational standard, Annex 22 for the study course descriptions). In addition, the learning outcomes of the Latvian Qualifications Framework (LQF) and the European Sectoral Qualifications Framework (EQF) for Border Guarding^[1] level 5 have been taken into account in the development of the study course programmes.

The objectives, learning outcomes and content of the study courses are interrelated, fully meet the objectives and learning outcomes of the study programme and ensure their fulfilment (see Annex 23 for a mapping of the study courses to achieve the learning outcomes of the study programme).

The study programme plan ensures the sequence of theoretical and practical knowledge acquisition, the continuity and interrelation of study courses and internship (see Annex 24), which contributes to the successful achievement of the set learning outcomes.

In the first and second semesters, students have the study courses "Border Surveillance", "Immigration Control, Return and Asylum Process", "Basics of Border Management", "Technical Means and Engineering Equipment", where they acquire knowledge and skills related to the duties of the State Border Guard junior officer taking positions in the border guarding and immigration control units. The acquired knowledge and skills are consolidated during the Internship I. The classes of "Physical Training", where students improve their skills in the use of close combat techniques are planned simultaneously with the practical classes of the course "Border Surveillance" held at the training border, where students develop their skills in detaining trespassers. In the third and fourth semesters, the SBGC implements the study courses the content of which is related to the operational specifics of border check structural units. The acquired knowledge and skills are strengthened in the framework of Internship II.

According to the study programme plan, the practical training "Summer Field Camp" is planned for the third semester, thus, in order to prepare students for participation in the above-mentioned practical training, the military study courses "Weapons and Shooting Training", "Military Training", "Military Topography", as well as more intensive physical training are planned for students in the first and second semesters.

In order to prepare students for the development of their qualification thesis, the study course "Fundamentals of Research" is implemented in the second and third semesters.

The content of the study programme also ensures continuity of education in higher education programmes. After completing the study programme, it is possible to continue studies in the first cycle of vocational higher education bachelor study programme "Border Guarding" implemented by the RAT and, after successful completion of the programme, in the European Joint Masters in Strategic Border Management developed by the FRONTEX Agency or in study programmes offered by the Academy of Internal Security.

The study programme is updated annually or as necessary, e.g. when regulatory requirements change, new methods of border or immigration control are introduced, information systems or technical means are developed, etc. The development of the study programme and the updating of

the content of the study courses are based not only on changes and developments in the working environment and in the sector, but also on suggestions from employers and graduates obtained through feedback (surveys) (see Section 2.2.2).

[1] Sectorial Qualifications Framework for Border Guarding. Setting standards for training excellence. Vol.II – FRONTEX (European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union), 2013

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

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

Full-time studies consist of classroom activities (lectures, practical work, seminars, consultations, mid-term examinations), out-of-classroom activities (practical work in the field training centre, independent work, study of literature, documents, etc., preparation of reports and internship reports, preparation for mid-term examinations, preparation of qualification thesis, etc.), sessions of internships, tests and final examinations.

Part-time studies consist of orientation classes (lectures, practical classes, practical works, seminars, consultations, etc.), students' independent work (independent work tasks, studying literature, documents, etc., preparation of reports and internship reports, preparation for mid-term examinations, preparation of a qualification thesis), sessions of internships, tests and final examinations.

In order to motivate students to study, to promote not only the acquisition of professional and general competences, but also the development of students into intellectually and physically capable, free, responsible and creative personalities, docents use various methods of course delivery. In the study process, teaching methods are used according to the specifics of the profession and the content of the study course, as well as innovative teaching methods.

The most useful teaching methods for teaching, reviewing, reinforcing and assessing theoretical material are:

- lectures;
- seminars;

- practical activities (individual work, group work, pair work)
- debates;
- discussions;
- colloquium;
- role plays;
- situation analysis;
- solving problem situations/challenges
- survey.

Most courses aim not only to provide theoretical knowledge but also to develop practical skills, so linking theoretical material to practice and developing practical skills is important. This is done through teaching methods such as practical activities, role plays, situational analysis and problem-solving.

