

APPLICATION

Studiju virziena "Economics" for assessment

Study field	<i>Economics</i>
Title of the higher education institution	<i>Juridiskā koledža</i>
Registration code	<i>3347801243</i>
Legal address	<i>KRONVALDA BULVĀRIS 1A, ZIEMEĻU RAJONS, RĪGA, LV-1014</i>
Phone number	<i>29454614</i>
E-mail	<i>arta@jk.lv</i>



Self-evaluation report

Study field "Economics"

College of Law

Self-evaluation report	2
Study field	4
I - Information on the Higher Education Institution/College	4
II - Description of the Study Direction (1. Management of the Study Direction)	16
II - Description of the Study Direction (2. Efficiency of the Internal Quality Assurance System)	25
II - Description of the Study Direction (3. Resources and Provision of the Study Direction)	32
II - Description of the Study Direction (4. Scientific Research and Artistic Creation)	44
II - Description of the Study Direction (5. Cooperation and Internationalisation)	47
II - Description of the Study Direction (6. Implementation of the Recommendations Received During the Previous Assessment Procedures)	50
Annexes	53
Other annexes	55
Accounting and Finance	57
Study program	59
III - DESCRIPTION OF THE STUDY PROGRAMME (1. Indicators Describing the Study Programme)	59
III - DESCRIPTION OF THE STUDY PROGRAMME (2. The Content of Studies and Implementation Thereof)	62
III - DESCRIPTION OF THE STUDY PROGRAMME (3. Resources and Provision of the Study Programme)	73
III - DESCRIPTION OF THE STUDY PROGRAMME (4. Teaching Staff)	74
Annexes	78

I - Information on the Higher Education Institution/College

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

The College of Law is one of the leading private colleges in Latvia, accredited in 2001, offering study opportunities in four major study areas – Economics, Management, Administration and Real Estate, Legal Sciences and Information Technology, Computer Engineering, Electronics, Telecommunications, Computer Control and Computer Science. Within the study field Economics one study program “Accounting and Finance” is implemented, three study programs “Human Resource Management”, “Commerce”, “Real Estate Management” are implemented within the study field “Management, Administration and Real Estate”. Technology, Computer Science, Electronics, Telecommunications, Computer Control and Computer Science within one study program “Computer Systems, Computer Networks Administration and Programming”, within the study field Law one study program - Law .

The aims and tasks of the study programmes correspond to the *Framework for Qualifications of the European Higher Education Area* and Level 5 of the European Qualifications Framework (EQF).

The College also offers the opportunity to acquire professional competencies in continuing vocational education and professional training programmes.

In 2016, the College of Law was recognised as **the third best** college in Latvia, and in 2018 the College was ranked second in the top three.(Annex No. 1)

The Mission and Vision of the College

The mission of the College of Law is to educate and train qualified specialists for the labour market both in Latvia and abroad, who have acquired not only good theoretical knowledge, but also practical skills. The College of Law educates and trains mid-level professionals with first-level professional higher education not only in the field of economics, but also in other most demanding occupations in the labour market, where the economical aspects play an important role in full-fledged work. Developing creativity and new ideas is the foundation of the study process.

Main strategic goals:

- to educate and train qualified specialists that are in demand in the labour market;
- to ensure the growth of the College by acquiring international experience and constantly improving the quality of studies;
- to be the best college in Latvia;
- pay closer attention to economic aspects of the law.

The development of the College is based on the key policy documents and regulatory framework of our state. Within the study field “Economics” the College implements professional further education program “Accounting”

The College of Law has developed the Strategy that defines the vision, mission, main values, strategic goals and objectives of the College. The College of Law implements the Bologna Process Guidelines, its activities focus on obtaining international accreditation of the study programmes with the aim of implementing the Strategy of the College on the way to the Excellence Model for

Quality Assurance and International Recognition. The College of Law is the member of several international organisations – PRME (Principle For Responsible Management), WFCP (The World Federation of Colleges and Polytechnics), AACCC (American Association of Community Colleges), EURASHE (European Association of Institution in Higher Education), FIABCI (the International Real Estate Federation).

The Sustainable Development Programme of the College envisages not only the acquisition of high quality education and professional competencies, but also high standards in business, information technology and security, health, environmental protection, freedom of expression and respect for equality principles, protection of intellectual property, fight against corruption and compliance with ethical standards, etc.

It is important to develop cooperation with the regions; the College already has four affiliations in different regions of Latvia (in Gulbene, Liepāja, Valmiera and Ventspils), which provide the opportunity to acquire education, professional skills and competences closer to the place of residence. Under changing economic conditions, it is not always possible for everyone to go a long way to the capital, where all higher education institutions are located. The affiliations of the College provide the study programmes required in the labour market of the region, enabling all those interested persons to acquire professional competences and integrate into the labour market.

It is important to continue to provide regions with the same high quality education opportunities available in the capital.

Implementation of a study programme in the branches in Liepāja and Ventspils

The Board of the College of Law made a decision on establishment of a branch in Liepāja right after starting the operation of the College of Law in Riga on 1 October 2000 (Minutes of the Shareholder Meeting of the CL No. 3). Establishment of the College in Riga created a widespread public interest across the whole Latvia, considering that it was the first higher education institution of such kind in Latvia. Administration of the College received dozens of letters and calls from various locations in Latvia with a request to establish branches of the College in various cities in Latvia. Considering that Liepāja and Ventspils showed the most activity, and distance to Riga was rather significant for students to travel for studies, a decision was made to research the technical possibilities for opening of a branch. The local governments of the cities were very responsive and interested in opening the branches in their cities, helped in finding the premises and settle other necessary matters. When clarifying the opinion of the potential employers in Liepāja and Ventspils, we came to an insight that opening of a branch would be useful, and on 1 February 2001 the branch of Liepāja began work, and a month later, on March 1, the branch of Ventspils was opened.

The branches are integrated in the system of College, and all work is coordinated from Riga. The branches of Liepāja and Ventspils each have one employee working at the branch on days when studies take place, and also once a week ensures that students have access to the library, computers and all information necessary for studies. Both the economic activity, and the study work is organised from Riga in a centralised way.

The branches, just like the whole College, receive revenue mostly from the tuition fee. Tuition fee is transferred into one account (to which money is transferred by everyone: both the students in Riga and the branches), and this account is serviced in a centralised way by the accounting of the College.

The purpose of the CL is to create in its branches an education environment, to organise and implement the education process that would ensure reaching the goals set by the educational programmes, making rational use of the resources of the institution. To be able to achieve a high-quality service in compliance with the requirements of the work environment, it is essential to

analyse the learning process, the content of studies, and to improve it, renew and supplement it in accordance with the newest trends in the sector and the labour market.

Priorities are the quality of learning, qualified teaching staff and advanced material and technical base.

All teaching staff are hired by the College of Law. The study process at the branches is planned in a centralised way from Riga, and practically it is ensured by the same teaching staff who work in Riga, involving local lecturers/practitioners, as well as guest lecturers in separate cases. Teaching staff are driven from Riga to the lectures at the branches and back home by the driver of the College of Law.

In order to ensure the study processes in Liepāja, the College of Law rents premises in Liepāja 8th Secondary School at Dunikas Street 9/11 and in Ventspils in 1st Gymnasium, Kuldīgas Street 1. The College rents premises for the library and methodological room. Both the library and the methodological room have been equipped with computers for the needs of both the teaching staff and the students. Classrooms are rented in accordance with the schedule of the study process. On Saturdays, when the studies are held by the College of Law, the secondary schools do not have classes; thus, it is possible to rent the number of premises necessary for the College. All classrooms are equipped with video projectors, computers, interactive boards. Well-equipped computer classes are also available.

Implementation of a study programme in the branches in Gulbene and Valmiera

The branch of the College of Law in Gulbene was created by taking into account the interest of the potential students in Gulbene and learning that also the students from Balvi, Alūksne and Madona cities and municipalities would prefer to study in Gulbene instead of going to Riga, since not all the potential students would be able to cover this long distance. The same can be said about the branch in Valmiera. The opinion of the local governments was asked, and it proved to be positive. Special interest was shown by Gulbene Municipality Council and Valmiera City Council which supported establishment of the College branches and aided in finding appropriate premises and employees. The employer surveys also showed that the graduates of the College would be on demand in the local labour market.

A decision to establish branches in Gulbene and Valmiera was made on 13 February 2007 (Minutes of the Board Meeting of CL No. 24)

The process of study organisation is the same as in Liepāja and Ventspils branches.

The academic staff members are not hired separately at the affiliations; the College has one Personnel Department, Accounting, Study Department, etc. Consequently, all staff members are recruited at the College of Law, stating separately in the contracts that the workplace of the academic staff member is at 1a Kronvalda Boulevard (Riga) and additionally specifying affiliations. The total working time and workload are calculated together at the College of Law, without indicating separately work at the affiliations; the study work planning is done centrally, not by each affiliation separately.

The transportation of the academic staff to the affiliations is ensured by the College, i.e., on days when studies take place, the College provides transport, which brings the academic staff to the respective affiliations and returns them to their place of residence at the end of the working day. Classes at the affiliations are planned in accordance with the study schedule of the academic year, which is coordinated with directors of the affiliations and the Study Department and published by June 30 of the current year.

There are no separate accounting sub-accounts for affiliations' operations. Since all College

activities are centrally organised, all financial flows are included in the total funding. Affiliations are places where the study process is implemented. To ensure the study process, each year the College draws up a plan for the procurement of the facilities, which includes the necessary resources for the study process in Riga and four affiliations, including library resources. For example, in the case of library resources, they are allocated in proportion to the place of study, according to the number of students.

Weekly working meetings (on Wednesdays) also address issues of material and technical support.

In order to improve students' practical skills, an integral part of the study process is field trips to enterprises, institutions and organisations, including, for example, the Saeima of the Republic of Latvia, the Cabinet of Ministers of the Republic of Latvia, the Land Register, prisons and the Corruption Prevention and Combating Bureau.

The College of Law implements full-time, part-time, extramural studies, including e-studies. The College uses Moodle. To better support students, the College has created its own electronic library, which contains books published by the College as well as other teaching aids, lectures are filmed and materials available in Moodle <http://e.jk.lv/>. At the College, e-learning is offered in study programs - Law, Human Resource Management, Commercial and Real Estate Management.

Table No.1

The total number of students at the College of Law

as at 2019, June 1	1278
2018	1172
2017	1137
2016	805
2015	1078
2014	1117
2013	1019

Dynamics of the number of accepted (matriculated) students is similar and ranges from 403 (academic year 2014/2015) to 485 (academic year 2018/2019). In comparison with academic year 2013/2014, the number of matriculated students per academic year has increased on average by 24%. Number of students matriculated within an academic year varies because on average 29 students are matriculated each year at a later study stage of the academic year.

On average 45% of all matriculated students perform and receive a diploma and professional qualification within the period specified by the study programmes. During the studies students take an academic leave for various reasons, and as shown by the statistical data, on average 23% of them no longer return to studies; 7,5% are exmatriculated for failure to perform during the study programme (mostly due to the fact that a student cannot develop and deliver a qualification work by deadline); approximately 12% students are exmatriculated voluntarily on the basis of various reasons, both moving abroad, due to illness, birth of a child, or significant work load, as well as cases when the student has understood that what he studies is not really his field of interest, and other reasons; 12,5% are exmatriculated for non-performance of the obligations of agreement on

obtaining education, i.e., debt of tuition fees.

The Development Strategy of the College of Law for 2018–2023. <http://jk.lv/eng/aboutus/strategy>

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

The activities of the structural units involved in the implementation of the first level professional higher education study programme “Law” are coordinated by the director of the programme. The following units are involved in the study process:

Study Department, which plans the study process (lecture schedule, lecturers’ work, etc.) and registers the academic performance; is responsible for software and technical resources; provides students with information; offers students and academic staff to engage in the local and international projects, etc. Director of a study programme is responsible for provision, self-assessment of the content performance of a study programme.

Academic staff perform pedagogical, methodological and scientific activities. Within the framework of the study process, they deliver lectures, organise workshops and conduct practical classes, administer tests, check reports, independent home assignments, provide tutorials, supervise and review the qualification papers, perform other duties related to the organisation of the study process.

The academic staff involved in the implementation of the accredited study programme should have the necessary skills to transfer their knowledge and experience to students and receive feedback on their work. All academic staff members are provided with the opportunity to develop their knowledge, by undertaking qualification development courses, pursuing doctoral studies, conducting scientific research and undergoing internship abroad within the framework of mobility programmes.

Maintenance Department that deals with material and technical maintenance issues.

Library that provides students and academic staff with information.

Personnel department that deals with employment and contractor agreements; keeps records of employees; informs about the occupational health and safety requirements; promotes the participation of academic staff in professional development courses and further training, etc.

AnnexNo.2, Organisation Structure

The evaluation of the effectiveness of the governance structure of the College of Law was conducted in July 2019, assessing it in accordance with the international standard ISO 9001: 2015. As part of the evaluation, the College’s governance structure was assessed, taking into account the underlying and support processes. The College’s governance structure is evaluated as functionally efficient, with opportunities to improve individual activities in the field of marketing.

Structure of LLC College of Law is formed by employees, the Board and Director of the educational institution, Deputy Directors, Council, Study Department, Students’ Self-government, directors of the study programmes, academic personnel and guest teaching staff, as well as the Library, Archive, Accounting, HR and Filing Department, Economic Department, International Relations and

Projects Department.

The College is operating in accordance with Regulations of the College of Law. The College Director ensures the content and financial operation of the College; Deputy Director in study work ensures the management of the study process, as well as coordinates International Relations and Projects Department; Deputy Director in administrative work ensures administrative and economic management of the College.

The Council is the highest representation and management institution and decision-making body in education and research matters. The Council includes academic staff of the College and representatives of employers, as well as the representatives of the students' self-government.. The Council is chaired by the Chairperson of the Council.

The total number of council members is 18. The council consists of: director, deputy director, one board member, seven members of the academic staff (college is their main place of work), two general staff members, four students self-government representatives, two authorized representatives of employers and according to the specifics of the study programs.

The College implements six study programmes; each programme is headed by a director. When establishing new study programmes, the structure of the College will be supplemented with new structural units. In future the plans are in works to expand the structural unit – Training Centre – by creating Legal Consultations that would provide advise to interested persons free of charge in cooperation with the teaching staff and students. An idea of creation of the Career Centre exists as well; the main duties of it would be cooperation with the employers and cooperation partners, provision of placement for the students of the College, providing consultations on job matters and organisation of career days.

Legislative Acts of the College of Law -Annex No. 3
<http://jk.lv/eng/for-students/rules-are-regulations>

The Quality Management Policy of the College of Law, <http://jk.lv/lv/par-mums/kvalitates-vadiba>

Student Self-government represents the interests of students<http://jk.lv/lv/studentiem/studentu-pasparvalde>. Student Self-government is the highest institution defending students' interests at the College(Regulation of the College of Law of 16 March 2001), which started its activities immediately after the establishment of the College.

The task of Student Self-government is to promote the social life of the College's students and to enhance the efficiency of their study process.

Representatives of Student Self-government participate in the activities of the Council of the College of Law. By decision of the Board of the College of Law as of 18 January 2011 (Minutes No. 116), financial resources are allocated for the needs of the Student Self-government in accordance with Section 53, Paragraph 4 of the Law on Institutions of Higher Education. It is possible for the Student Self-government to receive financial support by prior agreement with the administration of the College.

To facilitate the efficiency of the study process, scientific conferences are regularly organised that always attract the most active students of the College. At several student scientific conferences, students have conducted a lot of research, also analysed, solved various problems and defended their thesis statements on some of today's topical issues.

The Student Self-government organises independent student surveys at least once a year to evaluate the quality of studies and presents the results to the administration of the College of Law. Surveys are available in students' personal [profiles at the website of the College](#).

In 2017, the Student Council of the Latvian College Association was established with its president and 4 representatives, one of whom is from the College of Law. On 8 February 2018, the Student Council of the Latvian College Association undertook an exchange visit to Tartu (Estonia), where they attended Tartu Health Care College (THCC) that was a partner of several Latvian colleges. During the meeting, it was possible to get acquainted not only with the College's premises and the latest technologies used in the study process, but also with the College's students, including the Student Self-government.

For several years, the College's most active students have the opportunity to represent the College at the international education exhibition "School". It is a great opportunity to share one's experiences with others.

The annual participation of the College' team of full-time students in the inter-college bowling tournaments organised by the Latvian College Association (LCA), which takes place every year, has already become a tradition. In 2017, the College's team won the first place, thus being given the opportunity to organise the 2018 bowling tournament. Within the framework of the Lawyers' Day (in April), the team of the College of Law participates every year in the Lawyers' Day Bowling and within the Science Week - in the Liepāja Golden Pin tournament at Liepāja Affiliation.

Students of the College of Law, at least five each year, are actively involved in Lattelecom Riga Marathon, where all the payments related to the marathon are covered by the College.

The Student Self-government also participates in organising student recreation events; thus, it organises trips every year, one of the traditions has become the excursion to Sigulda, boat trip, which is organised thanks to the lecturers' activity. The Student Self-government also organises Christmas events, evening parties, and joint cultural events.

The Student Self-government participates and organises meetings with secondary school pupils who have expressed a desire to study at the College of Law and are interested in legal sciences. Students actively participate in the Career Days of their former schools to popularise the College and tell about their studies at the College, as well as participate in court games.

Every year field trips are organised to the Saeima (Parliament) of the Republic of Latvia to get acquainted with its activities, as well as field trips within the framework of study courses to the Supreme Court of the Republic of Latvia, the Prosecutor's Office of the Republic of Latvia, the State Land Service of the Republic of Latvia, the Land Registry Office of Riga City, the State Forensic Science Bureau, the Brasa Prison, the State Archive of Latvia, etc.

Table No. 3

Field Trips of the Students of the College of Law, which are organized for all college students, including the study program "Accounting and Finance".

