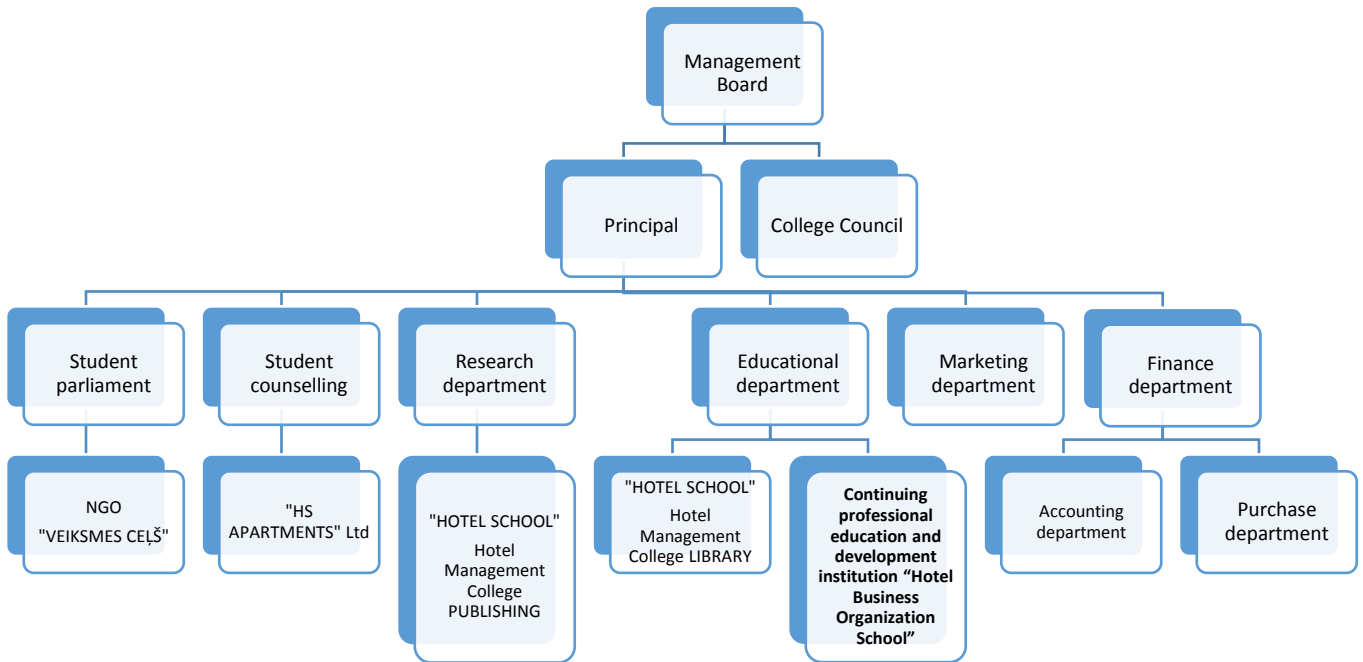


## List of units involved in the implementation of teaching branch of study.

### College organizational structure



### Colleges units and their purpose in the implementation of “Hotel Management” study programme within the particular branch of study:

**Management Board** - the senior management body of the College and the adjudicating institution in matters of strategic, financial and business activity related to the branch of study.

**College Council** - the collegial decision-making body of College employees, with the branch of study, study programme and research agenda associated matters. Carries out the tasks listed out in the College's Charter (ref. Self-assessment report table 1.5.1).

**Principal** - senior official of the College shall organise the operations and activities of the College and supervise the implementation of the “Hotel Management” study programme. The principal is responsible for ensuring the quality of studies in the branch of study and “Hotel Management” study programme.

**Educational department** – is responsible for organising, implementing and supervising “Hotel management” study programme.

**Research department** - shall propose, coordinate and implement the preparatory activities in accordance with the approved Strategy for Scientific Research Activities 2016 – 2022.

**Library** - provides the necessary literature and methodological materials for the implementation of “Hotel Management” study programme, as well as other sources/materials of information (periodicals).

**Publishing department** - the development and publication of teaching and methodological materials necessary for the implementation of “Hotel Management” study programme.

**Marketing department** – branding and marketing of “Hotel Management” study programme on local and foreign markets; responsible for the implementation of the internationalisation policy of the College.

**Finance department** - planning of the College budget and controlling the use of the funds provided for the implementation of the branch of studies and “Hotel Management” study programme.

**Accounting department** - performs supervision of a College finances (accounting for incomes and expenditures) and prepare reports in accordance with the laws of the Republic of Latvia.

**Purchase department** – plans and organises purchasing of the necessary material and technical resources and information support for implementation of “Hotel Management” study programme.

**Student counselling** - provides advice and information on enrolment for “Hotel Management” study programme, as well as organisation of education process and the organisation of internships.

**Student Parliament** - shall represent and defend student interests in academic, material and cultural matters.

**Continuing professional education and development institution “Hotel Business Organization School”** - implements the 3<sup>rd</sup> level continuing professional education programme “Hotel Services” and professional development educational programmes “Frontline Service Delivery at Tourist Accommodations” and “Operations Specific to Resort Hotels”.

**“HS Apartments” Ltd.** - provides accommodation for “Hotel Management” study programme students.

**“Veiksmes Ceļš” NGO** - is a non-profit non-governmental organization established by a College, which provides the possibility for College students to spend their free time usefully. As part of it, students develop and implement projects for professional development, career development, promotion of the hospitality industry, as well as organise charitable activities.