The methods of practical work, learning the principles and conditions of the use of special means and technical means of border guarding, as well as the latest modern technologies in the field of border control, are used more in the study courses of the field.

In order to bring the practical training as close as possible to the real working environment, it is organised using the current technical equipment of the SBG at the disposal of the SBGC: weaponry, technical and special means, vehicles, equipment for checking persons, vehicle documents and biometric data of persons, samples of original and forged travel documents, specialised information systems, as well as specialised infrastructure of the SBG, used in border and immigration control: The training department at the SBGC Professional and Tactical Training Centre "Janapole" with an equipped border training station, the SBGC Border Training Post and shooting range and specialised classrooms.

In order to assess the interconnection and integrated learning of the study courses applied in the implementation of the study programme, complex classes and tactical exercises are organised for the students, where, by simulating real situations at the state border, the students have the opportunity to simultaneously demonstrate the professional knowledge and skills acquired in several study courses (for example, the use of foreign languages, information technologies (databases), border checks, skills required to carry out immigration control tasks and application of knowledge of the law).

In order to consolidate and supplement the theoretical knowledge acquired in the SBGC and to improve professional skills, during their studies students undertake two internships in real-life conditions - in the units of the territorial administrations of the SBG. During the internship, students perform tasks in the field of border control, border surveillance and immigration control in accordance with the internship programme and complete internship reports summarising the knowledge and skills acquired during the internship. Students present the results of their internship during the internship defence. Prior to the internship, students are given an orientation session to familiarise them with the organisation of the internship, the programme, the tasks, the process, the course of the internship, the responsibilities of the internship supervisor and the intern, the evaluation, and instructions for completing the internship report.

In order to prepare students to respond tactically and operationally in crisis situations and to participate in combat operations in wartime and to ensure the acquisition of military knowledge, skills and abilities necessary for the performance of a soldier's basic duties, the study programme includes a month-long practical training "Summer Field Camp". The training is conducted in conditions close to real crisis situations in cooperation with the NAF and NDA personnel.

The forms and methods of study used promote the conscious and profound acquisition of

theoretical knowledge necessary for the profession, the formation of sustainable practical skills and abilities, the development of critical and creative thinking, the ability to analyse and summarise information, creative activity, the cognitive process, and independence in learning.

The study process is also based on the principles of a student-centred education, i.e:

- students are involved in the development and improvement of the study process and study programme as the representatives of students are members of the SBGC Council and have the right to express their opinion in relation to the improvement of the content of the study programme - at the SBGC Council meetings when the Council representatives approve the updated study programme, or regarding the organisation of the study process - by making proposals in the regulations that are considered and approved at the SBGC Council meetings, for example "Regulations on Study and Examination Procedures at the State Border Guard College". In addition to the above, students also express their proposals for improving the study process and study program in the surveys conducted by the SBGC;
- selecting teaching methods and tasks, docents take into account students learning styles and primarily use teaching methods and forms that promote the development of students' independence and interoperability, as well as their ability to plan their activities and make decisions. The development of these skills is also facilitated by clear requirements and instructions for the completion of independent work assignments;
- in addition to materials developed for classes, docents create and use various types of visual teaching aids, electronic and printed, interactive, as well as audio and video learning materials and exercises, so students have access to a wide range of learning materials and are able to choose the most appropriate resources and use them at the convenient time, thus developing self-learning skills and the ability to plan their studies, etc.;
- descriptions of the study courses as well as exam and test programmes contain the detailed descriptions of course content, assessment procedures and criteria, resulting more comprehensible and transparent learning conditions and assessment of knowledge;
- during the study process the continuous reflection among students is encouraged, either during classes, when docents invite students to analyse their learning outcomes in a particular lecture, identifying knowledge or skills in a specific area that need to be improved, or at the end of the study course. If necessary, the student has the opportunity to attend individual consultations with the docent;

Considering the fact that students are mostly the SBG officers with a certain service experience, during the classes the SBGC docents held discussions, where students share their practical service experience both with course mates and docents, express their opinion on the pros and cons of using certain procedures/methods/resources, possibilities for improvement, thus achieving a stronger link between theoretical training and practice and interaction among students and docents.