2016, 2017 and 2018

No.	The institution attended	Date
1.	State Land Service	1 March 2016
2.	Land Registry Department of Vidzeme District Court of Riga City	8 March 2016
3.	Cabinet of Ministers of the Republic of Latvia	11 March 2016

4.	Civil Registration Office of Pardaugava Branch of Riga City	31 March 2016
5.	Brasa Prison	5 and 15 April 2016
6.	Seminar at the European Parliament Information Office in Latvia and familiarization with the institutional structure of the European Union	19 April 2016
7.	Embassy of the Republic of Georgia	9 May 2016
8.	Saeima (Parliament) of the Republic of Latvia	9 June 2016
9.	War Museum	13 September 2016
10.	National Archive of Latvia	20 September 2016
11.	Prosecutor General's Office of the Republic of Latvia	4 October 2016
12.	Supreme Court of the Republic of Latvia	11 November 2016
13.	Cabinet of Ministers of the Republic of Latvia	2 December 2016
14.	Prosecutor General's Office of the Republic of Latvia	26 January 2017 23 February 2017
15.	Supreme Court of the Republic of Latvia	29 March 2017
16.	Saeima (Parliament) of the Republic of Latvia	29 March 2017
17.	State Forensic Science Bureau	23 April 2017
18.	Central Prison	29 September 2017
19.	Prosecutor General's Office of the Republic of Latvia	9 October 2017
20.	Supreme Court of the Republic of Latvia	2 November 2017

21.	Civil Registration Office of Pardaugava Branch of Riga City	2 November 2017
22.	Prosecutor General's Office of the Republic of Latvia	4 December 2017
23.	Division of Riga Regional Court	16 January 2018
24.	Riga Municipality Police	1 February 2018
25.	Cabinet of Ministers of the Republic of Latvia	7 March 2018
26.	Dependent Centre of Olaine Prison	21 March 2018
27.	Prosecutor General's Office of the Republic of Latvia	19 April 2018
28.	State Forensic Science Bureau	26 April 2018
29.	State Revenue Service	9 May 2018
30.	Prosecutor General's Office of the Republic of Latvia	16 May 2018
31.	Supreme Court of the Republic of Latvia	8 October 2018
32.	Prosecutor General's Office of the Republic of Latvia	17 October 2018
33.	Supreme Court of the Republic of Latvia	8 November 2018
34.	Prosecutor General's Office of the Republic of Latvia	7 December 2018
35.	Saeima (Parliament) of the Republic of Latvia	7 February 2019
36.	Supreme Court of the Republic of Latvia	13 February 2019
37.	Land Register	5 March 2019
38.	Latvia's State Forests	12 March 2019
39.	State Forensic Science Bureau	12 March 2019
40.	Dependent Centre of Olaine Prison Administration	2 April 2019
41.	Saeima (Parliament) of the Republic of Latvia	2 May 2019

42.	Prosecutor General's Office of the Republic of Latvia	19 May 2019
-----	---	-------------

43. Attorney General's Office of the Republic of Latvia 19.06.2019.

44. Republic of Latvia Supreme Court visit 15.10.2019

45. Riga Central Prison visit 05.12.2019

Activities:

1. In April 2016, full-time students took part in court games in administrative law at the School of Business Administration "Turība" (3rd place).
2. In April 2016, full-time students took part in the bowling tournament of the Latvian College Association and won the 20th place.
3. In June 2016, full-time students celebrated the end of the study year going to the cinema to watch a movie "How you see me 2".
4. On 19 October 2016, students took part in the opening of the photo exhibition of the Minister of Justice Dz. Rasnačs.
5. In April 2016, within the Lawyers' Day, photo exhibitions "The World through the Eyes of Students, Teachers and Employees of the College of Law" and "We are from the College of Law" were opened at the College of Law.
6. In April 2017, full-time students took part in the court games in administrative law at the School of Business Administration "Turība" (5th place).
7. In February 2016, 2017, 2018, full-time and part-time students represented the College of Law at the exhibition "School".
8. In May 2016, 2017, 2018, students of the College of Law participated in Lattelecom Marathon.
9. In April 2016 and 2017, within the Lawyers' Day, part-time and extramural students took part in the bowling tournament "Liepāja Pin" of the College of Law.
10. In April 2018, within the Lawyers' Day, part-time and extramural students took part in the International Bowling Tournament in Riga.
11. In April 2017, full-time and part-time students took part in the bowling tournament of the Latvian College Association and won 1st place.
12. In November 2017, a photo exhibition of students of the College of Law "My Latvia" was opened.
13. In April 2018, full-time and part-time students took part in the bowling tournament of the Latvian College Association and won 13th place.
14. In 2016, 2017, 2018 graduates - the authors of the highly-evaluated qualification papers - presented the main thesis statements, conclusions and proposals of the qualification papers in the form of scientific articles, which were published in the collection of scientific articles of the College of Law along with the scientific papers of the College's lecturers.

15. ERASMUS traineeship.
16. Full-time students (J.Pētersons, L.Vikse) wrote articles on ERASMUS traineeship in Italy, which were published in the Journal of the College of Law.
17. Participation of students (two) in Southwestern Advantage Practice in the USA.
18. Part-time students (R. Gicēviča, R.Logins) wrote articles on traineeship in the USA, which were published in the Journal of the College of Law.
19. An article on the studies at the College of Law published in the Journal of the College of Law was written by the full-time student V.Agejeva.
20. On 7 November 2017, the Student Council Meeting of the Latvian College Association took place, where Statutes were adopted. Student of the College of Law E.Sniedzītis was elected to the Board of the Council.
21. Participation of students in guest lectures organised by the College of Law.
22. In October 2018, full-time students went on a day trip to Sigulda and Līgatne.
23. On 28 November 2018, the full-time student Ilze Kublinska participated in the scientific practical conference "Law Enforcement Institutions in Latvia and Europe – The Basis and Guarantor of the Rule of Law".
24. On 28 November 2018, ERASMUS student Ibrahim Demir participated in the scientific practical conference "Law Enforcement Institutions in Latvia and Europe – the Basis and Guarantor of the Rule of Law".
25. On 14 February 2019, Valentine's Day Ball was organised for students of the LCA.
26. On 9 April 2019, the LCA bowling tournament took place.
27. On 27 April 2019, the bowling tournament of the College of Law "Liepāja Golden Pin 2019" took place.
28. May 2019 Riga Marathon.
29. July 26, 2019 Ventspils branch students group event.
30. Meeting of the Graduate Council of the College of Law

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

see part II, 2.1. - 2.5.

http://jk.lv/QUALITY_POLICY.pdf

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

1.	The higher education institution/ college has established a policy and procedures for assuring the quality of higher education.	<p>Complies</p> <p>The College of Law has a quality management system and procedures that are evaluated by external experts, the international certification body BUREAU VERITAS. The goal of quality management at the College of Law is to ensure the transparency of internal processes and the performance of operations in accordance with regulatory requirements.</p> <p>http://jk.lv/en/par-mums/kvalitates-vadiba#e-studijas</p> <p>see II. Part 2.1. - 2.5. Internal quality assurance system</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>Complies</p> <p>The mechanism of study program development is defined in the Regulations on Study Program Self-Assessment, as the criteria of study course supervision and requirement are defined in the job descriptions of the academic staff.</p> <p>see Part II 1.1., Study Direction Management, 2.1, 2.2, Internal Quality Assurance, Part III 2.3, Study Content and Implementation etc.</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>Complies</p> <p>http://jk.lv/eng/for-students/rules-are-regulations</p> <p>Criteria for evaluation of studies</p> <p>Criteria for the assessment of studies are publicly available to students and academic staff (in e - environment). Criteria for the assessment of study success are included in the Regulations on Taking Examinations, the Regulations for the Assessment of Students' Knowledge and the Qualification Exam, as well as the descriptions of study courses. Criteria for the assessment of study results are based on Cabinet Regulation No.141 (20.03.2001) on the Standard of First Level Professional Higher Education.</p>

4.	Internal procedures and mechanisms for assuring the qualifications of the academic staff and the work quality have been developed.	Complies see 3.3. - 3.6., 4.1., 4.2., 4.5. etc.
5.	The higher education institution/ college ensures the collection and analysis of the information on the study achievements of the students, employment of the graduates, satisfaction of the students with the study programme, efficiency of the work of the academic staff, the study funds available, and the disbursements thereof, as well as the key performance indicators of the higher education institution/ college.	Complies see Part II 1.6. - 1.7., Assessment of students' achievements and academic integrity, 2.1. - 2.3, 2.4, Internal quality management, 3.1. - 3.3, 3.7, Resources, Provision, Support, 4.2, 4.5, Research Activities, 5.2 Foreign Students and Teaching Staff, Part III 2.6, Survey Results, etc. Information on student achievement and graduates is collected and compiled in the College of Law database. Information on student progress is regularly analyzed, discussed at Council meetings, weekly staff meetings. Learning outcomes are evaluated and summarized and final results are made and decisions on further action are taken twice a year, following a state examination. Student satisfaction with the study program is evaluated not less than twice a year by conducting student surveys. The evaluation of the work efficiency of the academic staff is most closely related to the results of the students' survey and the qualification improvement of the academic staff, which is evaluated by the study department.
6.	The higher education institution/ college shall ensure continuous improvement, development, and efficient performance of the study direction whilst implementing their quality assurance systems.	Complies Annex No.30 The Attachment confirms that the College provides an opportunity for those who wish to continue their studies to complete their full cycle, Bachelor's Degree. This means that quality assurance is organized in cooperation with partner HEIs that carry out undergraduate programs.

II - Description of the Study Direction (1. Management of the Study Direction)

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

The study programme “Accounting and Finance” is implemented within the study field “Economics”. In today’s economic environment, a company accountant should ensure full accounting of the company’s business operations by drawing up financial statements and tax returns in accordance with the requirements of the laws and regulations of the Republic of Latvia and international legal norms in the field of accounting. To ensure and control the allocation of financial resources, the accountant should analyse the financial performance of the company and make proposals for improving the financial performance of the company.

As of 15 November 2019, there were 191 thousand companies and merchants registered in Latvia who were obliged to keep accounting in accordance with the requirements of the laws and regulations of the Republic of Latvia. According to the State Revenue Service, the level of education of accountants is still insufficient – no suspicious transactions are reported. In 2008, the Law on the Prevention of Money Laundering and Terrorism Financing was adopted. Until 2019, it has been amended and supplemented 17 times. However, only 20 suspicious transaction reports have been received. The study programme of the College of Law also places great emphasis on current issues of law, understanding and applying of legal regulations and legal norms, as well as the study process focuses on accounting and analysis of business processes through the effective use of legal knowledge in everyday life.

Within the study process, students are given an opportunity to become familiar not only with financial and management accounting, but also with the components of the internal control system, audit methodology and audit of annual reports.

To better understand the nature of accounting processes, students record business transactions in accounting software based on supporting documents. In addition to the theoretical and practical knowledge, students are given an opportunity to use the accounting game computer platform www.trustvglp.com, which aims at training accountants and financiers for the job market by providing knowledge of accounting and finance in an interactive way through games, exercises and tests. The platform is created in English, which enables students to also improve their knowledge of accounting terminology in English. The accounting platform “I Trust My Competency in Accounting and Finance via Gamified Learning” has been developed by the working group of the College of Law in cooperation with partners from Turkey, Spain, Poland and Romania.

Once acquired knowledge is no longer sufficient for successful integration into the labour market in today’s turbulent environment; therefore, one should continuously develop, upgrade professional qualifications, skills and competences, as well as obtain new ones.

Accounting is also one of the areas where changes constantly take place, including in laws and regulations, taxes and fees, and various projects.

Despite the fact that there are several secondary and higher education institutions in the country that educate and train accountants, job advertisements often show demand for qualified accountants capable of producing a balance sheet.

According to the labour market forecasts of the State Employment Agency, the demand for accounting specialists is one of the fastest growing.

The list of TOP occupations that are most in demand from April 2019 to April 2020 is available at <https://cvvp.nva.gov.lv/#/pub/pakalpojumi/prognozes/>

Accounting knowledge is not only necessary for accountants and financiers; everyone needs to be competent in accounting and finance. For example, to become a successful entrepreneur one needs to be proficient in accounting. A good human resource specialist and a lawyer also need to be competent in accounting. Successful management of one’s farm also requires knowledge of

accounting; a private practitioner needs to be familiar with accounting issues, etc.

The College of Law has taken several important aspects into consideration when developing the study programme. First and foremost, to become a competitive specialist, one needs to go beyond accounting and gain knowledge in other areas; therefore, the programme encompasses areas such as Law, Mediation, Personal Data Protection, Coaching, etc. that have been proven effective and useful by the graduates' positive feedback.

The study programme "Accounting and Finance" has been compared with the programme "Accounting and Finance" of the College of Accounting and Finance (CAF).

Comparing the first level professional higher education study programs with the corresponding study programs in Latvia and abroad, it can be concluded that the study programs of general education and branch of study are similar, but each study program has its own specific characteristics. The volume of both comparable study programs is 80 CP / 120 ECTS. At the College of Law, at the end of their studies, students take the qualification exam, which consists of two parts - the theoretical part of the qualification exam (a ticket exam) and the defense of the qualification paper. The content of the study program in both comparable study programs is designed according to the state and profession standard. The major difference is in part C, where CAF includes courses mainly related to the profession; the College of Law has given a wider choice to include not only courses directly related to the profession, but also those that may be of interest and interest. such as Procedural, Labor and Social Rights, Mediation, Personal Data Protection, etc.

Comparing the study programme with similar programmes implemented at RRiF College of Financial Management in Croatia

(<http://www.rvs.hr/en/studies/undergraduate/accounting-and-finance/>), Utena University of Applied Sciences (Lithuania) (<https://www.utenos-kolegija.lt/en/studies-program/accounting>) and Saxion University of Applied Sciences

(<https://www.saxion.edu/programmes/bachelor/international-finance-and-accounting-short-degree-programme>), it can be concluded that in principle there is no difference among them. The content of the study programmes is basically similar to that of the study programme implemented at the College of Law. The comparison with Utena University of Applied Sciences has also been carried out with the aim to enable graduates of the College of Law to continue their studies (in the 3rd study year) in order to obtain a full Bachelor degree.

A more detailed comparison of the study programme with those of Saxion University of Applied Sciences and Utena University of Applied Sciences and the study programme "Accounting" of RRiF College of Financial Management demonstrates that the content, volume and duration of the study programmes are very similar. The volume of the study programme implemented at the College of Law is 120 ECTS; Saxion University of Applied Sciences also implements a short study program, the duration of which is two years and the volume - 120 ECTS, which is part of the first cycle, and the program by Utena University of Applied Sciences amounts to 180 ECTS, and that of RRiF College of Financial Management - 180 ECTS. At Saxion University of Applied Sciences, more emphasis is placed on the international aspect, as evidenced by the title of the programme "International Finance and Accounting", for example, "International Finance Management", "International Taxation", "International Law".

Both at Saxion University of Applied Sciences and Utena University of Applied Sciences, students develop and publicly present their graduation papers upon completion of the study programme. Compared to the aforementioned foreign programmes, the programmes of the College of Law focus on legal issues, as no branch of the economy or profession can survive without basic knowledge and understanding of law.

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

The strategic goal of the study field fully corresponds to the strategic goals of the College of Law, i.e., to offer high quality of studies, to ensure that the theoretical knowledge acquired within the study programme is related as effectively as possible to practice, etc.

One of the main strategic goals of the College in the period of 2012–2017 was to get into the list of the top three colleges in Latvia, which the College of Law successfully achieved, being the third best in 2017 and the second best in 2018 (according to Prakse.lv data, which was collected by the Employers' Confederation of Latvia together with partners). The strategic goal for 2018–2023 is to become the best college in Latvia.

The Development Strategy of the Study Field "Economics" for 2018–2023 is provided in Appendix No.4

See Section 1.1

For the sustainable development and prospective evaluation of the study field and the College from the perspective of Latvia's interests, the Sustainable Development Strategy of Latvia until 2030, which outlines the main problems related to the education system in the country as well as the major challenges in the field of higher education, is used as the basic document. The following strategic areas have been used in the development of the study field:

- The availability of high-quality education, both as a result of income inequalities and the development of territorially unequal demographics, is becoming a major long-term challenge;
- In the long term, Latvia's competitiveness will depend on the link between the education system and labour market changes and the ability to train people for work in changing conditions throughout their lives;
- The 21st-century education system aims at strengthening the individual's skills for continuous learning and innovation;
- Education is not just about acquiring specific competences and qualifications, but about the development process of human talent, emotional and social intelligence and personality;
- Particular emphasis should be placed on (...) adult continuing education;
- Higher education institutions can develop programmes that are fully implemented in the e-environment, etc.

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

**Strengths and Weaknesses (SWOT Analysis) of the
Study Programme “Accounting and Finance”**

Table 4

Strengths	Weaknesses
1. Possibility to obtain qualified education that is relevant and useful in the labour market in a relatively short period of time (2-2.5 years)	1. Insufficient student mobility and involvement in studies at the foreign higher education institutions
2. The material and technical facilities of the study process (computer classes are available, where the accounting software is installed on computers)	2. Difficult economic situation affecting the student's ability to pay, especially at the affiliations
3. Annual scientific research	3. Insufficient research and analysis of the target audience
4. Acquisition of theoretical and practical knowledge based on practical experience and recent changes in the legal framework	4. More study tours, collaboration with the industry representatives
5. High qualification and long-term experience of the academic staff ensures the high-quality study process	-
6. Possibilities to receive state-guaranteed study and student loans	-
7. Participation in the European Social Fund projects	
8. Participation in the Erasmus+ programme	
Development opportunities	Risks
1. To expand cooperation with foreign higher education institutions, paying special attention to international aspects	1. Social condition of students, which forces them to work disproportionately

2. To overcome the problems caused by the economic crisis and in the conditions of competition to continue increasing the number of students based on the implementation of high-quality studies	2. Emigration of people, especially young people, in search of work and free studies abroad
3. To provide opportunities for academic staff members and students to improve their knowledge of foreign languages	3. The use of modern and high-quality technologies increases the cost of the study process
4. Labour market demand for qualified specialists	4. Professionally oriented knowledge, mainly related to the labour market demand in Latvia
5. To provide work-based learning	
6. Internship of the academic staff at the company	
7. Different opportunities for cooperation with social partners, municipalities and graduates, creating a solution to labour market demand and resource development	
8. Opportunity for academic staff members and students to improve their knowledge of foreign languages	

To address weaknesses of the study programme – insufficient student mobility and involvement in studies at the foreign higher education institutions – the College envisages providing specific offers to interested students and more support on practical issues such as finding a place to live. Within the scope of target audience research and engagement, more emphasis will be placed on accountant practitioners who are willing to develop their knowledge and practical competences, as well as on those who are willing to retrain.

At present, students are offered many different study tours, most of which are related to the field of law, and in the future, more attention will be paid to study tours related directly to the profession.

In cases when a perspective student has gone abroad to find work, the College is virtually unable to offer him/her study opportunities at the study programme “Accounting and Finance”, as the College does not offer distance learning (e-studies). This is one of the issues on which the College has already begun research, examining the interested people who would like to study through distance learning. Distance learning is one of the ways of attracting students.

In order to avoid a significant increase in tuition fees associated with higher tuition costs due to the purchase of modern and high-quality equipment for study purposes, the College should continue to actively participate in available European Social Fund and other projects related to the development of material and technical facilities. The study period of two, two and a half years is a relatively short period of time to be able to address the international aspect of the study programme to a large extent. In this situation, the possible solution is to supplement Part C (free electives) with new courses, if there is a demand for them.

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

Organisation Structure (Annex No. 32)

The College is operating in accordance with Regulations of the College of Law. The College Director together with the Deputy in study work and Deputy in administrative work ensures the study process of the College, as well as administrative and economic management. The Council is the highest representation and management institution and decision-making body in education and research matters. The Council includes academic staff of the college, student representatives and representatives of employers. The Council is chaired by the Chairperson of the Council. The College implements six study programmes; each programme is headed by a director. When establishing new study programmes, the structure of the College will be supplemented with new structural units.

The study direction management structure is organically linked to the college management structure. Annex 2

The direction of study is, as a general rule, presided over by the head of the Department of Studies, acting as head of the College of Law College and other collegiate management groups, providing direct leadership and influence in the College's decision-making process. The next level of leadership in the direction of the study direction is the program director. The director of the study program is primarily responsible for the content of the study program and the quality of the academic provision. It is within the competence and responsibility of the study program director to interview students to determine their satisfaction with the content of the study and the quality of the work of the academic staff.

The College has four branches: in Gulbene, Liepāja, Valmiera, Ventspils. The training centre of the College organises further education courses. International Relations and Projects Department organises work with Erasmus students, organises placement and study possibilities of students abroad. As of 2018, the College actively participates in various EU projects. In the future, plans are in works to establish a separate structural unit – Career Centre. The main duties of it would be cooperation with the employers and cooperation partners, provision of placement for the students of the College, providing consultations on job matters.

The management structure of the study direction operates efficiently in accordance with the basic principles of college management. See III.part 2.6., II part 2.1. – 2.4., I.part 1.2.

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

application of these procedures.

The target group of the study programme is persons who have at least secondary education.

Admission for studies takes place on the basis of the enrolment rules of the College of Law, which are published annually at the website of the College of Law http://jk.lv/dokumenti/01_ADMISSION_REGULATIONS_IN_ACADEMIC_YEAR_20202021.pdf placed on bulletin boards, as well as available in the library and e-environment of the College of Law.

The College of Law also recognises non-formal and formal education governed by the regulations "Recognition of Results Acquired outside the Formal Education or Competences Gained by Professional Experience and Achieved in Former Education (02.02.2018.). <http://jk.lv/eng/for-students/rules-are-regulations> The Regulations state, CL evaluates study results achieved outside the formal education, in former education or professional experience and determines the compliance thereof with the study programmes implemented by the CL if the results correspond to the appropriate requirements of the study programmes implemented by the CL, recognises these results, as well as assigns relevant credits. Former education of 8 students "Accounting and finance" was recognised in the academic year of 2018/2019.