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

outcomes of the study programme (if applicable).

Internships are an integral part of the study programme. Its tasks and organisation are fully in line with the aims and objectives of the study programme.

The study programme includes two internships:

- internship in the second semester of studies (for both full-time and part-time students) in the border guarding departments of the territorial administrations of the SBG, immigration control units (internship amount 12 CP);
- internship in the fourth semester (full-time students) and fifth semester (part-time students) at the border control units of the territorial administrations of the SBG (internship amount 12 CP).

The procedure for organising internships is laid down by an order of the SBG, which approves the Regulations of Internship drawn up by the SBGC and allocates students to the internship places.

Regulations of Internship determine:

- aims and objectives of the internship
- scope, duration, organisation and management of the internship
- responsibilities of the internship supervisor and the intern
- internship programme (knowledge and skills to be acquired)
- evaluation procedure (see Annex 25)

Before the internship, students are familiarised with the internship programme, the evaluation procedure, the responsibilities and rights of the parties involved, and the allocation of the internship places. Instructional sessions on the organisation of internships, the use of the SBGC Electronic Internship Record-Keeping System (hereinafter - PrUS) and other organisational issues are organised for internship supervisors.

The internship takes place in real-life conditions - in the units of the SBG territorial administrations. If necessary, the territorial administration of the SBG provides accommodation and transport for interns from the place of accommodation to the place of internship and back.

Both the SBGC and the territorial administrations of the SBG assign supervisors to students by order. The internship supervisor appointed by the SBGC supervises and supports the student during the internship in accordance with the internship programme, while the internship supervisor appointed by the TA of the SBG prepares the internship plan, organises, manages and supervises the student's activities in accordance with the internship programme, and regularly evaluates the performance of tasks.

During the internship, students, under the guidance of a designated SBG official, perform tasks in accordance with the internship programme, complete internship reports, submit daily reports on the completion of internship tasks in the PrUS, and summarise the knowledge and skills acquired during the internship in the form of conclusions and proposals. The internship supervisors, appointed from the SBG units, evaluate the students' daily reports and at the end of the internship, prepare the characteristics of the intern in the PrUS.

The internship supervisors of the SBGC follow the process and provide guidance/comments to improve the reports. If necessary, the internship supervisor of the SBGC has the right to set individual internship discussions for students who have questions or uncertainties about the quality of their internship tasks.

The Director of the SBGC organises and ensures the verification of the quality of the internship organisation. Officials authorised by the Director carry out periodic on-site (by travelling to the relevant internship place) or remote inspections of internships, during which they check the number of interns, the discipline and conditions of service, together with the management of the relevant SBG unit, inspect assignments and service tasks involving interns, monitor the implementation of the internship programme and check the relevant documentation of the internship records, and, where necessary, make recommendations and suggestions to the internship supervisors to ensure the quality conduct of the internship. The verifier submits a report on the results of the internship inspection to the Director of the SBGC.

The tasks of internships are related to the learning outcomes to be achieved in the study programme and allow students to apply theoretical knowledge acquired during their studies in the SBGC, to develop and improve skills in the field of personnel management, in planning the activities of the unit and the organisation of the service, in the organisation and implementation of the training process of the unit personnel, as well as in the organisation and implementation of cooperation with other MoI institutions (State Police, Fire and Rescue Service) in accordance with the competence of a junior officer. During the internship, students are provided with access to the regulatory enactments, statistical and analytical data and other documents necessary for successful completion of the internship programme, preparation of the internship report, and elaboration of the qualification thesis.

The procedures for organising internships and the tasks offered to students are reviewed annually, taking into account developments in border and immigration control procedures and legislation, as well as the comments and suggestions made in the reports of internship supervisors and student surveys.