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

Students' achievements are assessed already during the study process and at the end of the study course and qualification examination. Students' assessment during the study process takes place through the assessment of students' practical work, involvement in studies, active participation in lectures, seminars, which help understand the correspondence of theoretical questions to the students' individual experience, stimulating discussions, exchanging knowledge and skills, as well as providing an opportunity to match one's knowledge and skills with those of other group members. The evaluation forms include homework, group work, assessment tests, reports, essays, examination, etc. If the volume of study course is two or more credit points, an examination is compulsory, whereas if there is only one credit point, a credit test is passed. When approving a study programme, the mandatory requirement for some study courses is the development of a report, which is mainly related to the opportunity to train students to elaborate a qualification paper.

By organising the study process, the study methods should promote the student's responsibility for self-learning; the methods are focused on the acquisition of practical skills. In the study process, the principle of module training is used – the examinations take place at the end of the study course, rather than during the examination period. Special attention is devoted to practical assignments. Internship is an integral part of the study process.

The course of studies is determined by the Study Regulation, the Internship Regulation and other regulations.

The study programme determines the study courses to be acquired, their volume in credit points,

The students can regularly follow their results in the student's profile
<http://jk.lv/lv/studentiem/jk-studentiem>

[illegible]

Academic integrity requires following formal rules, regulations, rules of procedure, acting impartially, ethically, and honestly.

So far, there have been no cases of academic honesty violation and plagiarism at the College.

In April 2019, the College joined the Unified Computerized Plagiarism Control System (VDPKS). Cooperation Agreement in Annex 7. Students' reports, internship reports and qualification papers are checked in the unified Computerized plagiarism control system.

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

Information on the study field:

- in Latvian <http://jk.lv/lv/studiju-programmas/gramatvediba-un-finanses>

The Deputy Director for Administrative work is responsible for the consistency of the information available on the website with the information available in the official registers.

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

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

In the knowledge-intensive and information age, with ever higher criteria and standards of professionalism, the role of vocational education in the education system is growing rapidly. Social partners, vocational education policy makers and students, the public at large assess the functioning of educational institutions and increasingly express their views. The society sets high requirements for the operation of educational institutions, and thus the quality of education, the objective and comprehensive evaluation of the quality of the educational institution's operation are of great importance.

Based on the Strategy for the Development of the College of Law from 2018 to 2023, **a quality policy, including a quality management manual**, has been developed at the College. College of Law has received the ISO 9001: 2015 certification. on August 1, 2019.



It has been taken into account that the College's mission is to educate and train qualified specialists who have acquired not only good theoretical knowledge but also practical skills for the labour market both in Latvia and abroad. The College of Law educates and trains middle-level professionals with first-level higher professional education not only in the field of law but also in other most demanding occupations in the labour market, where the legal aspects play an important role in full-time work. The aim of the quality policy is to contribute to the implementation of the College's mission by setting principles that can ensure the high quality of the College's activities.

1. The objective of the College's quality management is:
 - to ensure the College's activities in accordance with Investors in Excellence and ESG, ISO 9001;
 - to ensure a high level of stakeholders' satisfaction with the quality of the education and other services provided by the College;
 - To ensure that the strategic objectives are accomplished.
2. The College shall observe in its activities:
 - valid regulatory enactments regulating education and other documents;
 - binding international regulations, requirements and guidelines, including the Bologna Process Guidelines;
 - the European Qualifications Framework;
 - ISO 9001 standard;
 - Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG, Brussels, 2015);
 - Investors in Excellence standard.
3. To achieve the goals, the College has put forward the following objectives:
 - to receive Investors in Excellence certificate;
 - to maintain the management system of the College in accordance with ISO 9001 standard;

- to ensure the development and implementation of programmes in accordance with the requirements of the laws and regulations of clients and industry;
 - to involve industry representatives in developing and evaluating educational programmes;
 - to provide a high level of qualification to staff;
 - to actively monitor, review and improve all our activities;
 - to set realistic and measurable quality goals every year and monitor their achievement on a regular basis.
4. The quality management documentation at the College is divided into five levels:
- management documents;
 - strategic and planning documents;
 - documents regulating basic activities;
 - documents regulating support functions;
 - support elements.

The Quality Management System (QMS) of the College is fundamentally designed to meet the requirements of the internationally recognised and widely used ISO 9001 standard and is based on the following principles:

- Customer-oriented organisation
- Leadership
- Involvement of people
- Process approach
- Systematic approach to management
- Continuous improvement
- Factual approach to decision making
- Mutually beneficial supplier relationships

QMS is a set of clearly defined operational processes that encompass the classic organisation's development cycle: plan – do – check – act and allow managing the quality of our services and processes to achieve or exceed the quality of service our customers expect.

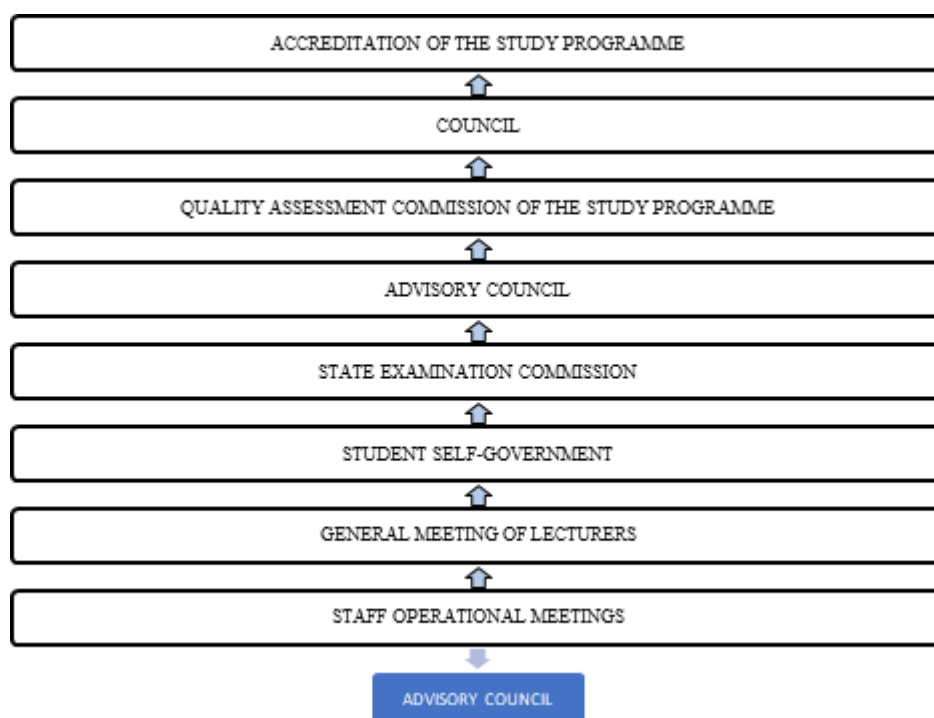
In November 2018, the College has received financial support from the European Social Fund for Specific Aid Objective 8.2.3 "Ensure Better Governance in Higher Education Institutions", project "Development and Evaluation of Management System, Improvement of Competence and Skills of Management Personnel in Compliance with the Standard of Excellence in Management". The project will develop a management system model that includes organisational and management structure and approach to the College's services based on the principles of excellence and regular comparison of good practice, and a set of performance indicators to measure the College's work practices, a description of the content of the practice of a higher education institution, incl. a description of the College's operational processes – identifying educational processes, inter-institutional and inter-professional cooperation mechanism or cooperation models with institutions and other industry professionals, industry associations, defining staff motivation and remuneration criteria, and developing a remuneration system that is directly related to staff performance. At the end of the project in international comparative assessment, based on the criteria of excellence model according to the audit methodology (to ensure the comparability of the results with the initial assessment), it is envisaged to assess compliance with the criteria of excellence, as well as to evaluate the effectiveness of the implemented project activities in the improvement of the management system model, incl. assessing the performance of the management system of the College of Law (incl. stakeholders' feedback) and the progress of these results. The assessment will also include recommendations for further improvement of the management system, which will be taken into account in further development (incl. improvement of the management and

implementation plan and measures of the modernisation of the study programme supply and the practical implementation of improvements). The long-term quality assurance policy is one of the current challenges being widely addressed, including the integration of ESG standards.

The College of Law is assessed according to ISO 9001 “Quality Management Systems. Requirements”; “Investor in Excellence” and “Standards and Guidelines for Quality Assurance in the European Higher Education Area”, ENQA (European Network for Quality Assurance in Higher Education).

The quality management system of the internal study fields of the College is characterised by:

Scheme No.1



The accreditation of the study programme takes place in accordance with the requirements of the effective regulatory enactments, including the Regulation of the Cabinet of Minister No. 793 of 11December 2018 “Regulations for Opening and Accreditation of Study Fields”. The activities of quality assessment commission of the study programme are regulated by the Regulations of the Study Programme Self-evaluation Commission. The advisory function of the Advisory Council is governed by the Statute of the Convention of the Advisers of the CL. The activities of the State Examination Commission are based on the Regulations of Qualification Examination. Student Self-government is based on the Regulations of Student Self-Government. The general meetings of lecturers are convened twice a year by the director, while staff operational meetings are held weekly (on Wednesdays).

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

Quality assurance is based on stakeholders' independent assessment that underpins the academic process improvement measures.

http://jk.lv/documents/protected/34_NOLIKUMS_PAR_STUDENTU_APTAUJAM_STUDIJU_PROCESA_NOV

Two times during the academic year student survey about the quality of the study process takes place. The student can express his/her opinion on the content, quality, course of studies, material and technical provision of the study courses, evaluate the work of a particular lecturer. The survey results are discussed at the CL Council meeting, the general meeting of lecturers, as well as at the operational meetings of the CL. Students can express their opinion individually by writing to the director of the study programme, deputy director and director, as well as express their opinion in the e-environment.

Employer surveys are carried out once a year on a particular study programme. Employer survey results and feedback are used to improve the study programmes, to make corrections to the content of individual study courses and internship management. Employers are involved in the CL Council and the CL Council of Advisers, as well as in the State Examination Commission.

Students' work is assessed both during the study process and at the final examination (qualification examination and defence of the qualification paper). The CL Study Regulation stipulates that students who have completed at least 70 % of the study course credit points (CP) included in the study programme with a grade of at least 4 in the course of the academic year move up to the next year.

An integral part of quality assurance is the annual self-assessment of the study field/programme drawn up by the programme director in cooperation with the self-assessment commission of the study field/programme.

In general, the survey results have always been positive and there has been no need for changes in the programme under assessment, such as changes in the academic staff members or changes related to the content of the study programme. According to the latest survey results, students of a particular programme would like to acquire more accounting applications; therefore, a software procurement plan is being made now (evaluating the range of the offered applications); at the moment within the study course "Accounting Software" students work with the program Tildes Jumis.

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

Students have the opportunity to speak freely. Students can submit their proposals and complaints electronically in the e-environment where the application form is available, as well as those who do not want to disclose their identity but wish to communicate to the CL administration may put the

letter in a specially designated mailbox with the indication "Suggestions and Complaints". To applications submitted formally and in writing, replies are given in writing in accordance with the requirements of regulatory enactments. Likewise, an anonymous student survey provides students the opportunity to speak freely. They are encouraged to express their suggestions and dissatisfaction, if any, at the administration meetings with students, otherwise the administration will not be able to find out about their claims and thus prevent them. Over the past three years, the College has not received any student written complaints, and student groups (two) have expressed their desire to meet the Deputy Director of Academic Affairs in order to discuss the basic principles of report assessment. College management is open and accessible to students to address any issues related to the study process. The State Examination (Qualification Examination) Regulation (10 April 2003) and the Regulation on Student Knowledge Evaluation (17 July 2002) set out the appeals procedure.

The students can express their opinion (complaints and suggestions) not only in surveys, but it is also provided by the Regulations of the State Examination (Qualification Examination) (10.04.2003.), Regulations for Assessment of Students' Knowledge (17.07.2002.). In any other case the students can submit a written application to the College Director; the application will be registered and reviewed, and a response will be provided to the student. In cases when a student does not wish to reveal him/herself, but still wants to express an opinion, he/she can use the anonymous post box with a writing "Suggestions".

One of the cases when the control is carried out is after the results of the surveys of students and graduates are collected (twice a year a survey of students is carried out – the surveys include questions about the work of academic staff members and organisation of study programmes and study process). If the results of the survey show, for example, that a large majority of students are dissatisfied with the work of a particular instructor, discussions are held with that instructor. The instructor is asked to give his/her opinion on the current situation, and if the instructor does not change the style of work, which is demonstrated in the repeated survey, it is decided to terminate cooperation with the particular lecturer. In this situation, if the decision is based on the survey results, which have been anonymously provided, changes are not communicated in writing.

The other situation is when students approach the Study Department or the Director at the respective affiliation and verbally inform about problems, difficulties or ideas that would improve the learning process or study environment, but do not write an application. The specific situation is considered and resolved according to the affiliation; the student is informed about the changes in person, by phone or electronically (by e-mail). For example, when acquiring a particular study course, the group is willing to consult with the instructor before the examination or, depending on the volume of the course, to take the examination not within a week after the completion of the course but within two weeks. Accordingly, such a request is mostly made by students either in person or electronically; in this case changes are made to the schedule (the list is available at the website) and each student of the group is sent an e-mail with information about the changes.

If a written student's application/complaint is received, it is registered, submitted for review, changes are made (if necessary) and a written response is drawn up.

Taking into account that the study programme is not changed during the academic year (if the student has already started studying at a particular programme), the study programme and its content are available at the website of the College of Law.

Students have the opportunity to speak freely. Students can submit their proposals and complaints electronically in the e-environment where the application form is available, as well as those who do not want to disclose their identity but wish to communicate to the CL administration may put the letter in a specially designated mailbox with the indication "Suggestions and Complaints". To

applications submitted formally and in writing, replies are given in writing in accordance with the requirements of regulatory enactments. Likewise, an anonymous student survey provides students the opportunity to speak freely. They are encouraged to express their suggestions and dissatisfaction, if any, at the administration meetings with students, otherwise the administration will not be able to find out about their claims and thus prevent them. Over the past three years, the College has not received any student written complaints, and student groups (two) have expressed their desire to meet the Deputy Director of Academic Affairs in order to discuss the basic principles of report assessment. College management is open and accessible to students to address any issues related to the study process. The State Examination (Qualification Examination) Regulation (10 April 2003) and the Regulation on Student Knowledge Evaluation (17 July 2002) set out the appeals procedure.

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

The College combines the statistical data in accordance with the Cabinet Regulation of 2 May 2006 No. 348 "Procedures for Submission of Information on its Activity by a Higher Education Institution and College to the Ministry of Education and Science"

<https://www.csb.gov.lv/lv/respondentiem/veidlapas/2018/1-augstskola-koledza>

Mostly the statistical data on the number of students is used for improvement of the study direction, i.e., matriculated students, exmatriculated students; each exmatriculation item is analysed separately, for example, a tuition fee debt, non-performance of a study programme, voluntary withdrawal, etc. In the framework of student data analysis, the main reasons for changes in the data are evaluated, mainly with regard to the negative indicators, to analyze their causes and to find solutions, for example, to improve the study content.

The following data protection principles (Personal Data Protection Policy of the CL) are observed by the Colleges of Law (CL) in collecting, storing and processing personal data:

- personal data are collected and summarised only for specific, explicit and legitimate purposes and they are processed only in the manner and to the extent prescribed by law;
- only such personal data are collected, processed and summarised that are necessary for specific purposes or needed to comply with requirements of regulatory enactments;
- personal data allowing for the identification of the data subject shall be kept for no longer than is necessary for the purposes for which the personal data have been collected and processed;
- after the expiry of the collection or storage period for physical personal data, the CL destroys the data media in order to prevent any data leakage;
- appropriate technical and organisational measures are taken to ensure the protection of personal data against unauthorised or unlawful processing and against accidental loss, damage and destruction;
- personal data are neither processed without a specific purpose nor transferred to other organisations, institutions, individuals or foreign countries without a reliable, adequate

justification for their protection and legitimate data processing.

The CL processes personal data in compliance with confidentiality requirements and ensures the security of personal data at its disposal. The CL uses a variety of security measures to prevent unauthorised access or disclosure of personal data or other inappropriate data processing. Employees who have access to personal data are trained to work with them in accordance with regulatory requirements (Deputy Director Arta Šneidere – Kalvīte and Head of Study Department Rūta Lūce have completed the Data Protection Training Course).

The Personal Data Protection Officer, appointed by the Director, supervises the protection and processing of personal data at the CL and is responsible for informing and consulting employees and students in the field of data protection, as well as for obeying the principles of personal data protection. The Personal Data Protection Policy and the Regulation on Student Personal Data Protection are in force at the College of Law as of 24 January 2019.

<http://jk.lv/eng/for-students/rules-are-regulations>

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

The College of Law in its study process has integrated all standards and guidelines of ESG Part I for internal quality assurance, i.e., quality assurance policy (part II, 2.1., 2.2.), development and approval of programmes (part II, 1.1.), student-centred learning, teaching and assessment (part II, 2.2., part III, 2.3.), student matriculation, study process, recognition and certification of qualifications (part I, 1.6., part III, 2.3., 2.4.), teaching staff (part III, 4.1.), study resources and support to students (part II, 3.1., 3.2.), information management (part I, 1.2., part II, 1.1., 1.2.), information of the public (part II, 2.2., 3.3., 5.1., 5.3.).

Aligning ESG Part 1 standards with the direction of study, the known challenge was to strengthen Standard 1.3 (Student-centered learning, teaching and assessment). Student-centered learning and teaching involves student motivation, self-reflection and engagement in the learning process. And it was precisely 'involvement in the learning process' that posed a challenge as students of different ages, with different practical experiences and a variety of needs, and so there was and is a need to find and apply different teaching and learning paths, pedagogical methods

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

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

programme of the study direction) by specifying the headings indicated in the calculation of costs and the percentage of the funding among the indicated headings.

The College of Law (hereinafter also referred to as the CL) is funded by its founder, observing the minimum cost of implementing the education programme per student set by the Cabinet of Ministers. The studies at the College are implemented on a tuition fee basis. The amount of tuition fee and that of other paid services are determined by the CL Board. The student, in accordance with the procedures set by the CL, has the possibility to be partially or totally exempted from the payment of the tuition fee in agreement with the board.

Tuition fee has remained unchanged for several years, while in academic year 2019/2020 the tuition fee has been increased by an average of 15%, taking into account the economic situation in the country and the solvency level of population.

- tuition fee
- revenue from the organisation of courses and seminars
- revenue from publishing
- revenue from the EU Structural Funds projects.

The tuition fee is the source of funding for the study programmes of the College of Law.

The analysis of study field funding and available resources is carried out annually, identifying current needs and planning long-term required investments. In order to implement it successfully, the College management meets with lecturers, study programme directors, discussing the results achieved during the previous academic year and prioritising the needs of the study field for the next stage.

Implementation of international projects and availability of funds contribute not only to the quality of processes, improvement of the content of study programmes and professional development of the College staff, but also affect the financial stability of the College and provide additional funding for activities that would not otherwise be implemented due to limited resources.

Students' tuition fees and other payments related to the study process are stipulated in the Tuition Fee Regulations of the College of Law.

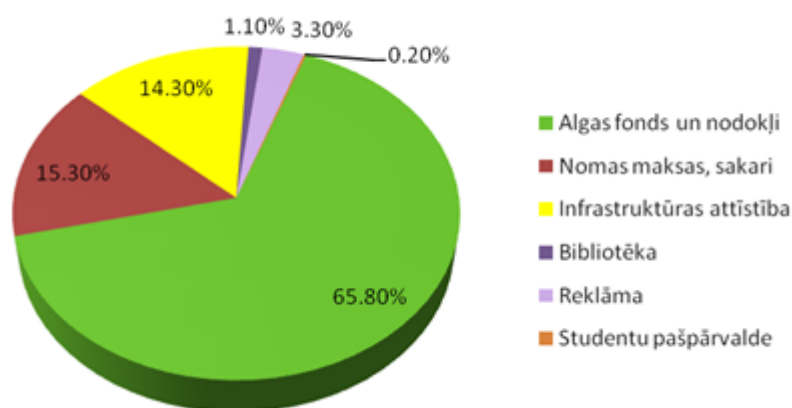
Every student concludes a learning agreement for studies, which indicates the tuition fee for the whole study period. The costs of one student in the study program are calculated according to the basic principles of the Cabinet of Ministers Regulations No.994 (12.12.2006.). Students enrolled in 2019/2020 total tuition fee: full time - 2726,00 euro, part time - 2606,00 euro.

A breakdown of expenditure is shown in Figure 2.

The costs of the study programme are divided as follows:

- Salary fund and taxes- 65.8 %
- Rental rates, communication – 15.3 %
- Infrastructure development – 14.3 %
- Library- 1.1 %
- Advertising – 3.3 %
- Student Self-government – 0.2 %.

Figure No.2



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

The material resources and technical facilities of the College of Law Ltd. are used to ensure the study process at the College.

In order to ensure the study process in Riga, the College of Law, based on lease agreements, uses the premises of Riga State Technical School, Kronvalda Boulevard 1a. At the affiliations, the lecture rooms are leased in Valmiera, L.Paegles Street 1; in Gulbene, Lika Street 21. All rooms are rented in educational institutions, so they are modern and well-equipped. Computer rooms, gyms, etc. are also available in all places. Affiliation directors have well-equipped workplaces; each affiliation also has the CL library and a reading room, where students have access to computers, as well as there is an opportunity for students to reproduce materials. All material resources and technical facilities are organised centrally from Riga.

The following material resources and technical facilities are available for the implementation of study programmes at the College of Law Ltd.: projectors and screens; special boards – projectors for Board (UBOARD) system; copy machines; printers; scanners; portable computers; binding equipment; laminating devices; acoustic systems and amplifiers; camcorders and cameras; audio and video equipment; voice recorders, video projectors, etc.

Special accounting software is available for computer accounting program implementation:

- Zalktis (updates are made every year, in accordance with current tax changes);
- Tildes Jumis (software updates are made according to the changes sent by the developer). The training process uses the computer platform of the accounting game “I Trust My Copetences in Accounting and Finance”. www.trustvglp.com.

In the lecture rooms of the College of Law, within Informatics and Computer Accounting classes students are provided with portable computers. In the library, students have access to portable computers, as well as to copy machines and printers (colour and black and white).

All computers are equipped with an audio visual system that provides both recording and playback.

Computers are connected to a local network and provided with in-built fast network interface cards. The equipment of lecture rooms and the provision of software allows conducting classes:

- in computer science, incl. work on the Internet;
- in foreign language acquisition using multimedia;
- in other study courses, if they have appropriate software.

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

Every year a procurement plan for the materials and technical facilities is drawn up and approved.

The Library of the College of Law is a structural unit of the educational institution, its target audience – college students, academic and general staff members. The library fund is located and user service is provided both at the College premises in Riga, in its affiliations in Liepāja, Ventspils, Valmiera and Gulbene. The Library of the College of Law is accredited in accordance with the law, and has the status of a local library (Accreditation Certificate No.6). The main task of the Library is to ensure the study process and research activities of the College of Law with the latest study and scientific literature, topical business, social and political information, as well as the use of relevant databases.

The Library of the College of Law has a subscription section where students can get literature to be studied at home and a reading room. Students have computerized workplaces in the reading room, and can use their own and the computer equipment at of the College of Law, free access to databases, and periodicals. Funding required for the library activities is determined by the founders of the College of Law, in accordance with the Library Law and the regulations of the Cabinet of Ministers on the financing required for the operation of libraries. In 2018, EUR 3497.70 was spent on the purchase of books and subscriptions to periodicals and the fund was supplemented with 316 new books. At the end of the year, the library has had 24,500 print units (books purchased for a total of EUR 105,890.84 and donations, which make up 22 % of the entire library stock), i.e., at the moment we have an average of 41.28 printed items (physical units) per reader. The aim is to ensure that books in foreign languages are available for each study course.

The Library collection has been enriched with new books: Rurāne M. "Finanšu pārvaldība un analīze" [Financial Management and Analysis], Lukašina O., Juhimeca J. "Komercedarījumu grāmatvedības uzskaitē un nodokļu piemērošana" [Business Accounting and Tax Application], Lukašina O. "Ceļvedis Latvijas nodokļu likumdošanā: Praktisks palīgīdzeklis" [A Guide to Latvian Tax Legislation: A Practical Tool], Leibus I. "Pirmie soļi komercdarbībā: darbības uzsākšana, grāmatvedība un nodokļi" [First Steps in Business: Start-up, Accounting and Taxes], "Finanšu grāmatvedība" [Financial Accounting], Jaunzeme J. "Starptautiskie finanšu pārskatu standarti: standartu apkopojums un pielietojuma piemēri" [International Financial Reporting Standards:

Summary of Standards and Examples of Application], Vaidere I. "Starptautiskās valūtas attiecības" [International Currency Relations], Korčagins E., Vancāne L. "Darba attiecības no A līdz Z: Darba attiecību dokumentu paraugi, darba aizsardzības dokumentu paraugi, jurista skaidrojumi par darba tiesībām" [Labour Relations from A to Z: Samples of Labour Relations Documents, Samples of Labour Protection Documents, Lawyer Explanations on Labour Law], Neimanis J. "Paziņošanas likuma komentāri" [Commentary on the Notification Law], Leibus I. "Pašnodarbināto grāmatvedība un nodokļi" [Accounting and Taxation of the Self-Employed], Sundukova Z. "Uzņēmējdarbības līdzekļu un to veidošanas avotu uzskaitē un novērtēšana" [Accounting and Evaluation of Business Tools and their Sources], Prohorovs A. "Uzņēmumu ienākuma nodoklis Latvijā un Igaunijā: tā ietekme uz uzņēmējdarbību, investīcijām, bezdarba līmeni, nodokļu ienākumiem un valstisko izaugsmi" [Income Tax in Latvia and Estonia: Its Impact on Entrepreneurship, Investments, Unemployment, Tax Income and National Growth], Virsnieks A. "Kā ieguldīt nekustamajā īpašumā" [How to Invest in Real Estate], Acemoglu D. "Microeconomics", Krugman P. "Economics", Kotler P. "Principles of Marketing", Jobber D. "Principles and Practice of Marketing", "Green Economy and Competencies of Organizations", "Marketing", Hernandez G. "International Law", Horspool M., Humphreys M., Wells-Greco M. "European Union Law" etc.

Textbooks are regularly published at the College of Law for the acquisition of study courses implemented at the College. The latest publications: "Enforcement Institutions in Latvia and Europe", "International Law: Document Collection with Comments", Vasiļevska D. "Quality Assurance Management", Bolis J., Gereiša Z. "Mediation and Negotiation", Klierders J. "Computer Science: Microsoft Office 2013/2016".

For the needs of students and lecturers, the Library of the College of Law subscribes to 18 periodicals of various sectors: „Jurista vārds” (Lawyer’s Name), “Kapitāls” (Capital), “Balances” (Balance), “Balances Juridiskie Padomi” (Balance Legal Advice), Forbes, “Ifinanses”(Ifinance), etc., as well as *Dienas Bizness* subscriptions (Accounting Guide, Real Estate, Labour Law Commentary, Personnel Management Handbook, Business Manager’s Guide), and digital manuals of Business Manual Ltd. Legal information resource Juridica is also available to the students of the College of Law in the study process, we also offer to use the Lursoft Student Kit during the period of qualification paper development.

To ensure the study process, we use the archive of the portal “Latvijas Vēstnesis”, the official publisher of the Republic of Latvia, information resources Nozare.lv, Letonika.lv, Leta.lv; we allow the students for a trial period to use the foreign full-text databases offered by the Centre for Culture Information Systems: in 2018 they were RUBRIKON (encyclopaedic dictionary), CAMBRIDGE (full-text database for legal sciences), EBSCO database package Academic Search Complete (full-text data in humanities and social sciences), EMERALD (business management information), and Journal of the Royal Society Interface (full-text scientific article database). For information purposes, the website of the College provides links to the world’s largest scientific database ScienceDirect (books and full-text journal articles) and the universal source of scientific publications SpringerLink, EDX course materials and other databases.

The number of active users in 2018 – 582 (students, graduates, academic and general staff members of the College of Law). A total of 4950 visitors used library services during the academic year. 973 bibliographic references were prepared and provided to the visitors, the total number of issue items was 13854 units. Working hours are in line with the lecture schedule of the College and meet the needs of users –the Library works 5 days a week.

The Library has a permanent exhibition of scientific publications of academic staff members of the College of Law for the period of 2000–2019. During the year, at the fund acquisition exhibition we introduce the latest books acquired, as well as a regular collection of textbooks, methodological

materials and conference proceedings issued by the College of Law. In accordance with the study courses and research directions of the College of Law, thematic exhibitions are also organised at the Library.

Conference proceedings of the college of law

TEXTBOOKS

Levits E. Principles of the European Union Law and Their Implementation in Latvia. – Riga: College of Law, 2001. – 78 p.

1. Tauriņš G. Politics. Part 1: Basics of Political Science. –Riga: Higher School of Social Technologies Higher School of Social Technologies; College of Law, 2001. – 368 p.
2. Tauriņš G. Politics. Part 2: Political Philosophy. –Riga: Higher School of Social Technologies, College of Law, 2001. – 516 p.
3. Kļiedere I. Applied Informatics: Methodological material – Riga: College of Law, 2001. – 40 p.
4. Stucka A. Fundamentals of Administrative Law: Lecture Course. –Riga: College of Law, 2002. – 116 p.
5. Tauriņš G. Politics. Part 3: History of Political Thought. –Riga: Higher School of Social Technologies, College of Law, 2002. – 592 p.
6. Kļiedere I. Microsoft ACCESS 2000: Creating a Database. Case Studies. –Riga: College of Law, 2003. – 115 p.
7. Stucka A. Introduction to Administrative Law and Administrative Procedure Law. –Riga: College of Law, 2003. – 167 p.
8. European Law.– Riga: College of Law, 2004. – 388 p.
9. Sniedzītis A. Methodical Material in Civil Procedure. – Riga: College of Law, 2004. – 84 p.
10. Kļiedere I. Applied Informatics. – Riga: College of Law, 2005. – 154 p.; il.
11. Stucka A. Administrative Law. – Riga: College of Law, 2006. – 209 p.
12. Auxiliary Material for Study Course: Record Keeping (Applied Communication). – Riga: College of Law, 2005.– 88 p.
13. Kļiedere I. Applied Informatics –2nd supplementary ed.– Riga: College of Law, 2006. –185 p.; il.
14. Sources of Latvian Law. Texts and Comments. Volume 2: Sources of Polish and Swedish Law (1561–1795). – Riga: College of Law, 2006. – 408 p.
15. European Law.– 2nd supplementary ed. –Riga: College of Law, 2007. – 627 p.
16. Kļiedere I. Applied Informatics – 3rd ed. – Riga: College of Law, 2007.–185 p.; il.
17. Mizovska L. Methodological Material in Property (Ownership) Law. – Riga: College of Law, 2007. – 76 p.
18. Mekša R. Methodological Guidelines in Constitutional Law. – Riga: College of Law, 2007. – 82 p.
19. Bolis J. Mediation.– Riga: College of Law, 2007.– 121 p.
20. Deksnis E.B. Lisbon Treaty and Constitutional Basis of the European Union. – Riga: College of Law, 2008. – 153 p.
21. Krogzeme H. Fundamentals of Accounting.– Riga: College of Law, 173 p.
22. Kļiedere I. Applied Informatics. – 4th updated ed. – Riga: College of Law, 2008. – 212 p.
23. Kļiedere I. Applied Informatics. – 5th updated ed. – Riga: College of Law, 2008. – 212 p.
24. Stucka A. Administrative Law. – 2nd updated ed. – Riga: College of Law, 2009. – 352 p.
25. Krogzeme H. Finances and Credit. – Riga: College of Law, 2010. – 412 p.
26. Tauriņš G. Conjunction of Professional Policy. –Riga; Stuttgart: Aut. ed., 2011. – 224 p.
27. Tauriņš G. Democracy without People. –Riga; Stuttgart: Aut. ed., 2012. – 142 p.
28. Tauriņš G. The Future of Democracy. –Riga; Stuttgart: Aut. ed., 2013. – 143 p.
29. Bolis J., Gereiša Z. Mediation and Negotiation. – Riga: College of Law, 2015. – 132 p.

30. Tauriņš G. The Fate of Democracy. –Rīga; Stuttgart: Aut. ed., 2015. – 95 p.
31. Klierders J. Computer Science: Textbook. – Rīga: College of Law, 2015. – 262 p.
32. Tauriņš G. Modern Challenges of Democracy. –Rīga; Stuttgart: Aut. ed., 2016. – 80 p.
33. Tauriņš G. D Modern Crisis and Revivalof Democracy. –Rīga; Stuttgart: Aut. ed., 2017. – 79 p.
34. Vasiļevska D. Quality Assurance Management. – Rīga: College of Law, 2017, 233 p.
35. Klierders J. Computer Science: Microsoft Office 2013/2016. – Rīga: College of Law, 2018. – 296 p., il.
36. Tauriņš G. Modern Democracy and the Cold War. –Rīga; Stuttgart: Aut. ed., 2018. – 80 p.
37. International Law: Collection of Documents with Comments / author of commentary T.Jundzis. – Rīga: College of Law, 2018.– 276 p.
38. Law enforcement institutions in Latvia and Europe. - Rīga: College of Law, 2019.

conference proceedings of the college of law

1. Problems of Creating and Applying Law: Scientific Conference Proceedings. – Rīga: Higher School of Social Technologies, College of Law, 2001. – 74 p.
2. Topical Problems of Law Theory and History, Activities of the Institutions of Justice: First Student Scientific Conference Proceedings, 19 May 2001. – Rīga: College of Law, 2001. – 70 p.
3. Politics and Law: Scientific Conference Proceedings. – Rīga: Higher School of Social Technologies; College of Law, 2002. – 90 p.
4. Topical Legal Issues in Latvia: Student Scientific Conference Proceedings. – Rīga: College of Law, 2002. – 107 p.
5. Topical Legal Issues: Graduate Scientific Conference Proceedings. – Rīga: College of Law, 2003. – 96 p.
6. Politics and Law in the Context of the European Integration: International Conference Proceedings, 15–16 February 2003. – Rīga: Baltic Centre for Strategic Studies; Latvian Academy of Sciences; Law College; Latvian Lawyer's Association, 2003. – 237 p.
7. Topical Legal Issues in the Context of European Integration: Scientific Conference Proceedings. – Rīga: College of Law, 2004. – 73 p.
8. Topical Legal Issues in the Context of European Integration: Student Scientific Conference Proceedings. – Rīga: College of Law, 2004. – 79 p.
9. First Year in the European Union: Topical Commercial, Personnel and Legal Issues: Student Scientific Conference Proceedings. – Rīga: College of Law, 2005. – 66 p.
10. First Year in the European Union: Current Legal Issues. International Conference Proceedings, 29–30 April 2005. – Rīga: Latvian Academy of Sciences; Mykolas Romeris University; College of Law, 2005. – 464 p.
11. Scientific Articles of the College of Law. 2006. – Rīga: College of Law, 2006. – 319 p.
12. Third Year within the European Union: Topical Problems in Management of Economics and Law: International Conference Proceedings, 27–28 April 2007. – Rīga: Latvian Academy of Sciences, Mykolas Romeris University, College of Law, 2007. – 344 p.
13. Scientific Articles of the College of Law. 2008. – Rīga: College of Law, 2008. – 240 p.
14. The Fifth Year as European Union Member States: Topical Problems in Management of Economics and Law. International Conference Proceedings, 8–9 May 2009. – Rīga: Latvian Academy of Sciences; Mykolas Romeris University; College of Law, 2009. – 416 p.
15. Scientific Articles of the College of Law. 2010. – Rīga: College of Law, 2010. – 176 p.
16. The Seventh Year as European Union Member States: Economics, Politics, Law. International Conference Proceedings, 6–7 May 2011. – Rīga: Latvian Academy of Sciences; Baltic Centre for Strategic Studies, 2011. – 376 p.
17. Scientific Articles of the College of Law. 2012. – Rīga: College of Law, 2012. – 196 p.
18. The Baltic States in the European Union: Ten Years as Member States. International

Conference Proceedings, 25–26 April 2014. – Riga: Latvian Academy of Sciences; College of Law, 2014. – 152 p.

19. Scientific Articles of the College of Law. 2014. – Riga: College of Law, 2014. – 231 p.
20. Twenty-five Years of Renewed Latvia, Lithuania and Estonia: Experience of the Baltic States in Europe. Materials of the International Conference, Riga, Latvia, 22 April 2016. Riga: Latvian Academy of Sciences, 2016. – 191 p.
21. Scientific Articles of the College of Law. 2016. – Riga: College of Law, 2016. – 322 p.
22. Sustainable Development and Rule of Law in a Turbulent Business and Political Environment. International Scientific Conference, 26–28 April 2018, Riga: Book of Abstracts. – Riga: College of Law, 2018. – 80 p.
23. Scientific Articles of the College of Law. 2018. – Riga: College of Law, 2018. – 320 p.
24. United Nations Sustainable Development Goals for 2030: the Role of the Rule of Law and the Social Sciences in their implementation: the Annual International Scientific Conference. ANO ilgtspējīgas attīstības mērķi 2030: īstenošana Latvijā: Starptautiskās zinātniskās konferences materiāli 2019.gada 25. – 26. aprīlis. – Riga: College of Law, 2019. – 67 lpp.
25. Juridiskās koledžas zinātniskie raksti. 2006.- Rīga: Juridiskā koledža, 2006.- 319 lpp.
26. Juridiskās koledžas zinātniskie raksti. 2008.- Rīga: Juridiskā koledža, 2008.- 240 lpp.
27. Juridiskās koledžas zinātniskie raksti. 2010.- Rīga: Juridiskā koledža, 2010.- 176 lpp.
28. Juridiskās koledžas zinātniskie raksti. 2012.- Rīga: Juridiskā koledža, 2012.- 196 lpp.
29. Juridiskās koledžas zinātniskie raksti. 2014.- Rīga: Juridiskā koledža, 2014.- 231 lpp.
30. Juridiskās koledžas zinātniskie raksti. 2016.- Rīga: Juridiskā koledža, 2016.- 322 lpp.
31. Juridiskās koledžas zinātniskie raksti. 2018.- Rīga: Juridiskā koledža, 2018.- 320 lpp.

COLLEGE OF LAW JOURNAL

[JKV NR. 1 \(2014. gada maijs\)](#)

[JKV NR. 2 \(2014. gada novembris\)](#)

[JKV NR. 4 \(2015. gada maijs\)](#)

[JKV NR. 4 \(2015. gada novembris\)](#)

[JKV NR. 5 \(2016. gada maijs\)](#)

[JKV NR. 6 \(2016. gada novembris\)](#)

[JKV NR. 7 \(2017. gada maijs\)](#)

[JKV NR. 8 \(2017. gada novembris\)](#)

[JKV NR. 9 \(2018. gada maijs\)](#)

[JKV NR. 10 \(2018. gada novembris\)](#)

[JKV NR. 11 \(2019. gada maijs\)](#)

[JKV NR.12 \(2019.gada decembris\)](#)

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

The Human Resource Development Plan (11 January 2018) has been developed and approved by the College of Law. The Human Resource Development Plan includes the goals to be achieved and the objectives to be accomplished in the key human resource management processes such as recruitment and selection of human resources, improvement of human resources and professional development, retention and motivation of human resources, renewal and succession of human resources. The Plan also outlines the goals in human resource management not included in the strategy but resulting from the strategy of the College of Law.

The goals and objectives of the Human Resource Development Plan are formulated to minimise or correct weaknesses through the strengths of human resource management processes and to avoid, through the opportunities offered by the external environment, the various threats and risks that currently and in the future endanger or could jeopardize the strategic goals of the College of Law.

The measures included in the Human Resource Development Plan focus on the entire staff of the College of Law- both academic and administrative or general, taking into account that changes to be effective and to achieve their goals cannot be attributed to one person alone.

Lecturers at the College are employed both on a contractual basis and a contractor agreement. The procedure for the election of academic staff at the College is determined by the Regulations for Academic and Administrative Positions, as well as the Principles of Remuneration and Personnel Policy are binding (4 January 2016).