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

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

The selection and research of the qualification thesis topic is carried out in accordance with the SBGC Methodological Instructions for the Development and Defence of a Qualification Thesis and Report.

Model qualification theses are developed by the SBGC departments, and students can also propose their own qualification thesis topics based on their knowledge and professional skills. The relevance of the topics of the students' qualification theses in the sector is determined in close cooperation with the representatives of the employer (SBG), through an annual assessment of the relevant and topical research areas of SBG activities. Taking into account the topicality of issues related to the personal data protection, thesis "Personal Data Protection in the State Border Guard: Problems and

Solutions" was developed in a.y. 2018/2019. In the light of the emergency situation on the border of the Republic of Latvia and the Republic of Belarus in 2022, qualification thesis "The Role of the State Border Guard and the National Armed Forces in Organising, Providing and Maintaining State Border Security in an Immigration Crisis Situation on the Border of the Republic of Latvia and the Republic of Belarus" was developed in a.y. 2023/2024.

The evaluation of the preliminary topics is carried out within the framework of the Council of the SBGC, which approves the model topics for qualification thesis (see Annex 26) on an annual basis and offers them to students for selection.

The student chooses the topic of the qualification thesis (from the list of model topics approved by the Council of the SBGC) according to his/her interests and, as far as possible, with the help of scientific literature and other sources of information. The topic should, as far as possible, relate to the student's future professional activity.

After choosing the topic of the qualification thesis, the student is assigned a supervisor and, if necessary, a consultant - a practitioner in the field.

Students' qualification theses are evaluated on the basis of the qualification thesis defence evaluation criteria set out in the SBGC Methodological Instructions for the Development and Defence of a Qualification Thesis and Report.

The average grades of students' qualification thesis during the period under review are summarised in Table 3.2.6.1.

Table 3.2.6.1

Average Grades of Students' Qualification Thesis during the Period under Review

Year	Score in points (number of theses)							Average score (in grades)	Total number of theses
	4 (almost satisfactory)	5 (satisfactory)	6 (almost good)	7 (good)	8 (very good)	9 (excellent)	10 (with distinction)		
2018	-	5	15	9	7	1	-	6.6	37
2019	1	-	9	3	4	1	-	6.7	18
2020	5	4	13	9	8	2	2	6.3	43
2021	1	3	7	17	7	-	-	6.7	35
2022	-	2	-	5	5	1	2	7.6	15
2023	-	6	10	9	9	3	-	6.5	37

The lowest score for 2020 graduates is based on the circumstances of the COVID-19 pandemic, when opportunities for face-to-face contact were severely limited during its initial phase, which had a negative impact on the quality of the qualification thesis, while the highest scores for 2022 and 2023 graduates are based on the improved approach of the SBGC in introducing qualification thesis advisors - practising officers from SBG units who support students in gaining a deeper understanding of the research topic.

The Final Examination Board annually recommends that the best qualification theses be forwarded to the SBG for further consideration and possible inclusion in the work process (e.g. by incorporating the proposals made in the qualification thesis, in full or in part, into the institution's internal legal framework).

3.3. Resources and Provision of the Study Programme

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

The resources and facilities described in Criteria 2.3.2 to 2.3.3 are used for the implementation of the study programme.

In addition, in accordance with the conditions for the implementation of the study programme, in order to achieve the results set out in the study programme and to develop students' practical skills to ensure the verification of documents necessary for crossing the state border, to carry out administrative proceedings and procedural actions with detained persons, to prepare and execute internal circulation, correspondence and order documents, etc. The skills required for the professional activity of a junior officer of the SBG are used in the study process:

Databases and information systems or their test/training environments and information resources used in the operation of the SBG:

- Automated Fingerprint Identification System (AFIS) and the fingerprint comparison system EURODAC;
- Administrative Procedure Support System (APAS);
- SBG Electronic Information System (REIS),
- Border Guarding Information System (RAIS),
- National/Central Visa Information System (NVIS/CVIS),
- Single Migration Information System (SMIS),
- Biometric Data Processing System (BDAS),
- Integrated Internal Affairs Information System (IIS),
- International Information Systems (IIS - Entry/Exit System, ETIAS - EU Travel Information and Authorisation System, SIS - Schengen Information System, PRADO - Public Register of Authentic Identity and Travel Documents Online, FADO - Falsified and Authentic Documents Online, Interpol DB, SKLOIS).
- iFADO - False and Authentic Documents Online;
- EdisonTD - Public Register of Identity and Travel Documents;
- Document Management System Namejs;
- Horizon Self-Service Portal VISMA HoP;
- AuViDA (Document Description Library);
- Intranet (State Border Guard Intranet).

The databases created and subscribed to by the SBGC Library are listed in Section 2.3.3.

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

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

The SBGC is financed from the State Budget Programme "State Border Guard Activities".

The number of students is calculated according to the number of study places set each year.

- The main normative acts regulating the costs of the study programme and the procedure for financing the education of officials of the Ministry of the Interior system are:
- Cabinet of Ministers Regulation No 496 of 29.08.2023 "Regulations on the Procedure for Referring Law Enforcement Officials to Education Institutions, as well as the Procedure for Covering and Reimbursing Education Expenses";
- Internal Regulation of the Ministry of the Interior No 67 of 28.12.2010 "Procedure for Determining the Number of State-Funded Study (Learner) Places in Accredited Vocational Education Programmes Implemented by Colleges and Universities Subordinate to the Institutions of the Ministry of the Interior System, with which a Contract for Training of Specialists has been Concluded";
- Cabinet of Ministers Regulation No 354 of 27.06.2023 "Regulations on Financing of Colleges of the Ministry of the Interior System";
- Internal Regulation of the State Border Guard College No 3 of 02.09.2021 "Procedure for Planning, Execution, Accounting and Control of the Workload of Teachers of the State Border Guard College".

Unlike other educational institutions, where only full-time study places in short-cycle vocational higher education programmes are financed from the state budget, part-time study places are also financed from the budget in the Ministry of the Interior's educational institutions.

The basic cost of a study place is EUR 1746.14 for full-time studies^[1], EUR 1309.61 for part-time studies.

The number of students in the study program is determined by the "Professional education development action plan for officials of the Ministry of the Interior system with special service ranks for the year 2022-2025" (approved by the Ministry of the Interior order of 28.10.2022 No. 1-2/1450 "On professional education development actions plan for 2022-2025") in Appendix 2.

According to the aforementioned normative act, in the period from 2022 to 2025, it is planned to admit annually 20 persons to the study program in full-time studies and 20 persons in part-time studies.

On the other hand, the number of students in one group is determined by the Ministry of the Interior Internal Regulations No. 1-10/2 "Procedures for planning the workload of teachers and the number of teachers" of 13.02.2020, namely "When determining the number of teachers, it is noted that the number of students (students) at the time of matriculation or enrollment in the study group must not be less than 18, with the exception of professional specialization study groups".

Depending on the number of applied candidates, the decision to enroll or not to enroll the students' group to the study program, i.e. to implement the study program in the relevant academic year is accepted by the head of the State Border Guard (employer of students and graduates of the study program), taking into account also the needs of the State Border Guard for specialists with relevant professional qualifications. For example, 2019/2020 the group of part-time students enrolled in the study year did not actually start their studies due to the state of emergency declared in the country due to the rapid spread of Covid-19, as well as the extreme need to ensure border control measures in the conditions of the Covid-19 pandemic, as a result the students were expelled practically immediately after matriculation. In certain study years, full groups are not completed due to the lack of personnel of the State Border Guard. For example, 2021/2022 only 9 students were admitted for part-time studies during the academic year. It should be mentioned that the academic staff of the SBGC implements not only the study programme, but also professional further education programme "Border Guarding" and the qualification improvement programmes.