The number of academic staff positions at the College is determined to ensure the requirements of the Law on Institutions of Higher Education. Vacant positions are announced either in a closed competition within the CL information space or in an open competition by publishing a notice in the newspaper Latvijas Vēstnesis and at the College of Law website <http://jk.lv/eng/vacancies>

Elections of academic staff by secret ballot are held at the College Council meeting. Academic staff members are elected for a period of six years. Within Specific Aid Objective 8.2.2 “To Strengthen Academic Staff of Higher Education Institutions in Strategic Specialisation Areas” of the European Social Fund project, in the project “Development of Competences and Skills of the Academic Staff of College of Law Ltd.”, a competition for lecturers, i.e., two foreign lecturers and two PhD students, was announced on the EURAXES Job portal.

Guest lecturers for individual lectures or study courses are also involved in the study process, including guest lecturers within the framework of Erasmus + mobility.

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

The Human Resource Development Plan of the College (11 January 2018) sets out the basic principles for attraction and selection of human resources, professional development of human resources, retention and motivation of human resources, renewal and succession of human resources. Lecturers and administrative staff members of the College can contribute to their

professional development in various ways:

- participating in ERASMUS+ mobility programme, within which to get acquainted with the traditions and topicalities of the study process in higher education institutions of other countries, to exchange experience and knowledge and to establish contacts with far-reaching significance in the development of new international projects; to learn from the experience and good practice of foreign partners, as well as to improve the practical skills necessary for current work and professional development, to promote the exchange of knowledge and pedagogical methods, to create links between universities and enterprises;
- participating in professional development activities organised within and outside the College;
- participating in seminars, open lectures, courses, etc. organised by the College;
- participating in local and international scientific conferences organised by the College and other events.

The professional development of the staff is crucial to the quality of the study process, i.e., both in terms of the study process itself, the content of the studies and the relationship between them. The professional development of the staff also plays a role in the annual performance assessment and compliance with the given work, in this case also taking into account the results of the student survey

Within Specific Aid Objective 8.2.3 “Ensure Better Governance in Higher Education Institutions” of the European Social Fund project, in the project of College of Law Ltd. “Development and Evaluation of Management System, Improvement of Competence and Skills of Management Personnel in Compliance with the Standard of Excellence in Management” and Specific Aid Objective 8.2.2 “To Strengthen Academic Staff of Higher Education Institutions in Strategic Specialisation Areas” in the project “Development of Competences and Skills of the Academic Staff of College of Law Ltd.” the academic staff members have the opportunity to improve their English language skills and to undertake internship at a company.

The academic staff members also have the opportunity to participate in the study process by organising study tours. Within the study programme “Accounting and finance” study tours are also organised to the Saeima, the Prosecutor General’s Office of the Republic of Latvia, courts, the Cabinet of Ministers, prisons, the State Police, the Land Register, JSC Latvia’s State Forests. There is additional remuneration for organising study tours and accompanying students. Study tours provide an opportunity for students to learn how to apply the theoretical knowledge gained during their studies in practice.

The College publishes a collection of scientific articles and a book of abstracts every two years, and not only the students but also the academic staff have the opportunity to submit and publish their scientific papers at no extra charge. The College also pays for the participation of academic staff members in conferences organised by other institutions (upon receipt of the application).

The College also publishes books, inviting academic staff members to become authors of books that are then used in the study process, not only at the College but also in other higher education institutions, such as publishing a book “Law Enforcement Agencies in Latvia and Europe” in 2019; “International Law: A Collection of Documents with Comments” (2018).

If the academic staff member attends a seminar/conference, takes part in qualification development courses, the subject of which is relevant to the course delivered, the College covers the registration/participation fee (upon receipt of the academic staff member’s application).

In case distance students are unable to attend full-time lectures, lecturers record the lectures.

The academic staff members are also invited to participate in ERASMUS+ experience exchange activities by going to ERASMUS+ member states, getting acquainted with the experience of other higher education institutions, as well as participating in the study process, e.g., delivering lectures (in Turkey – I.Rebiņa, in Lithuania – I.Lūce, L.Mizovska). It is also an opportunity to travel and explore other countries. Experience exchange visits are also held regularly (Malta, Italy, Bulgaria, Lithuania).

Participation in project SAM 8.2.2.0/18/A/008 internship – the academic staff members develop their skills and competences, as a result of which they improve the content of the study courses. Currently, Doctoral students (elected as the academic staff members) (I.Amoliņa; V.Sonēca) are attracted to the College for delivering lectures. As part of the project, the academic staff members will have the opportunity to improve their English skills.

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

Twenty-one lecturers are involved in the implementation of the study process within the study programme “Accounting and Finance”, of which 71% are elected academic staff. 92% of study courses, according to the number of credit points, are delivered by academic staff members holding a Master degree, and 8% of all study courses (according to the number of credit points) are ensured by academic staff members holding a Bachelor degree with long-term practical experience in accounting.

Lecturers, according to their study course, also teach at other study programmes of the College of Law. Apart from the academic activities, lecturers also engage in research. The job description of the academic staff indicates that at least every three years they have to carry out scientific activities, which all the lecturers do. The lecturers’ scientific research fields are diverse, mainly corresponding to the study field being taught. By engaging in scientific research activities, the lecturers also enrich the content of their study courses, and by updating and improving the content of the study courses, the lecturers carry out academic and research activities. The list of research areas is provided in Appendix 11, and the list of research activities is provided in Appendix 12.

The academic and administrative staff members of the College are actively involved in Erasmus+ study and traineeship mobility. In the 2018/2019 academic year outgoing mobility – 7 (including 2 lecturers), 2017/2018 academic year, 10 persons (including 3 lecturers) participated in outgoing mobility; in the 2016/2017 academic year, 3 persons participated in outgoing mobility, and in the 2015/2016 academic year there were 6 persons (incl. 2 lecturers). 2014/2015 academic year – 5 (including 2 lecturers) 2013/2014 academic year no mobility of administrative and academic staff was granted under the program. It has been possible for the academic and administrative staff of the College to use the opportunities provided by the Erasmus programme since 2013. In the framework of Erasmus+ study and traineeship mobility, incoming mobility is also implemented every year, with the most active cooperation partners from Lithuania, Turkey, Poland, Spain and Romania. In the 2017/2018 academic year, incoming mobility was chosen by 8, in the 2016/2017 academic year – by 7 and in the 2015/2016 academic year – by 5 academic and administrative staff

members. All lecturers involved in mobility are also lecturers of the study program “Law”.

Within the Erasmus+ project “TrustGLP”, where the College is one of the project partners, in 2018 there were 12 lecturers who participated in incoming mobility and in 2017 –their number was 14.

Teachers from abroad are also mainly concerned with Erasmus + mobility. The most active partners are from Lithuania, Turkey, Poland, Spain and Romania. Incoming Mobility 2018/2019 academic year - 11, 2017/2018. academic year - 8, 2016/2017. - 7 and 2015/2016. -5.

Foreign lecturers in the study program “Accounting and finance”

Mobility	Study year	Total
<i>Teaching</i>	2019./2020.	5
	2018./2019.	11
	2017./2018.	8
	2016./2017.	7
	2015./2016.	5
	2014./2015.	4
	2013./2014.	3

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

Students who travel abroad within the framework of the exchange programme are provided with information. Information on the country to which the student (teacher) will travel, its traditions and legal aspects is provided within the framework of the informative seminar; they are acquainted with the information concerning the receiving higher education institution, study options and peculiarities, as well as options for accommodation. When students (teaching staff) return from the exchange programme, informative seminars are organised for them to provide a report, information on the time spent abroad, and feedback.

The responsible employee of the College follows up with the student abroad by e-mail, as well as using social networks for communication.

Incoming students/teaching staff are received according to the best standards and requirements. Support in finding accommodation is provided already before arrival. Students and teaching staff

are provided with regular availability of information, acquainted with the country, its traditions; together with the students of the College discussions, experience exchange and culture measures are organised. Foreign students have access to the information also on the website of the College (Guidebook) <http://jk.lv/eng/entry-information/guidebook/74-guidebook>

The support available to students is provided with a wide range of resources to ensure their learning: both physical resources (such as library, study equipment and IT infrastructure) and the human resources that play a key role in providing support (both career and psychological support, etc.), i.e., support and administrative staff (Study Department, director of the study programme) and lecturers. Students are aware of the services available to them.

Extramural and e-learning coordinators who are asked questions to ensure communication with students even on Saturdays when students attend lectures.

Off-campus students are provided parking, catering;

If a student expresses the need for additional or repeated listening to a particular course, the opportunity to attend lectures at another part-time group or full-time group.

Possibility to participate in study tours and events organized by the College (expenses are covered by the College). Ability to take advantage of the opportunities offered by ERASMUS.

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

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

Scientific research activities are regulated by the Regulations on Scientific Research (31 October 2013) and in relation to students' research activities-Methodological Guidelines for the Development and Defence of Qualification Papers and Reports (29 January 2004). By concluding an employment contract with the academic staff members, the job description includes an obligatory requirement that at least every three years there must be a research activity, i.e., publications, participation in scientific conferences, etc. (Annex No.10, Job Description).

The Council of the College of Law has approved the topics of the research papers (and, if necessary, approves their changes) for each lecturer according to the study course delivered at the College. (Annex No. 11. Research Areas of Academic Staff). The lecturers regularly introduce the students to the results of the research and often the students themselves are involved in the research topics of the lecturers.

The research areas of the lecturers are related to the shadow economy, accounting of self-employed persons, the impact of taxes on the economic development of the country, the influence of patronage motives on consumers in today's changing business environment, discrimination in employment relations, etc. Students carry out research activities by elaborating reports and qualification papers, as well as participating in scientific conferences organised by the College,

where students present and publish their research results on securities, the Bank of Latvia and its functions, labour relations and current income calculations, the nature and functions of taxes.

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.

During the first study semester, students are given several lectures on the methodology of scientific research (Dr. iur., Dr. habil. sc. pol. Talavs Jundzis). In practice, research exercises begin with tasks for students to write reports that are mandatory. The broadest and deepest research is carried out in the second year of study, by developing qualification papers, which are then publicly defended and the best papers are recommended for publication in the collection of scientific articles. Students in study courses develop reports on topical issues and present them in the International Science Week. Every year at least two students of the study programme participate in scientific conferences organised by the College, for example, with reports and publications "Nature and Functions of Taxes", "Securities", "Bank of Latvia and its Functions", "Form and Content of Employment Contracts" etc.

The results of the research activities of lecturers and students as well as graduates are published at international conferences within the framework of International Science Week (in April) and at the conferences of the College of Law (in November). Conference materials (reports, theses) are also published once a year in conference proceedings. Every two years, the Scientific Articles of the College of Law (scientific articles of students, graduates, lecturers, as well as foreign partners) are elaborated and published. These publications are used by students in preparation for seminars, writing reports and elaborating qualification papers. Until May 2019, the College has organised 9 International Scientific Conferences and 15 Local Conferences. (Scientific Articles/Scientific Conferences in 34 pp.) Conferences are organised in cooperation with other higher education institutions of Latvia, such as Riga Stradins University etc., foreign cooperation partners (Mykolas Romeris University, Utena College (Lithuania), Nord University (Tallinn), Caucasus University (Georgia), Latvian Academy of Sciences, Baltic Centre for Strategic Studies, etc).

Several academic staff members of the College are pursuing Doctoral studies and developing Doctoral Theses: J. Jakubāne and I. Puķīte (Riga Technical University), I. Lūce (University of Latvia), D. Līduma (Liepāja University). (Annex No. 12., List of Scientific Publications of Academic Staff).

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.

see 4.2.

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 direction by providing examples and the summary of the quantitative data on the activities in the field of scientific research and/or artistic creation relevant to the study direction over the reporting period, for instance, the publications, participation in conferences, activities in the field of artistic creation, participation in projects by the academic staff members, etc., by listing the aforementioned according to the relevance.

see.4.2.

The publications of the academic staff and their participation in scientific conferences are provided in Appendix 12, attesting that all lecturers have, during the past three years, either one or more scientific publications and/or participation in scientific conferences. In addition to attending conferences organised by the College of Law, lecturers also take advantage of other opportunities. Lecturers have published their articles in internationally recognised databases, such as Web of Science, EBSCO, ERIH, IEOM Society, etc. The articles published by the lecturers within scientific conferences organised by the College of Law are related to the following topics: Donations, Representation and Advertising Expenses, their Presentation in Accounting; Analysis of Short-Term and Long-Term Solvency of the Company and their Influencing Factors; Role of Developing a Rational Document Management Mechanism for Business Performance; Compliance with the Law on the Prevention of Money Laundering and Terrorist Financing; Marketing and New Economy, etc. Several academic staff members have been involved in various European Social Fund projects (Appendix 12) and have developed a training platform – a computer game for accounting – within the framework of the project implemented with other countries. <http://trustvglp.com/>

4.5. Specify how the involvement of the students in scientific research and/or artistic creation activities is promoted. Provide the assessment and description of the involvement of the students of all-level study programmes in the relevant study direction in scientific research and/or artistic creation activities by giving examples of the opportunities offered to and used by the students.

see 4.2.

Students are actively involved in research activities. Within the framework of their studies, students are required to elaborate six reports and to develop and present a qualification paper upon completion of their studies. Elaboration of reports is not only important for the presentation and analysis of information, but it also enables students to develop a qualification paper. Students are given the opportunity to attend scientific conferences organised by the College and to publish their articles and/or theses. When presenting a qualification paper, the Qualification Examination Commission nominates the best candidates for publication based on the results of the presentation. It means that these papers are published in the Proceedings of the College of Law.

4.6. Provide a brief description and assessment of the forms of innovation (for instance,

product, process, marketing, and organisational innovation) generally used in the study direction subject to the assessment, by giving the respective examples and assessing their impact on the study process.

The study process focuses on innovative solutions. Various technical improvements are made within the product innovation, the material and technical facilities are improved (library resources, copy machines, projectors, work surfaces, etc.), new software is purchased. In the learning environment Moodle, new software has been introduced that provides an opportunity to add unlimited video lectures. In the framework of innovations, a new website of the College has been developed, which provides more visible information. Within the European Social Fund project No.8.2.2 and No.8.2.3, the College has acquired new hardware, software and new workstation.

Within the European Social Fund project No.8.2.3.0/1/A/006, one of the innovative solutions is the development of a new e-platform that could be used by all colleges. The common e-platform provides for the possibility for all colleges to place their scientific conference materials on it, to inform others about scientific conferences, open lectures, study tours, training modules, and other activities. Within the framework of the project, the College will develop a new e-solution for the College, which will include the base of students and graduates, library, personnel management and accounting (since 2003 such a database has been operating in the College, but it is necessary to develop it according to the existing technological development).

Annex No. 13.,Tasks ofProject Work).

Annex No. 11.,Research Areas of Academic Staff

Annex No. 11., List of Scientific Publications of Academic Staff

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

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

The College of Law (CL) is a member of several international organisations where it takes active participation, i.e.:

- PRME (Principles for Responsible Management Education) –UN organisation (New York) since 2013;<http://www.unprme.org/participation/view-participants.php?partid=2914>
- WFCP (World Federation of Colleges and Polytechnics) since 2014;<https://wfcop.org/members/>
- EURASHE (European Association of Institutions in Higher Education) since

2012;<https://www.eurashe.eu/about/members/jk/>

- FIABCI (The International Real Estate Federation) since 2014;<https://fiabci.org/en/member-detail/14299>
- Since 2013, the College has been active in the Erasmus+ programme.

The CL regularly participates in the regular conferences and seminars of these organisations, where one aspect of cooperation is related to development of higher education, scientific research. We not only discuss the best practices in the higher education area and research, but also establish and develop bilateral relationships with higher education institutions and colleges. For example, science issues will be addressed at the EURASHE seminar on 29–30 April in Brussels with the participation of the Director of the College of Law T.Jundzis as well as at the FIABCI regional meeting in Moscow in May 2019. Moreover, the FIABCI regularly awards the best CL students who have conducted original and practically significant research.

Every two years, the CL reports to the PRME on how we have achieved the goals set by PRME, including research. We were represented in the WFCP working group, which worked on vision for research conducted by the college in relation to the requirements of the labour market (the CL Director T.Jundzis took part). The CL director T.Jundzis delivered a speech at the WFCP Annual Conference in Vitoria (Brazil), where he discussed the CL research experience.

The College has concluded cooperation agreements, including in the field of Economics with several foreign higher education institutions: Utena College (Lithuania), Mykolas Romeris University (Lithuania), SBA Business Academy (Georgia), Global College (Malta), Amasya University (Turkey), University of Nevsehir (Turkey), etc. Annex No. 14., Cooperation Agreements.

Within the framework of bilateral cooperation, regular dissemination of the results takes place through the scientific publications of the College of Law and at international conferences of the College, as well as every year at the College of Law or at partner organisations. In the period of 2017–2019, our academic staff members delivered reports at international conferences organised by Utena College (Lithuania), SBA Business Academy (Georgia) and University of Nevsehir (Turkey). Foreign participants of international conferences organised by the College of Law after or before these conferences deliver guest lectures to the students, thus enriching the study process.

Within the European Union Strategic Partnership Project (KA202) TRUSTvGLP, successful cooperation has been developed with Nevsehir University (Turkey), University of Timisoara (Romania), Stucum Study Centre (Spain), Danmar Learning Centre (Poland), Ayshe Segnik Multi-Programme School (Turkey).

Within the Erasmus+ programme, cooperation agreements have been concluded on the mobility of students, academic and administrative staff. (see Students and Academic Staff).

In the last week of April each year, the College of Law organises the International Science Week, which has already become a traditional event of the College's academic staff reporting on the results of the research conducted and the opportunity to obtain information on the results of research abroad in relevant areas. Likewise, Utena College in Lithuania annually organises a scientific conference in April where representatives of the College of Law participate (I.Lūce, I.Puķīte, etc.).

International cooperation in scientific research directly influences the study programs of the respective study field. It allows enriching academic staff members' lectures with foreign experience, as well as giving students the opportunity to meet directly and listen to guest lecturers from different countries, incl. the results of their research. In the past three years, guest lecturers from the United States, Canada, Estonia, Lithuania, Poland, Georgia, Turkey, Pakistan, Russia have delivered lectures at the College. Apart from foreign guest lecturers, local guest lecturers are

involved in the study process both for delivering individual lectures and as part of their study courses.

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

Within the Erasmus+ programme, cooperation agreements have been concluded on the mobility of students, academic and administrative staff. (see of Students and Academic Staff).

Since 2013, when it received the Erasmus Charter, the College of Law has been actively participating in the Erasmus+ incoming and outgoing mobility. Students are more interested in the Erasmus+ traineeship mobility rather than study mobility. Study opportunities within the Erasmus programme have not been used by any student. However, 7 students of the study program "Accounting and Finance" have used internship opportunities abroad. So far, there has been no incoming study mobility in the study program.

The academic staff from abroad is mainly from Lithuania, Turkey, Poland, Spain and Romania. In academic year 2018/2019, incoming mobility accounted for 11; in academic year 2017/2018 – 8; in academic year 2016/2017 – 7 and in academic year 2015/2016 – 5. In 2019, within European Social Fund project No. 8.2.2.0/18/A/008 "Improvement of the Competences and Skills of the Academic Staff of Ltd. College of Law, Strengthening of the Capacity of the Academic Staff" (No. 8.2.2.0/18/A/013) a full-time lecturer from Lithuania was hired and in June 2020 it is planned to hire a full-time lecturer from Turkey. All incoming lecturers are also involved in the implementation of the study programme "Accounting and Finance".

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

The internship is an integral part of the study programme (Annex No. 15., Internship Regulations and internship tasks), which students undertake in the second study year. For students, all information about the internship is available at the College's website under Students Section, including internship offers. Within the framework of the internship, the College has concluded bilateral cooperation agreements, including with foreign cooperation partners, as well as in accordance with Internship Regulations (23 March 2006) (Annex No. 15.) tripartite cooperation agreements are concluded. Annex No. 14., Cooperation Agreements. Most students choose their own placements themselves; in cases when the student does not have this opportunity, the College helps to find an internship. Employers regularly send to the College internship offers, which are

placed at the College's website under Students section. Annex No. 16.,Page Overview.

Students and graduates of the College of Law also use the opportunity to go for Erasmus+ traineeship abroad, such as England, Lithuania, Bulgaria, Turkey etc.

Three college students used the opportunity to gain practical experience in the United States by undertaking Southwestern Advantage internship (<http://www.jk.lv/dokumenti/JKV6.pdf>).

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

joint study programs are not implemented

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

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

The previous accreditation of the study program took place in July 2013. The study program was accredited for six years.

In a report dated July 23, 2013, the study program accreditation experts made a number of recommendations that the College has taken into account. Practically all the recommendations were already implemented by the College before the accreditation meeting of the study program, i.e. submitting a list of performances to the Higher Education Council (Letter No.3-20 / 85, 16.08.2013). Expert recommendations and their implementation:

Table No 6

No.	Recommendation by the experts' group	Implementation of the recommendation
-----	--------------------------------------	--------------------------------------

1.	To develop the strategy of the study programme	By 2013, the entire operational strategy of the College was included in the overall development strategy of the College for a particular period of time. For the time being, in addition to the College strategy, a field strategy has been developed for each study field. Strategy of the study field "Economics" is available at http://jk.lv/lv/studentiem/nolikumi-un-noteikumi
2.	To improve the curriculum design of the study programme in order to better reflect the title	Study course descriptions are revised once a year. Study course descriptions are revised according to their titles, see Appendix No 20
3.	To define the learning outcomes of the study programme more clearly and precisely and to relate them with the learning outcomes of the study courses	The learning outcomes to be achieved by the study programme are defined in part III, 1.1.
4.	To develop the description of the internship programme	The description of the internship is available in Appendix No 15
5.	To include the modules in specialised courses	The free electives part of the study programme includes additional study courses such as "Drawing up of Financial Statements", "Financial Management and Analysis"
6.	To improve the English skills of academic staff and students	Since the previous accreditation, academic staff members have improved their foreign language skills. According to their CVs, foreign language proficiency is not lower than Level B. The College also offers language courses at the Language School of the College for both academic staff and students. Several academic staff members of the College (Rebiņa, Lūce, Mizovska, Amoliņa, etc.) have participated in Erasmus+ teaching mobility, which has also contributed to the development of foreign language skills

7.	To encourage the research work of academic staff and students in the field of accounting and finance, especially at the international level	The College organises biennial scientific conferences, including international ones, in which academic staff members participate by making presentations and publishing articles in conference proceedings. See Appendix No 12 "Publications of Academic Staff Members"
8	To encourage and support the student mobility towards other institutions and for study abroad	Students are taking internship opportunities within Erasmus+ international mobility; so far 45 students have taken internship opportunities at the College, including 7 students in the study field "Economics"
9.	To encourage the publishing of teaching and methodological materials for students in the field of accounting	The College organises scientific conferences twice a year, including international ones, and publishes textbooks and methodological materials on a regular basis. The developed methodological materials are electronically available in Moodle environment – "Accounting", "Fundamentals of Tax System", "Marketing", "Macroeconomics", "Microeconomics", "Fundamentals of Statistics", "Quality Management" etc. List of published books and scientific conferences is available in Part II, 3.3. The computer game "I Trust My Competency in Accounting and Finance" has been developed as a teaching material within the Erasmus project (http://trustvglp.com/en/partners)
10.	To look for the possible sources of finance, including the EU support.	The College is currently implementing several European Social Fund projects http://jk.lv/lv/projekti/projektisam

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

not applicable

Annexes

I. Information on the Higher Education Institution/ College		
List of the governing regulatory enactments and regulations of the higher education institution/ college	3_Regulation.pdf	3.Normatīvo aktu saraksts.pdf
Information on the implementation of the study direction in the branches of the higher education institution/ college (if applicable)	INFORMATION OF STUDY PROGRAMMES IN BRANCHES.pdf	INFORMĀCIJA PAR STUDIJU ĪSTENOŠANU FILIĀLĒS.pdf
Management structure of the higher education institution/ college	2.Structure.doc	2.Struktūra 2019.doc
II. Description of the Study Direction - 1. Management of the Study Direction		
Plan for the development of the study direction (if applicable)	5_Development Plan of the Study Field.pdf	5_Attīstības_plans.pdf
Management structure of the study direction	32_Org_structure_Economics.pdf	32_Studiju virziena Organizatoriskā struktūra.pdf
II. Description of the Study Direction - 3. Resources and Provision of the Study Direction		
Basic information on the teaching staff involved in the implementation of the study direction	8_Academic_staff.pdf	8_Akadēmiskā_personāla_saraksts.pdf
Biographies of the teaching staff members (in Europass Curriculum Vitae format)	9_CV_Academic_staff.pdf	9_CV.pdf
Summary of the statistical data on the incoming and outgoing mobility of the teaching staff over the reporting period	34_ERASMUS_mobility.pdf	34_ERASMUS_mobilītātes.pdf
II. Description of the Study Direction - 4. Scientific Research and Artistic Creation		
List of the publications, patents, and artistic creations of the teaching staff over the reporting period	12_Publications.pdf	12_Publikācijas.pdf
II. Description of the Study Direction - 5. Cooperation and Internationalisation		
List of cooperation agreements	14_Agreements_Cooperation_List.pdf	14_Sadarbības līgumi-saraksts.pdf
Statistical data on the teaching staff and the students from abroad	33_Foreign_students_lecturers.pdf	33_Informācija par ārvalstu studējošajiem_ļektoriem.docx
Statistical data on the mobility of students (by specifying the study programmes)	33_Foreign_students_lecturers.pdf	33_Informācija par ārvalstu studējošajiem un mācībspēkiem.docx
Description of the organisation of the traineeship of the students	15_Internship_Task.pdf	15_Prakses nolik_PRAKSES UZDEVUMS.pdf
Information on the agreements and other documents confirming the traineeship of the students in companies	14_Agreements_Cooperation_List.pdf	14_Sadarbības līgumi_prakse.pdf
II. Description of the Study Direction - 6. Implementation of the Recommendations Received During the Previous Assessment Procedures		
Overview of the implementation of the provided recommendations	34_Implementation of Recommendations.pdf	33_Rekomendāciju ieviešana.pdf
Description of the Study Programme - Other mandatory attachments		
Confirmation signed by the rector, director or the head of the study programme or the study direction of the higher education institution/ college which states that the official language proficiency of the teaching staff involved in the implementation of the relevant study programmes of the study direction complies with the regulations on the level of the official language knowledge and the procedures for testing official language proficiency for performing professional duties and office duties.	25_State language.PDF	25_Apliecinājums_valsts valoda.PDF
III. Description of the Study Programme - 1. Indicators Describing the Study Programme		
Compliance of the joint study programme with the provisions of the Law on Institutions of Higher Education (table)		
Statistics on the students over the reporting period	17_Statistika.xlsx	
III. Description of the Study Programme - 2. The Content of Studies and Implementation Thereof		
Compliance of the study programme with the State Education Standard		
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)		
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme		
Curriculum of the study programme (for each type and form of the implementation of the study programme)		
Descriptions of the study courses/ modules		
Description of the Study Direction - Other mandatory attachments		
Sample of the diploma to be issued for the acquisition of the study programme.		
Description of the Study Programme - Other mandatory attachments		
Document confirming that the higher education institution/ college will provide the students with the options to continue the acquisition of education in another study programme or at another higher education institution/ college (a contract with another accredited higher education institution/ college), in case the implementation of the study programme is discontinued		

Document confirming that the higher education institution/ college guarantees to the students a compensation for losses if the study programme is not accredited or the licence of the study programme is revoked due to the actions of the higher education institution/ college (actions or failure to act) and the student does not wish to continue the studies in another study programme		
Confirmation of the higher education institution/ college that the teaching staff members to be involved in the implementation of the study programme have at least B2-level knowledge of a related foreign language according to European language levels (see the levels under www.europass.lv), if the study programme or any part thereof is to be implemented in a foreign language.		
If the study programmes in the study direction subject to the assessment are doctoral study programmes, a confirmation that at least five teaching staff members with doctoral degree are among the academic staff of a doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field or sub-field of science, in which the study programme has intended to award a scientific degree.		
If academic study programmes are implemented within the study direction, a document confirming that the academic staff of the academic study programme complies with the provisions set out in Section 55, Paragraph one, Clause three of the Law on Institutions of Higher Education		
Sample (or samples) of the study agreement		
If academic study programmes for less than 250 full-time students are implemented within the study direction, the opinion of the Council for Higher Education shall be attached in compliance with Section 55, Paragraph two of the Law on Institutions of Higher Education.		
Description of the Study Direction - Other mandatory attachments		
Electronically signed application form for assessment of a study direction	IESNIEGUMS.edoc	IESNIEGUMS.docx

Other annexes

Name of document	Document
7._Vienošanās_Plagiats.PDF	7._Vienošanās_Plagiats.PDF
1._2017_TOP.png	1._2017_TOP.png
1.-2018_TOP.png	1.-2018_TOP.png
4_Attīstības_stratēģija.pdf	4_Attīstības_stratēģija.pdf
4_Development_Strategy_18_23_.pdf	4_Development_Strategy_18_23_.pdf
10._Amata_apraksts.PDF	10._Amata_apraksts.PDF
10._Job_Description.PDF	10._Job_Description.PDF
11._Research_activity_Academic_staff.docx.pdf	11._Research_activity_Academic_staff.docx.pdf
11_Pētījuma_jomas_Akadēmiskais_personāls.pdf	11_Pētījuma_jomas_Akadēmiskais_personāls.pdf
12_Publikaciju_sraksts.pdf	12_Publikaciju_sraksts.pdf
12_Publications.pdf	12_Publications.pdf
13._823_Darba_programma.docx	13._823_Darba_programma.docx
13._823_Project.docx	13._823_Project.docx
11_Pētījuma_jomas_Akadēmiskais_personāls.pdf	11_Pētījuma_jomas_Akadēmiskais_personāls.pdf
11_Research_activity_Academic_staff.pdf	11_Research_activity_Academic_staff.pdf
12_Publications.pdf	12_Publications.pdf
12_Publikaciju_sraksts.pdf	12_Publikaciju_sraksts.pdf
16._Prakses_piedāv_kopskats.docx	16._Prakses_piedāv_kopskats.docx
16._Internship_offer_webpg.docx	16._Internship_offer_webpg.docx
21._Cooperation_agreemens_HE.PDF	21._Cooperation_agreemens_HE.PDF
21_Sadarbības_līgumi_ar_augstskolām.pdf	21_Sadarbības_līgumi_ar_augstskolām.pdf
5._Attīstības_plans.pdf	5._Attīstības_plans.pdf
5._Development_Plan_of_the_Study_Field.pdf	5._Development_Plan_of_the_Study_Field.pdf
6._Knowledge_assessment.pdf	6._Knowledge_assessment.pdf
6._Kvalifikācijas_eksamena_Vertes_nolik.pdf	6._Kvalifikācijas_eksamena_Vertes_nolik.pdf
18._Compliance_Occupational_Standard.docx	18._Compliance_Occupational_Standard.pdf
18_Atbalstība_profesijas_standartam.pdf	18_Atbalstība_profesijas_standartam.pdf
19._GRTV_Valsts_standarts.pdf	19._GRTV_Valsts_standarts.pdf
19._Compliance_of_the_State_Education_Standard.pdf	19._Compliance_of_the_State_Education_Standard.pdf
20_Study_courses.pdf	20_Study_courses.pdf
20_Studiju_kursu_apraksti.pdf	20_Studiju_kursu_apraksti.pdf
22._Kartējums_GRTV.pdf	22._Kartējums_GRTV.pdf
22._Mapping.pdf	22._Mapping.pdf

23_Study_plan.pdf	23_Study_plan.pdf
23_Studiju_programmas_plans.pdf	23_Studiju_programmas_plans.pdf
28_1_Diploma_pielikums.docx	28_1_Diploma_pielikums.docx
28_1_Diploma_supplament.docx	28_1_Diploma_supplament.docx
17_Statistics_GRF.xlsx	17_Statistics_GRF.xlsx
17_Statistika.xlsx	17_Statistika.xlsx
1. Aktuālākā statistika par studējošajiem_pielikums Nr.17.xlsx	Aktuālākā statistika par studējošajiem_pielikums Nr.17.xlsx
2. latest statistics on students_Annex no 17.xlsx	latest statistics on students_Annex no 17.xlsx
3. Answers to expert questions before the visit.docx	Akreditacija_Atbildes.docx
4. Human Resources Development Plan of the College of Law.docx	Cilvēkresursu_palns.docx
5. Development Plan of the Study Fields.docx	Development Plan of the Study Fields.docx
6. Goal map (LV only).xlsx	Goal map (LV only).xlsx
7. KPI data (LV only).xlsx	KPI data (LV only).xlsx
8. Risk register (LV only).xlsx	Risk register (LV only).xlsx
9. surveys.docx	surveys.docx
10. Methodological_Gudelines_College of Law.pdf	Methodological_Gudelines_College of Law.pdf
11. Metod_norad_KVALIFIKACIJAS_darba_izstr.pdf	Metod_norad_KVALIFIKACIJAS_darba_izstr.pdf
10. Doc-vertejumi-20-1_22102020.xlsx	Doc-vertejumi-20-1.xlsx
11. GRF-rezultati- proramma 2020-1.docx	GRF-rezultati- proramma 2020-1.docx

Accounting and Finance

Title of the higher education institution	<i>Economics</i>
ProcedureStudyProgram.Name	<i>Accounting and Finance</i>
Education classification code	<i>41344</i>
Type of the study programme	<i>First level professional higher education study programme</i>
Name of the study programme director	<i>Ieva</i>
Surname of the study programme director	<i>Rebīņa</i>
E-mail of the study programme director	<i>info@jk.lv</i>
Title of the study programme director	<i>M.oec.</i>
Phone of the study programme director	
Goal of the study programme	<i>The aim of the study programme is in line with the mission of the College of Law – within two years to educate and train theoretically knowledgeable and practically competent specialists for the national economy who are able to organise and resolve accounting and financial issues, to settle accounting and financial matters related to record keeping, to comply with the requirements of applicable regulatory enactments.</i>
Tasks of the study programme	<i>To ensure the acquisition of knowledge necessary in the fields of accounting and finance; To provide up-to-date professional knowledge and skills necessary for taking up and fulfilling the work of accountant; To provide students with all necessary study materials, ensuring maximum opportunities for professional studies; To promote the ability to think creatively and to show initiative, to develop the ability to work in non-standard situations, to link the acquired knowledge with real economic activity.</i>
Results of the study programme	<i>Upon successful completion of the study programme, the graduate is awarded the professional qualification of accountant. The graduate of the study programme “Accounting and Finance”, having obtained the fourth level qualification of accountant, is able to perform full accounting of the company’s financial operations; to ensure timely collection and processing of financial information and calculation of financial indicators; to analyse the financial performance of the company; to draw up financial statements and tax returns; to compile, plan and control the allocation of financial resources; to make proposals for improvement of the company’s financial activities; to ensure compliance with the laws and regulations of the Republic of Latvia and international legal norms in the field of accounting; to organise and manage work of other employees.</i>
Final examination upon the completion of the study programme	<i>Qualification examination (written part of the qualification examination and public presentation of the qualification paper)</i>

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)	80
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>first level professional higher education</i>
Qualification to be obtained (in english)	<i>accountant</i>

Places of implementation

Place name	City	Address
College of Law	RĪGA	KRIŠJĀŅA VALDEMĀRA IELA 1C, RĪGA, LV-1010

Part time studies - 2 years, 5 months - latvian

Study type and form	<i>Part time studies</i>
Duration in full years	2
Duration in month	5
Language	<i>latvian</i>
Amount (CP)	80
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>first level professional higher education</i>
Qualification to be obtained (in english)	<i>accountant</i>

Places of implementation

Place name	City	Address
College of Law	RĪGA	KRIŠJĀŅA VALDEMĀRA IELA 1C, RĪGA, LV-1010
Gulbene branch of College of Law	GULBENE	LĪKĀ IELA 21, GULBENE, GULBENES NOVADS, LV-4401
Valmiera branch of College of Law		40, VALMIERAS RAJONS, LV-4200

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

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

The Study Programme “Accounting and Finance”

Table No.7

Admission requirements	General secondary education or secondary vocational education
The degree, professional qualification to be awarded or the degree and professional qualification to be awarded	First level professional higher education, professional qualification – accountant
Aim of the study programme	The aim of the study programme is in line with the mission of the College of Law – within two years to educate and train theoretically knowledgeable and practically competent specialists for the national economy who are able to organise and resolve accounting and financial issues, to settle accounting and financial matters related to record keeping, to comply with the requirements of applicable regulatory enactments.
Objectives of the study programme	<p>To ensure the acquisition of knowledge necessary in the fields of accounting and finance;</p> <p>To provide up-to-date professional knowledge and skills necessary for taking up and fulfilling the work of accountant;</p> <p>To provide students with all necessary study materials, ensuring maximum opportunities for professional studies;</p> <p>To promote the ability to think creatively and to show initiative, to develop the ability to work in non-standard situations, to link the acquired knowledge with real economic activity.</p>

Learning outcomes of the study programme to be achieved	<p>Upon successful completion of the study programme, the graduate is awarded the professional qualification of accountant (occupational code – 3313 01).</p> <p>The graduate of the study programme “Accounting and Finance”, having obtained the fourth level qualification of accountant, is able to perform full accounting of the company’s financial operations; to ensure timely collection and processing of financial information and calculation of financial indicators; to analyse the financial performance of the company; to draw up financial statements and tax returns; to compile, plan and control the allocation of financial resources; to make proposals for improvement of the company’s financial activities; to ensure compliance with the laws and regulations of the Republic of Latvia and international legal norms in the field of accounting; to organise and manage work of other employees.</p>
Final examination upon the completion of the study programme	Qualification examination (written part of the qualification examination and public presentation of the qualification paper)

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

Academic Year	Enrolled	Dropped Out	Transferred to 2nd Year	Graduates	Students
2012/2013	28	4	24	0	42
2013/2014	26	8	17	0	39
2014/2015	34	9	25	14	52
2015/2016	40	14	30	10	67

2016/2017	38	16	30	18	68
2017/2018	31	15	30	23	63
2018/2019	38	21	47	13	64

The College of Law started the study program Accounting and Finance in 2012.

As can be seen from the statistics, the enrollment in the study program is increasing, except for the academic year 2017/2018, when the enrollment in the study program was 18% less than in the academic year 2016/2017. All students study for private finance. During the last three years the dynamics of the number of students has changed with minimal changes (on average 6% every year). The majority of students are part-time students, with an average of 78%. With the corresponding increase in the number of students, the number of dropouts has increased, but the average dropout rate is 20%, with the exception of the academic year 2018/2019, when the number of dropouts reached 32% of the number of students in the program. There are four main grounds for student dropout - failure to complete a study program (15% on average), non-resumption of study after academic leave (30% on average), non-compliance with education contract (average 30%), own choice (upon student's application) 24%). One of the main reasons for a student to be dropped out is that students cannot fulfill their financial obligations under the study agreement, which is also mentioned in the student's application for termination. At the beginning of their studies, there are students who have doubts about their chosen study program or are aware of the non-binding nature of the study program, for example by changing the place of work. In this case, the student is offered the opportunity to change the study program, students who have begun their studies in the study program Accounting and Finance, in most cases, choose to continue their studies in Human Resource Management program.

The language of instruction is Latvian, but for foreign students under the Erasmus + program, studies will be provided in English.

The students are in the study program "Accounting and Finance".

Summary of statistical data in Annex 17.

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

The title of the study programme "Accounting and finance" is closely related to the learning outcomes, aims and tasks to be achieved. The title of the study programme is related to the professional qualification of accountant to be awarded and to the effective regulatory enactments, including the Cabinet of Ministers Regulations No. 846 (as of 10 October 2006) "Regulations regarding the Requirements, Criteria and Procedures for Admission to Study Programmes".