The profitability of the study programme is justified by the fact that there is no other study programme in Latvia that would provide short-cycle professional higher education in such a specific and somewhat narrow field, thus ensuring national security and the organization of relevant events, which are directly carried out by the youngest officers of the State Border Guard.

Detailed data on the funding of the Study Programme are provided in criterion 2.3.1.

[1] Letter No 4-4.1e/23/2022 from the Ministry of Education and Science "On the Base Cost of a Study Place from 1 September 2023"

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 education and qualifications of the teaching staff of the SBGC meet the requirements set out in Articles 36, 37 and 39 of the Law on Higher Education Institutions.

The research and professional specialisation of the teaching staff in the study programme covers all the main areas of the study programme "Border Guarding": Border Checks (J.Madžuls, E.Agaſonovs, K.Riřakova), Border Surveillance (S.Talapins, K.Korklis), Immigration Control and Asylum Procedures (J.Gaigalnice-Zelenova), Technical Examination of Documents (I.Pokule, A.Smirnovs), Law (J.Stafeckis, A.Kolendoviřs), Information Systems for Border and Immigration Control (J.Pavloviřs), Military and Physical Training (A.Mikařāns, O.Ignatjevs, A.Korklis, R.Riřovs), Professional Ethics and Psychology (D.Soboļeva), Foreign Languages (M.Spridzāns, D.Soboļeva, S.Dervinika). For the teaching of study courses which are outside the professional competence of the docents of the academic staff elected by the SBGC, or for the teaching of individual topics included in the study course, professionals with relevant education and qualifications are engaged (Fundamentals of Entrepreneurship - I.Dembovska, Psychology of Interaction, Professional Ethics and Psychology - S.Opincāne, Personnel Management, Logistics, Fundamentals of Economics - A.Cauņa, Geography - I.Matisovs, Fundamentals of Public Speaking - M.Zaļaiskalns). In a.y. 2023/2024 the teaching of the study course "Fundamentals of Research Work" has been delegated to M. Spridzāns, docent at the SBGC, who obtained a PhD degree in Education Sciences in 2022 and can therefore transfer his research work experience and knowledge to SBGC students, making a significant contribution to the process of developing their qualification theses.

All of the elected academic staff of the SBGC are in the service at the SBG, the majority (75%) have practical service experience in various SBG units (four docents - less than five years; seven - between five and ten years; four - more than 10 years). Nine docents (45%) of the elected academic staff of the SBGC have vocational higher education in border security (six docents have obtained a professional bachelor's degree in the first cycle vocational higher education programme "Border Guarding", three have completed the short cycle programme "Border Guarding", obtaining the qualification - SBG Junior Officer). According to the Cabinet of Ministers Regulation No 569 "Regulations on the Education and Professional Qualifications Required for Teachers and the Procedure for the Professional Competence Development of Teachers", all docents of the SBGC undergo professional development programmes on innovations in the higher education system or university didactics once every six years. In addition, the staff of the SBGC are provided with the opportunity to carry out teaching practice in the units of the territorial administrations of the SBG, to participate in the SBG task forces for the development of internal regulations/methodologies/instructions for border procedures, in the activities of the FRONTEX Agency (seminars, conferences, trainings, task forces, missions), thus acquiring information on current developments in the field of border control and immigration control procedures in Latvia and Europe, as well as on the special and technical means and information systems used. As a result, the content of study courses is updated in time, the teaching methodology is improved and brought closer to the real conditions of service at the state border and the latest trends in European border security, high-quality teaching materials and tools, including digital and interactive ones, are developed in line with current trends, thus ensuring the successful achievement of the learning outcomes. The existing qualifications of lecturers, as well as additionally acquired knowledge, skills, competences are directly transferred to students through study topics, study courses, thus helping to achieve the study results defined in the study programme.

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.