Aim of the study program - to prepare specialists who are able to organize and manage accounting and financial issues most closely with the professional qualification "accountant" and the learning outcomes to be achieved - is able to perform full accounting of the company's financial operations; to ensure timely collection and processing of financial information and calculation of financial

indicators; to analyse the financial performance of the company; to draw up financial statements and tax returns; to compile, plan and control the allocation of financial resources; to make proposals for improvement of the company's financial activities; to ensure compliance with the laws and regulations of the Republic of Latvia and international legal norms in the field of accounting; to organise and manage work of other employees.

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

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

Knowledge and skills are needed to successfully integrate into the labour market. For employers, it is important that the potential employees are well educated and competent in their field of specialisation; therefore, jobseekers with higher education have a greater advantage. As a result of the rapid economic change and globalization processes, basic knowledge is no longer sufficient, and employees need to constantly develop their professional qualifications. Nowadays it is no longer possible to acquire the knowledge for life even in 4-5 years, because the acquired knowledge is gradually aging. Thus, the development and functioning of the lifelong learning support system are essential, so that even the employees would have the opportunity to increase their competitiveness, develop their qualification, increase their productivity, thus contributing to the overall state income and welfare.

The aim of the first level professional higher education study programme, in accordance with the occupational standard, is to educate and train students for a particular profession so that they would be conversant with the accounting and be able to apply it in practice, promoting their development into a spiritually and physically developed, free, responsible and creative personality, to develop knowledge and skills, attitudes that enable the students to acquire the relevant qualification and promote their competitiveness in changing socio-economic conditions, create motivation for professional development and further education in the fields of law or other fields and provide the students with the opportunity to acquire the relevant professional higher education. Parts A and B of the study programme include all study courses that correspond to the goals and objectives of the occupational standard – knowledge necessary for the fulfilment of basic tasks (Fundamentals of Psychology, Fundamentals of Sociology, Fundamentals of Marketing, etc.), knowledge required for fulfilment of basic tasks at the level of understanding (Legal Basis of Business, Business Organisation and Planning, Mathematics for Economists, etc.) and knowledge required for fulfilment of basic tasks at the level of knowledge (Management Accounting, Financial

Accounting, Accounting Software, Fundamentals of Tax System, etc.). Conformity of the content of the study programme to the occupational standard is provided in Appendix 18.

The content of the study courses of the study programme is reviewed and updated, if necessary, at least once a year. Labour market tendencies and suggestions made by employers (in employer surveys), as well as feedback from the graduates of the study programme play an important role in the evaluation of study courses. In view of the above, two new (Part C) courses have been added to the study programme – Drawing up of Financial Statements and Financial Management and Analysis –, and the acquisition of a new computer-based accounting program is being evaluated (i.e., which software to choose and purchase).

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

The aims and tasks of the study programme correspond to the Framework for Qualifications of the European Higher Education Area and Level 5 of the European Qualifications Framework (EQF) (Regulations on the Education Classification in Latvia, Cabinet of Ministers Regulation No.322, 13 July 2017).

Studiju programmas mērķis saskan ar Juridiskās koledžas misiju - divu gadu laikā, sagatavot teorētiski zinošus un praktiski varošus speciālistus tautsaimniecībai. Programmā studējošiem ir iespēja izvēlēties papildus studiju kursus nozarēs, kuras Latvijā nevar apgūt nevienā citā koledžā: mediācija, darba un sociālās tiesības, personas datu aizsardzība un koučings. kā arī padziļinātas zināšanas finanšu pārvaldībā un analizē un finanšu pārskatu sagatavošanā. Koledžas filiālēs turklāt tiek ņemta vērā reģiona specifika, iekļaujot papildus tēmas lekcijās un īstenojot studentu praksi. Koledžas konsultatīvā padome, kurā pārstāvēti darba devēji un absolventi, rūpējas, lai programma pastāvīgi tiktu pilnveidota un pielāgota darba tirgus prasībām.

Tasks:

To ensure the acquisition of knowledge necessary in the fields of accounting and finance;

To provide up-to-date professional knowledge and skills necessary for taking up and fulfilling the work of accountant;

To provide students with all necessary study materials, ensuring maximum opportunities for professional studies;

To promote the ability to think creatively and to show initiative, to develop the ability to work in non-standard situations, to link the acquired knowledge with real economic activity.

The goals and learning outcomes of the courses of the study programme are formulated to complement each other and, ultimately, achieve the overall goal of the study programme – to educate and train theoretically knowledgeable specialists capable of handling and organising accounting and financial issues. For example, the goal of the study course “Financial Accounting” is to provide skills necessary for the drawing up of company accounting reports, to find applications for the use of accounting data in company’s financial analysis and decision making in company’s

management process; within the study course “Accounting Software” – to achieve the level of knowledge and skills in the use of accounting software that would allow for successful work in the profession of accountant.

Upon successful completion of the study programme, the graduate is awarded the professional qualification of accountant (occupational code – 3313 01).

The graduate of the study programme “Accounting and Finance”, having obtained the fourth level qualification of accountant, is able to perform full accounting of the company’s financial operations; to ensure timely collection and processing of financial information and calculation of financial indicators; to analyse the financial performance of the company; to draw up financial statements and tax returns; to compile, plan and control the allocation of financial resources; to make proposals for improvement of the company’s financial activities; to ensure compliance with the laws and regulations of the Republic of Latvia and international legal norms in the field of accounting; to organise and manage work of other employees.

The development of the College of Law is planned on the basis of quality assurance of studies, which can only allow the programme to survive and develop under conditions of increased competition in higher education. Specific measures are included in the Development Plan of the College of Law.

The study programme “Accounting and finance” has been developed in accordance with the Law on Education of the Republic of Latvia, the Law on Vocational Education and the Law on Institutions of Higher Education, as well as the regulations of the Cabinet of Ministers regulating the first level professional higher education.

The requirements for the qualification of a legal assistant comply with the Regulation of the Cabinet of Ministers of the Republic of Latvia No.264 (23 May 2017) “Classification of Occupations, the Basic Tasks Appropriate to the Occupation and the Basic Qualification Requirements” (occupation code of accountant – 3313 01) <https://likumi.lv/ta/id/291004-noteikumi-par-profesiju-klasifikatoru-profesijai-atbilstosiem-pamatuzdevumiem-un-kvalifikacijas-pamatprasibam> and the occupational standard of a accountant that was confirmed by the Tripartite Cooperation Sub-council on Vocational Education and Employment on 15 April 2009 (Minutes No. 4). https://visc.gov.lv/profizglitiba/dokumenti/standarti/20170614_Profesiju_standarti_4.pdf Accountant Profession Standard Approved at the Meeting of the Tripartite Cooperation Subcommittee on Vocational Education and Employment on December 14, 2011. Compliance of the study programme with the occupational standard of accountant- Annex No. 18.

The College of Law implements full-time, part-time studies.

The total volume of the study programme is 80 credit points (120 ECTS).

The volume of the study programme “Accounting and finance” corresponds to the state first level professional higher education standard. According to the Regulation of the Cabinet of Ministers No. 141 as of 20 March 2001, “Regulations regarding the State Standard for First Level Professional Higher Education”, the study programme consists of:

- general education courses – 20 CP;
- field-specific study courses – 36 CP, including:

compulsory courses of a particular profession – 33 CP;

elective study courses (one course should be chosen by a student) – 3 CP

Internship – 16 CP;

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

Study courses consist of lectures, seminars and practical classes. During the course of studies, discussions, situation analyses, case studies and problem-based learning take place. To improve students' professional skills, role plays are also used. By organising the study process, the study methods should promote the student's responsibility for self-learning, as the methods are oriented to the acquisition of practical skills. In the study process, the principle is used – the examinations take place at the end of the study course, rather than during the examination period. A lot of attention is devoted to practical work, situation analysis, situation simulations, field trips, as well as specialists and scholars of the relevant field are attracted – guest lecturers as well as guest professors or associate professors deliver a separate lecture or a series of lectures. During the study process, students' communication, the ability to work in a group, overcome conflicts, be self-confident are promoted. Great attention is devoted to honesty, creative use of knowledge, acquisition of scientific cognitive methods, development of the ability to solve tasks independently. (Regulation on Academic Integrity and the Inadmissibility of Plagiarism)

The choice of methods for the implementation of the study programme represents a certain challenge for the academic staff because students are of different ages, with different background, experience, etc. Therefore, the methods should be such as to ensure adherence to the principle of student-centred learning, which has been achieved and successfully implemented by the academic staff of the study programme so far. The same applies to the methods for assessment of study courses, which the lecturers have defined in the course descriptions and which are introduced to the students at the beginning of the course.

The course of studies is determined by the Study Regulation, Tuition Fee Regulation, as well as other norms and regulations.

The students are provided with tutorials, they are informed about them in the e-environment, and this information is placed on the bulletin board. Both individual and group tutorials are organised. Students have access to both telephone numbers and e-mails of academic staff. Lecturers work individually with students, especially with those who have not successfully passed tests or have not passed a test or examination at all. To achieve the learning outcomes in the study process, the students, when starting their studies at the College, as well as starting to acquire each individual study course, are introduced to the aims, tasks and learning outcomes, as well as the evaluation

criteria.

Extramural and e-learning coordinators who are asked questions to ensure communication with students even on Saturdays when students attend lectures.

Extramural students are provided parking and catering services.

If a student expresses the need for additional or repeated acquisition of a particular study course, there is the opportunity to attend lectures with another part-time group or full-time group.

There is the opportunity to participate in study tours and events organised by the College (expenses are covered by the College). There is also the opportunity to take advantage of the ERASMUS+ program.

The procedure and assessment of examinations are based on two [regulations](#) – Examination Procedure Regulation at the College of Law and Regulation on Student Knowledge Assessment. The procedure of state examination, including assessment, is regulated by the State Examination (Qualification Examination) Regulation.

An integral part of the study process is scientific research work (applied research), in which students are involved in the first semester after attending lectures on the methodology of scientific research work.

The study programme is improved/reviewed once in the academic year, making self-assessment of the study programme based on:

- 1) the opinions expressed by students/graduates/employers in the survey; (59 -63 pp).
- 2) evaluation of the results of the qualification examination and the results of regular progress assessments.
- 3) recommendations made by representatives of bodies at which internship takes place and by employers. Student results are regularly analysed at meetings of the Board of the College of Law, at meetings of the State Examination Commission, by the Advisory Council, at general meetings of academic staff, by the Study Programme Quality Assessment Committee, the Student Self-Government and at operational meetings.

The learning outcomes are reflected in the study course syllabi (Annex No.20.)

Study programme is provided in Annex No.8.

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

Internship is an integral part of the study programme of the College of Law. It is organised according to the aims and tasks of the study programme and corresponds to the professional qualification of a legal assistant. The amount of internship is 16 credit points; it is undertaken by students at the end of the second study year. The internship is regulated by the Law on Vocational Education, Regulations of the Cabinet of Ministers and the Internship Regulation of the College of Law.

At the end of the internship, the student submits an internship report, which is signed by the representative of an organisation, at which internship has been undertaken. The report is evaluated by the commission of the College. Requirements for internship are defined in the Internship Regulation http://jk.lv/documents/protected/30_MACIBU_PRAKSES_NOLIKUMS.pdf, which also provides support for students in the framework of internship, i.e., from the College a lecturer is nominated as the supervisor of the internship, who supervises the development of the student's qualification paper, and, as a result, the lecturer is also a consultant on the internship issues.

Nowadays, an accountant is one of the occupations that is most in demand. In any company, even the smallest one, it is imperative to have an accountant because this specialist calculates salaries for the company's employees, performs tax calculations, costing and output calculations, and makes many other calculations.

The College of Law educates and trains specialists in two years who are conversant with the laws of the Republic of Latvia and international regulatory enactments.

The education process shall provide the knowledge necessary for a qualified accountant in order to perform the accounting procedure, record of economic activities, control and analysis at commercial and budgetary institutions in compliance with the legislation of the Republic of Latvia.

Graduates of the College of Law have good prospects of employment because they have acquired high-quality knowledge.

An accountant can work for state and municipal institutions, banks, insurance companies, manufacturing and trading companies, travel agencies, private companies etc., as finance is the daily basis and pillar of every business.

To improve the quality of internship, in cooperation with students, graduates, employers and academic staff, every year internship tasks (Annex No.15) are reviewed, their compliance with labour market requirements is evaluated.

Latvia is a full member of the European Union, its citizens and students have a great opportunity to work and study in one of the countries of the European Union. The College of Law, with its study programme, educates and trains professionals who are competitive in the European labour market.

The College has concluded several bilateral cooperation agreements on student internship (Annex No.14), but at the same time students can choose themselves the organisation, at which to undergo internship. A tripartite cooperation agreement is signed by the College, the student and the organisation, at which the student undertakes internship. Tripartite cooperation agreements on apprenticeships are also concluded under the Erasmus + program. Erasmus + traineeships can be completed by a graduate, two years after graduation, and two graduates from the practice countries have chosen Lithuania and Ireland.

In 2017, the largest number of internship agreements was concluded with limited liability companies, the Agricultural Data Centre, State Education Development Agency, JSC "Rīgas siltums", farms, JSC "Cēsu alus" – a total of 24 tripartite agreements.

In 2018, 31 tripartite internship agreements were signed with: Riga Municipality Police, Ministry of Transport, Ltd. B24, Ltd. Auto Sakarnieks, State Education Development Agency, Ltd. GPG, Ltd. Motormeistars, Ltd. KMI, Ltd. Commodus, Ltd. SGA PLUS, Ministry of Agriculture, Ltd. Cosybed, Ltd. Vidzemes Contus, Ltd. Runwa, Individual merchant Ziedīņi 10, Ltd. Parion, JSC VIA 3L Latvia, Ltd. Vidzemes aktīvi, Ltd. AB Strauti, etc.

In 2019, 20 tripartite internship agreements were signed with: Ltd. Vidzeme Olympic Centre, Ltd. Manu, Financial and Planning Department of the State Fire and Rescue Service, JSC Swedbank, Ltd.

KORO būve, self-employed persons, Ltd. Bilances darbnīca, Riga City Municipality, Ltd. 8 CBR, Individual merchant Asna-G, Ltd. Kocēnu komunālā saimniecība, Aloja County Council, Ltd. DATI Group, Viļaka County Council, Ltd. BPB, Smiltene County Council, Gulbene Municipality, State Revenue Service, etc.

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

One of the aims of the internship is also to collect information and materials for the qualification paper. The students of the College develop their qualification papers on a wide range of topics.

In 2017, within the framework of the study programme “Accounting and Finance”, 21 applications for the approval of themes of qualification papers were submitted. The themes were as follows: “Municipality Budget Formation”, “Utilisation Accounting and Analysis in Kuldīga County”, “Value Added Tax”, “Fixed Asset Accounting in a Company”, “Accounting, Control and Analysis of Taxes Payable by Retail Company”, “Municipality Budget Formation and Utilisation Accounting, Control and Analysis”, “Carrying out Inventory at Gravas Farm”, “Excise Tax in Latvia”, “Inventory and its Procedure in the Company”, “Cash Accounting and Control in Limited Liability Company Madara 89”, “Accounting, Control and Analysis of Receivables in the Company”, “Value Added Tax on Timber Transactions”, “Accounting in a Simple Entry System for Income Tax Payer”, “Accounting for Micro-enterprise Taxpayers”, “European Union Funds for Vocational Training under the Youth Guarantee”, “Application of Zalktis Software in Company’s Accounting. After developing and successfully presenting the qualification papers, the grades were as follows: 1 paper received grade 10 (outstanding), 2 papers received grade 9 (excellent), 2 papers received grade 8 (very good), 4 papers – 7 (good), 3 papers – 6 (almost good) and 2 papers received the lowest grade 5 (satisfactory).

In 2017, the State Examination Commission of the College of Law recognised that the qualification paper “Evaluation and Development of Business Activity of JSC Cēsu alus” had been elaborated excellently and its main theses should be published.

In 2018, 29 applications for the approval of themes of qualification papers were submitted. The topical themes were as follows: “Carrying out Inventory at Aloja County Council”, “Drawing up and Analysis of Annual Report of Ltd. Ceļu komforts”, “Use of Tildes Jumis Software in Corporate Accounting”, “Outsourcing of Accounting Services of Ltd. Runway”, “Remuneration, Accounting and Analysis of Related Taxes in a Company”, “Accounting Organisation and Registration Procedure at Ltd. COMMODUS”, “Operation of Internal Control System and its Evaluation in the Pre-School Educational Institution Pīlādžītis”, “Accounting and Analysis of Budget Revenue and Expenditure of Ropaži Municipality”, “Accounting, Control and Analysis of the Formation and Utilisation of the Budget of Rauna County”, “Accounting Organisation in Agriculture using a Simple Entry System”, “Application of Zalktis Software for Accounting in Ltd. Wood Master GK”, “Calculation, Analysis and Control of Value Added Tax in Ltd. Vējakaļni”, “European Union Funds for Vocational Training under the Youth Guarantee”, “Accounting, Control and Evaluation of Receivables in Riga Municipality Police”.

Within the study programme “Accounting and Finance”, in the fall semester of academic year

2019/2020 graduates submitted 15 applications for the approval of themes of qualification papers. Some of the topical themes were as follows: "Remuneration, Accounting and Analysis of Related Taxes in a Company", "Legal and Practical Aspects of Remuneration of Employees with Special Service Ranks at the Ministry of the Interior of the Republic of Latvia": after public presentation, the paper received grade 9 (excellent), "Drawing up an Annual Report of Ltd. Vidzeme Olympic Centre", "Settlement of Accounts with Buyers and Customers at Ltd. "Vetline Medical" – the paper received grade 9 (excellent), "Accounting of Receivables and Collection Analysis in a Utility Company" – the paper received grade 9 (excellent), "Accounting Organisation and Registration Procedure at Bunkas Farm", "Analysis and Accounting of Financial Resources at the Company", "Warehouse Accounting Organisation at the Infantry School of the National Armed Forces".

The following qualification papers were put forward for publication in the proceedings of the College of Law: "Analysis and Control of Financial Indicators in Ltd. Rats", "Settlement of Accounts with Buyers and Customers at Ltd. Vetline Medical".

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

The student survey is conducted by both the administration of the College and the Student Self-government. The survey organised by the Student Self-government takes place throughout the study period, it is electronic and available at the College's website under the Student Section. The Student Self-government regularly communicates the results of the survey to the administration of the College that analyses them and presents the academic and administrative staff with the results of the survey (both weekly and annual). The results of the survey are discussed with students, current issues are resolved, solutions are found. Student survey covers a number of issues related to the study process, for example, the replies to the question of how students evaluate their choice of study were as follows: 42.2% of students said that the choice was very good, 37.8% – good, 17.8% – satisfactory and 2.2% – bad. 56.8% of students stated that the lecture schedule was ideal. In terms of library resources, 51.8% of students indicated that most of the literature needed for studies was available, 37.8% stated that all the literature needed for training was available, the remaining 11.1% of the students replied that a minimum number of books was available, books were not topical, available literature was outdated, or students even did not go to the library. Students also appreciated the involvement of guest lecturers in the study process and rated it as follows: 45.5% evaluated as good, 25% evaluated as very good and 13.6% – as satisfactory.

Student Surveys

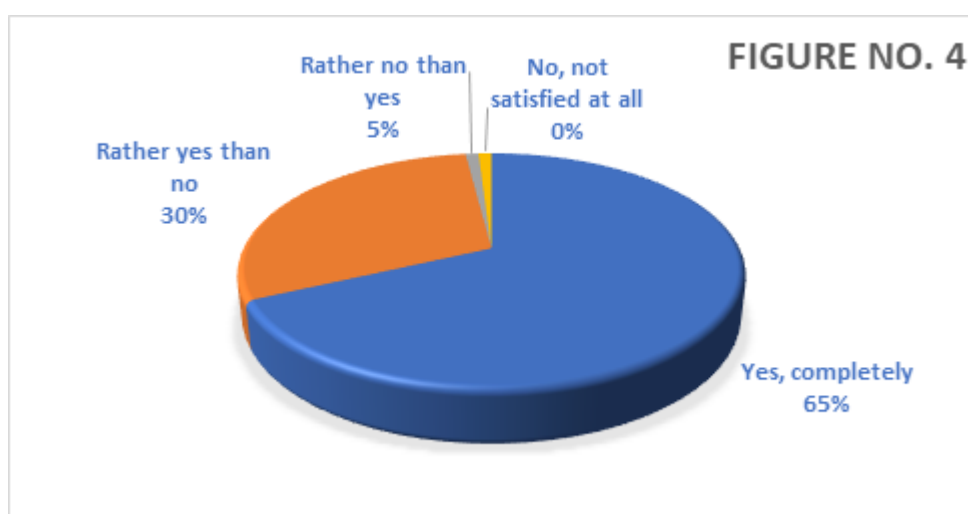
In order to ensure the quality of the study process, the student survey takes place regularly (twice a year). The results of the student surveys are summarized, analysed and discussed at the operational meetings of the College of Law, at the meetings of the Council of the College and at the general meetings of the academic staff members, as well as in individual cases discussions with lecturers are carried out individually.

In the student survey, students are asked to evaluate not only the study process as a whole, but also each lecturer of the study course. In the 2018/2019 spring semester, 60% of all students of the study programme "Accounting and finance " participated in the survey.

When evaluating lecturers, the student should evaluate the following positions – how the lecturer

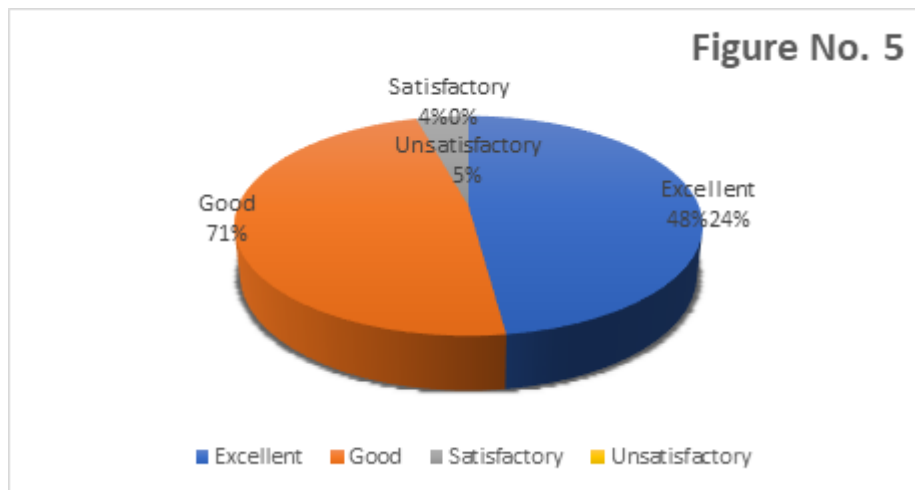
encourages discussions, whether the lecturer is able to generate interest, whether the lecturer answers the questions, what is the lecturer's contact with the audience, practical work in a particular study course, as well as whether the lecturer observes the lecture time period. The student also has the opportunity to comment on each lecturer. All positions can be ranked as follows: Excellent; Good, Satisfactory; Poor or Very Poor. Overall, most ratings are Excellent, Good or Satisfactory. Students highly appreciate the professionalism of lecturers, as well as those lecturers whose lectures comprise not only theoretical information but also practical assignments, using case studies, situation analysis and organising field trips. Students highly appreciated the field trips organized by the lecturers.

The replies to the question whether the study programme satisfied the expectations of the students were as follows: at the beginning of their studies 65% of the respondents indicated that they were satisfied with the study programme, 30% stated that they were more satisfied than dissatisfied, and 5% of the respondents were rather dissatisfied than satisfied or dissatisfied (Fig. 4).



Respondents also point out that they exceeded their expectations because there are excellent lecturers who are able to generate interest and it is unfortunate that the College does not offer Bachelor studies because they would like to continue their studies at the College.

Respondents were asked to provide an assessment of the quality of study courses in general (Fig.5): 24% of respondents evaluated the quality of study courses as excellent (the quality of study courses was high, the content was topical and versatile), also 71% of respondents evaluated the quality as good (the content of study courses does not match the program, but the amount of information could be wider), and 5% - as satisfactory (the content of the study courses corresponded to the programme, but the topicality of the courses was not sufficient). In general, students evaluate higher study courses where lecturers make presentations and prepare hand-outs as well as engage students in practical work. As a minus, students mention study courses where lecturers make students summarise information from lecturers' presentations, because of the voluminous content



Students are asked to assess to what extent they are satisfied during their studies with:

- teaching methods;
- the opportunity to develop practical skills;
- the opportunity to use textbooks and study guides;
- material and technical facilities of the programme.

In general, the students are satisfied with the teaching methods and the opportunity to use textbooks and study guides, but also indicate that they would like to have more practical skills, as well as better material and technical facilities- more presentations, more text books available electronically, as well as more lectures such as financial accounting

The replies to the question of the students' opportunity to participate in the improvement of the study program were as follows: 22.2% of students stated that there was an excellent opportunity; 66.7% evaluated it as good, 11.1% - as satisfactory. Some students also indicated that they could not objectively assess such an opportunity, because they themselves were not interested in it.

Students are also asked to give their opinion on the international cooperation of the study programme of the College of Law. Mostly students evaluate it as excellent and good, but there are also students who indicate that they cannot evaluate international cooperation because it is not topical to them at the moment and they have not shown interest in it.

Students are also asked to answer whether they are planning to continue their studies after graduation from the College of Law at another university, and in case of a positive answer they are also asked to indicate the name of the university. Most of the respondents have indicated that they are planning to continue their studies, but there are also respondents who do not plan to continue their studies because higher education obtained at the College of Law is not the first one or there is no need and the knowledge gained at the College of Law is sufficient (for example, to carry out duties at work), so there is no need for Bachelor's degree in law.

Respondents are also asked to evaluate the library, guest lecturers/guest lectures, as well as methodological resources as excellent, good, satisfactory or unsatisfactory. None of the respondents provided unsatisfactory ratings.

In general, the results of the survey are good and indicate that the students are satisfied with the study programme and the teaching methods, as well as the provision of the study process (library, lecture provision, guest lectures, and methodological resources). Students highly evaluate lecturers who use a practical approach in the study process (case studies, hand-outs, field trips).

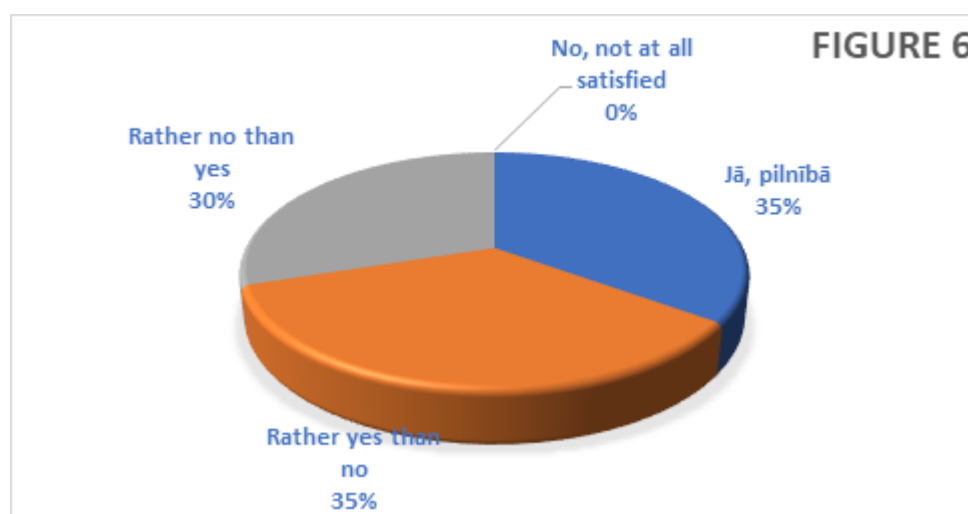
Graduate Survey

The College also conducts a survey of graduates. In 2019, the graduates had to answer questions about the circumstances that determined the choice of studying at the College, the assessment of the study programme as a whole, and the quality of the study courses. The graduates were also asked to give recommendations (which courses, topics should be included in the study programme) and to answer whether the studies satisfied the expectations at the beginning of the studies, as well as whether the graduates would recommend this study programme to others.

50% of the respondents indicated that they chose to study at the College of Law owing to its close location to work/place of residence, 20% indicated the content of a relevant study programme; 20% mentioned the appropriate schedule; 5% – good feedback, and 5% – recommendations by a colleague.

Of all the respondents, 35% stated that the study programme had fully met their expectations upon commencing their studies; 35% provided an answer “rather yes than no”; 30% provided an answer “rather no than yes” (Figure 6). In response to the question about the quality of study courses, 65% of the respondents evaluated the quality of study courses as good (the content of the study courses is topical but the amount of information could be wider); 15% evaluated it as excellent (the quality of the study courses is high, the content is topical and versatile); 15% evaluated it as satisfactory (the content of courses is relevant to the programme, but courses are not topical enough); 5% of the respondents evaluated it as unsatisfactory.

Figure 6



Graduates also assessed the teaching methods of the academic staff members, opportunities for practical skill training, opportunities to use study literature, material and technical facilities as completely satisfactory and partially satisfactory. The graduate surveys indicated that there had been great support in the learning process from academic staff members and the administration of the College. When asked whether their studies helped in their professional activities, 55% of the respondents answered “partially”; 21% – “completely”; 10% – “not at all”; 5% – “not yet”. Of all the respondents, 40% said they would recommend the study programme “Accounting and Finance” to others, while 25% would rather recommend it.

Employer Survey

Employers are asked about the position of the graduate at the company, whether the employer is satisfied with the professional competence of the graduate of the College, the assessment of the theoretical and practical skills of the graduate in order to fulfil the duties, prospects of the graduates of the College in the labour market, the proposals for improving the professional

competence of the graduates.

91% of all respondents indicated that they were fully satisfied with the professional competence of the graduates, 73% of respondents stated that the practical and theoretical skills acquired by the graduates were sufficient to fulfil the duties at work. 82% of respondents indicated that the prospects of the graduates of the College in the labour market were good.

With the survey results, students can influence both the study environment and study content. Student and employer survey results are analysed, discussed and respective decisions are made based on them. For example, when evaluating library resources, students have at the same time made suggestions as to which book they think should be purchased. In general, the survey results have been positive and there has been no need for changes in the programme under assessment, such as changes in the academic staff members or significant changes related to the content of the study programme.

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

The College of Law has been actively involved in both outgoing and incoming Erasmus mobility since receiving the Erasmus Charter in 2013. Up to now there has been no incoming or outgoing student mobility within the study programme “Accounting and Finance”, while at other study programmes of the College of Law there have been two students within outgoing mobility and five students within incoming mobility. The students’ main argument as to why they are not willing to go to another foreign university for a period of time is mainly related to two aspects, i.e., they cannot leave home and work for such long period of time and they have insufficient knowledge of foreign languages. However, students actively use internship opportunities within the study programme – seven students have used it.

The period spent during Erasmus+ mobility is recognised at the College of Law; in terms of internship recognition is made according to the period of time spent, and in terms of studies, the courses taken and ECTS acquired are recognised.

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

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

see part II, 3.1. -3.3.

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

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

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

The selection and recruitment of academic staff of the College takes place in accordance with the College's Regulation on Academic and Administrative Positions.

On the basis of this Regulation, the number of academic staff positions at the College shall be determined in order to ensure the requirements of the Law on Institutions of Higher Education. Vacancies are announced either in a closed competition in the information space of the College of Law or in an open competition by publishing a notice in the newspaper "Latvijas Vēstnesis".

A person holding a Doctoral degree, who has publications corresponding to a relevant sub-branch of science and is capable of conducting scientific research and pedagogical work may apply for the position of an associate professor. A person holding a Master's or Doctoral degree, who has scientific publications corresponding to the field of science or published teaching aids and who is able to independently deliver lectures, seminars, practical classes, may apply for the position of a lecturer.

Lecturers who do not have a scientific and academic degree are required to have five years of practical experience corresponding to the study course being delivered.

The election of the academic staff by secret ballot takes place at the College's Council meeting, which takes place after the expiry of one month from the date of vacancy announcement. Academic staff members are elected for the period of six years.

If the College has a vacant or temporary position, the College's Council may decide not to open a competition, but to recruit a guest assistant professor or guest lecturer for a period of up to two years who have the same rights, obligations and remuneration as elected assistant professors and lecturers in accordance with the Payment Procedure per Hour at the College.

For delivering individual study courses, the College concludes contractor agreements with lecturers on the performance of a particular job.

From 1 March 2019 and for a period of six months, within the European Social Fund project 8.2.3, employment relations have been established with the lecturer from Lithuania.

The change in the academic staff compared to the previous accreditation period is on average 23% and the main reason for the change is the retirement of the academic staff. Changes in the academic staff have positively influenced the quality of studies by involving younger colleagues in their study work, and there is a greater interest in international mobility, including Erasmus (both teaching, experience exchange and project participation)

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

The academic staff involved in the realization of the study program, practically everyone has a master's degree, ie 95% have a master's degree, 5% have a bachelor's degree and long-term practical experience in the field.

The academic staff members also have the opportunity to participate in the study process by organising study tours. Within the study programme "Legal Sciences" study tours are regularly organised to the Saeima, the Prosecutor General's Office of the Republic of Latvia, courts, the Cabinet of Ministers, prisons, the State Police, the Land Register, JSC Latvia's State Forests. There is additional remuneration for organising study tours and accompanying students. Study tours provide an opportunity for students to learn how to apply the theoretical knowledge gained during their studies in practice.

The College publishes a collection of scientific articles and a book of abstracts every two years, and not only the students but also the academic staff have the opportunity to submit and publish their scientific papers at no extra charge. The College also pays for the participation of academic staff members in conferences organised by other institutions (upon receipt of the application).

The College also publishes books, inviting academic staff members to become authors of books that are then used in the study process, not only at the College but also in other higher education institutions, such as publishing a book "Law Enforcement Agencies in Latvia and Europe" in 2019; "Quality management" in 2017.

If the academic staff member attends a seminar/conference, takes part in qualification development courses, the subject of which is relevant to the course delivered, the College covers the registration/participation fee (upon receipt of the academic staff member's application).

The academic staff members are also invited to participate in ERASMUS+ experience exchange activities by going to ERASMUS+ member states, getting acquainted with the experience of other higher education institutions, as well as participating in the study process, e.g., delivering lectures (in Turkey – I.Rebiņa, in Lithuania – I.Lūce, L.Mizovska). It is also an opportunity to travel and explore other countries. Experience exchange visits are also held regularly (Malta, Italy, Bulgaria, Lithuania).

Participation in project SAM 8.2.2.0/18/A/008 internship – the academic staff members develop their skills and competences, as a result of which they improve the content of the study courses. To date, two lecturers have used internship opportunities – Janis Kliers (Computer Science) and Sarmīte

Reke (Basics of Accounting). From April 2020, Ieva Rebiņa (Accounting Software, Audit) will start internship as well. Currently, Doctoral students (elected as the academic staff members) (I. Amoliņa) are attracted to the College for delivering lectures. As part of the project, the academic staff members will have the opportunity to improve their English skills.

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

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).

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

see 4.1. - 4.6., 3.3.

The academic work of the academic staff within the College of Law is funded by the College, i.e. in connection with participation in scientific conferences - both locally and internationally, as well as publishing scientific articles at College of Law conference books. The academic publications of the lecturers are available to the students both in print and in electronic format, which are used by the students during the study process, especially writing reports and elaborating qualification papers.

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

Academic staff members carry out pedagogical, methodological and scientific work. Within the framework of the pedagogical work, they deliver lectures, workshops and practical classes, administer tests, check reports, independent assignments (incl. tests, etc.), organise tutorials, supervise and review the qualification papers, perform other duties related to the organisation of the pedagogical work.

The lecturers involved in the accredited programme should have the necessary skills to transfer their knowledge and experience to students and receive feedback on their work. All lecturers are provided with the opportunity to develop their knowledge, participate in qualification improvement courses, by pursuing Doctoral studies, conducting scientific research and undertaking internship abroad, within mobility programmes, participating in regular local and international conferences organised by the College, as well as publishing their articles and abstracts in the collection of scientific articles of the College.

Changes in academic personnel in comparison with the previous accreditation period are insignificant; on average 13%, and the main reason for changes is the retirement of the academic personnel.

Research areas of the academic staff members are listed in Annex No.11.

Participation of academic staff members in conferences and their scientific publications – Annex No.12.

All lecturers involved in the implementation of the study program are professionals in their field who teach the study courses corresponding to the study program. The lecturers of the study program realization represent the widest field, i.e. economics, management and administration, law and information technology, etc., thus creating a balanced environment and collaboration that contributes to the overall goal of the study program - to provide both theoretical and practical knowledge. The lecturers' cooperation is formed in joint lecturers' meetings, where the content of the study program, the sequence of study courses, aims and results are discussed. If necessary, for example, following the latest labor market trends, changes in laws and regulations, etc. lecturers' discussions are also organized in smaller groups, reviewing parts of the study course content regarding information similar in all study programs. In some cases, lecturers also meet individually to discuss specific topics.

Within the framework of the study program, the lecturers cooperate in the realization of the content of the study courses, in the improvement of the study content and process, as well as in the study program self-evaluation process. The lecturers, who are related to the work environment, offer and provide students with study practice as much as possible, as well as make suggestions for supplementing and improving the practice of study practice, as well as recommend the qualification work topics to be developed.

Analyzing the total number of students in the program compared to the number of lecturers in the program, the ratio of lecturers to students is 1/3.

Annexes

III. Description of the Study Programme - 1. Indicators Describing the Study Programme		
Compliance of the joint study programme with the provisions of the Law on Institutions of Higher Education (table)		
Statistics on the students over the reporting period	17_Statistics.xlsx	17_Statistika.xlsx
III. Description of the Study Programme - 2. The Content of Studies and Implementation Thereof		
Compliance of the study programme with the State Education Standard	19_Compliance of the State Education Standard.pdf	19_GRTV_Valsts_standarts.pdf
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)	18_Compliance_Occupational_Standard.pdf	18_Atbalstība profesijas standartam.pdf
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	22_Mapping.pdf	22_Kartējums_GRTV.pdf
Curriculum of the study programme (for each type and form of the implementation of the study programme)	23_Study_plan.pdf	23_Studiju_programmas_plans.pdf
Descriptions of the study courses/ modules	20_Study_Courses descriptions.pdf	20_Studiju kursu apraksti.pdf
Description of the Study Direction - Other mandatory attachments		
Sample of the diploma to be issued for the acquisition of the study programme.	28_Diplom.JPG	28_Diploms.JPG
Description of the Study Programme - Other mandatory attachments		
Document confirming that the higher education institution/ college will provide the students with the options to continue the acquisition of education in another study programme or at another higher education institution/ college (a contract with another accredited higher education institution/ college), in case the implementation of the study programme is discontinued	29_Cooperation_agreements_termination.pdf	29_Sadarbibas_Ligumi_(studiju_pārtraukšana).pdf
Document confirming that the higher education institution/ college guarantees to the students a compensation for losses if the study programme is not accredited or the licence of the study programme is revoked due to the actions of the higher education institution/ college (actions or failure to act) and the student does not wish to continue the studies in another study programme	26_Gaeantee_Compensation.PDF	26_Apliecinājums_kompensacija.PDF
Confirmation of the higher education institution/ college that the teaching staff members to be involved in the implementation of the study programme have at least B2-level knowledge of a related foreign language according to European language levels (see the levels under www.europass.lv), if the study programme or any part thereof is to be implemented in a foreign language.	27_Foreign language.PDF	27_Apliecinājums_svešvaloda.PDF
If the study programmes in the study direction subject to the assessment are doctoral study programmes, a confirmation that at least five teaching staff members with doctoral degree are among the academic staff of a doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field or sub-field of science, in which the study programme has intended to award a scientific degree.		
If academic study programmes are implemented within the study direction, a document confirming that the academic staff of the academic study programme complies with the provisions set out in Section 55, Paragraph one, Clause three of the Law on Institutions of Higher Education		
Sample (or samples) of the study agreement	31_Study_agreement.pdf	31_Studiju_ligums.pdf
If academic study programmes for less than 250 full-time students are implemented within the study direction, the opinion of the Council for Higher Education shall be attached in compliance with Section 55, Paragraph two of the Law on Institutions of Higher Education.		