Table 3.4.2.1

Changes in the Composition of the Teaching Staff 2018/2019 - 2023/2024

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	At the time of submission of the SAR (2024)
Docents	5	4	5	5	4	4	5
Lecturers	9	9	9	8	8	7	8
Assistants	9	9	8	9	9	8	9
Guest docents	4	3	2	2	2	5	5
Total	27	25	24	24	23	24	27

The number of teaching staff involved in the implementation of the SP in each academic year is fixed as of 1 October of that year, except for the last column of the table.

Looking at the changes in the total number and proportions of academic staff by post, it can be concluded that there are no significant changes in the number of docents. The biggest changes have been in the number of guest docents. This is mainly due to the delegation of the teaching of the study course to a member of the elected academic staff of the SBGC (e.g. the study course "Forensics", for which a professional from outside the SBGC was engaged to teach for a long period of time, was handed over to the competence of the representatives of the elected academic staff of the SBGC in the 2019/2020 academic year), while the increase in the number of guest docents at the end of the reporting period is explained by the termination of employment of academic staff members due to the retirement age in the SBG, as well as the reassignment as Head of Department, which resulted in the need to attract professionals from outside the SBGC to teach some study courses. An analysis of the post groups of elected academic staff of the SBGC shows that the number of elected academic staff does not fluctuate by more than two people (assistants, lecturers), while the number of docents has not changed significantly over the period under review. The percentage of elected academic staff and visiting docents in the SBGC at the time of submission of the Self-Assessment Report is 81% to 19%.

Table 3.4.2.2

Commencement/Termination of Employment of Elected Academic Staff of the SBGC

	2018		2019		2020		2021		2022		2023		2024	
	Employment commenced	Employment terminated	Employment commenced	Employment terminated	Employment commenced	Employment terminated	Employment commenced	Employment terminated	Employment commenced	Employment terminated	Employment commenced	Employment terminated	Employment commenced	Employment terminated
Docents	-	-	-	1	-	-	-	-	-	2	-	1	-	-
Lecturers	-	2	-	-	-	1	-	1	-	1	-	2	-	-
Assistants	3	1	1	-	1	-	4	2	1	-	2	-	2	-

In the period 2018-2024 (inclusive), 14 assistants (see Table 3.4.2.2) were elected/appointed for the first time (from other SBG, SBGC units) to academic staff positions in the SBGC, five of whom had

previously held teaching positions in the SBGC, while eight were transferred from other SBG units and one from another Ministry of Interior structure. Attracting new professionals to the academic staff of the SBGC from other SBG units is positive. Docents who have been serving in practice for several years in various SBG units are an asset for the higher education institution and its students, especially in the case of a vocational higher education programme.

During the period under review, employment relationship was terminated with three assistants, seven lecturers and four docents. Main reasons:

- reaching retirement age in the SBG (3);
- transfer to another SBG unit (4);
- appointments to other positions in the SBGC (Head of Department (2), Head of Education Coordination (1); Chief Inspector of Education Coordination (1), Head of the Cynology Centre (1);
- retirement from the SBG during the Covid19 pandemic (1);
- death of a docent (1).

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

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

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

Cooperation between teaching staff in the implementation of the study programme is promoted in several ways and at several levels:

1. Docents work closely together to coordinate the content of study courses and their succession planning. First, docents assess whether the content of study courses, especially those in the field of study required for the acquisition of professional competence, is not duplicative but complementary and contributes to the successful and complete acquisition of interrelated learning outcomes. Second, to ensure the coherent acquisition of interrelated and complex knowledge and skills to be acquired in different study courses, the degree of interaction between study courses is assessed and the coherent design of specifically related study courses is determined. For example, in order to enable students to interview foreigners within the framework of the course "Border Checks", the courses "Foreign Language" (English) and "Second Foreign Language (Russian)" are implemented simultaneously with this course; in order to ensure the development of students' military skills and physical fitness level for participation in the practical activities "Summer Field Camp", the courses "Physical Preparation", "Weapons and Shooting Training" and "Military Training" are implemented simultaneously.
2. Programme Director - faculty cooperation is implemented throughout the study process and concerns primarily the coordinated management of study outcomes of the study programme and study outcomes of study courses, including the selection of more appropriate methods for assessing learning outcomes, self-assessment of the study programme and quality control.
3. Cooperation in teaching a study course in cases where at least two docents teach the study course, which implies an agreement between docents on study outcomes, course content, methodology, assessment, e.g. "Foreign Language (English)", "Border Surveillance", "Border Checks", etc.
4. Collaboration in research, through joint research papers and supervision of students' qualification papers.
5. Cooperation in the process of pedagogical qualification improvement by participating in the implementation of the docent's orientation programme for pedagogical work in the SBGC, jointly attending the UL/RAT professional development programmes "University Didactics" or "Innovations in Higher Education", as well as other pedagogical qualification improvement events (seminars, courses) and discussing topical issues of the study process.
6. Cooperation in the development of teaching methodologies in cases where at least two docents develop the teaching methodology, which implies an agreement between docents on the design and content of the teaching methodology.
7. Cooperation through participation in information sessions for teaching staff, e.g. "Working with Moodle", "Information Session on Managing the QMS" and discussions on current issues of study planning and implementation.
8. Cooperation through participation in collegial meetings (Council meeting) and decisions on current issues of the study process.
9. Cooperation within the department by participating in departmental meetings where various issues related to the content of study courses, expected results are discussed, issues related to the improvement of the study process and its accessibility to students are discussed.
10. Cooperation between faculty members from different departments, organising joint *training for students*. For example, the tactical exercise "Border", which is organised each year by the staff of the SBGC Department of Border and Immigration Services Subjects, involving colleagues from other units of the SBGC, mainly departments. The aim of the training is to

develop the practical skills of the students of the SBGC in the organisation and execution of border and immigration control measures and asylum procedures.

Table 3.4.5.1

**Ratio of Students to Docents within the Study Programme "Border Guarding"
2023/2024**

Ratio of Students to Docents of SP

Number of students	Number of docents (including guest docents)	Ratio
60	27	2.2:1

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	17.Pielikums Diploma-ENG.pdf	17.Pielikums Diploms_LV.pdf
For academic study programmes - Opinion of the Council of Higher Education in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions (if applicable)		
Compliance of the joint study programme with the provisions of the Law on Higher Education Institutions (table) (if applicable)		
Statistics on the students in the reporting period	19.Pielikums Statistikas dati par studējošo skaitu_ENG.xlsx	19.Pielikums Statistikas dati par studējošo skaitu.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	20.Pielikums SP atbilstība valsts izglītības standartam_ENG.doc	20. Pielikums SP atbilstība valsts izglītības standartam.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)	21.Pielikums SP atbilstība profesionālās kvalifikācijas Valsts robežsardzes jaunākais virsnieks prasībām_ENG.docx	21. Pielikums SP atbilstība profesionālās kvalifikācijas Valsts robežsardzes jaunākais virsnieks prasībām.docx
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)	32.pielikums Studiju programmas atbilstība atbilstošās nozares specifiskajam normatīvajam regulējumam_ENG.docx	32.Pielikums Studiju programmas atbilstība atbilstošās nozares specifiskajam normatīvajam regulējumam.docx
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	23.Pielikums Studiju kursu kartējums_ENG.xlsx	23.Pielikums Studiju kursu kartējums.xlsx
The curriculum of the study programme (for each type and form of the implementation of the study programme)	24.Pielikums Studiju programmas plāns_.docx	24.Pielikums Studiju programmas plāns_.docx
Descriptions of the study courses/ modules	22.Pielikums Studiju kursu apraksti_ENG.docx	22.Pielikums Studiju kursu apraksti.docx
Description of the organisation of the internship of the students (if applicable)	25.Pielikums Mācību prakses noteikumi VRK_ENG.docx	25.Pielikums Mācību prakses noteikumi.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)		