

HOTEL SCHOOL



„HOTEL SCHOOL” Hotel Management College

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Approved
"HOTEL SCHOOL" Hotel Management Colleges
Council meeting, 19 December 2019
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No 4-3/4

„HOTEL SCHOOL” HOTEL MANAGEMENT COLLEGE REGULATIONS

In accordance with
Law on Higher Education, Paragraph 10, Part 1¹

I. General questions

1. Ltd "HOTEL SCHOOL" Hotel Management College (hereinafter - College) is a commercial company established by a private individual J. Pasnaka (hereinafter - Founder), which enables individuals, who have completed secondary school education, to obtain a first level professional higher education and a fourth level professional qualification.
2. The College name:
 - 2.1. In Latvian – „HOTEL SCHOOL” Viesnīcu biznesa koledža (abbreviation HOTEL SCHOOL);
 - 2.2. In English – "HOTEL SCHOOL" Hotel Management College;
 - 2.3. In Russian – "HOTEL SCHOOL" Колледж гостиничного бизнеса.
3. The registered address of the College – Smilšu 3, Riga, LV-1050, Latvia.
4. The College Council (hereinafter – Council) and College Director (hereinafter - Director) act as representative, governing and decision-making bodies of the College. The Council is the collegiate authority of the college staff in matters of education and research. The Director is the senior official of the College.
5. The College Founder takes the role of the senior management and decision-making body that holds the authority in strategic, financial and economic matters. The Founder's representative and the executive body are the company's Board (hereinafter - Board). The Board shall have the rights and obligations set forth in the founding statutes and its provisions.
6. The College may have its own flag, coat of arms, emblem, logo, motto and anthem.

II. Operational aims, framework and objectives of the College

6.¹ The legal basis of the College is the Law on Higher Education, the Education Law, the Law on Vocational Education, Law on Scientific Activity and other normative acts of the Republic of Latvia and these Regulations.

6.² The general objective of the College is to provide a quality vocational education of the most demanded professions in the hospitality sector that are able to compete in the international labour market in line with the requirements of the national professional higher education standard and the profession standard.

7. The main activities of the College are as follows:

7.1. to develop and implement first level professional higher education programmes, professional further education and educational development programmes in the field of hospitality and tourism services;

7.2. to promote students' personal development throughout the educational process and to provide the opportunity to obtain the first level professional higher education and the fourth level professional qualification;

7.3. to provide students an opportunity to take part in a continuous education in order to obtain a second level professional higher education and a fifth-level professional qualification.

8. The tasks of the College are as follows:

8.1. to develop first level professional higher education programmes, professional further education and educational development programmes in the field of hospitality and tourism services and to organize their implementation in accordance with professional standards and national vocational education standards;

8.2. to develop the assignment content and methods, and to organize professional qualification exams and qualification papers;

8.3. to ensure such quality of the study process and assignments that the vocational education and professional qualifications provided by the College are recognized in Latvia and abroad;

8.4. to carry out scientific research in accordance with the study courses and to promote student research work;

8.5. to organize activities (e.g. public courses, lectures, conferences) in accordance with the College framework;

8.6. to promote the development of the academic staff qualifications;

8.7. to cooperate with Latvian and foreign educational institutions and employers in the field of professional education;

8.8. to inform the public about College activities and its vocational education opportunities;

8.9. to prepare qualified, competitive specialists in accordance with the job demand and supply in Latvia;

8.10. to carry out economic activities and other activities which do not conflict with the normative acts and College framework.

III. The Council

9. The Council shall act in accordance with the Council Regulations. The office term of the Council is two years. The regulations and the composition of the Council shall be approved by the Board.

10. The Council shall consist of 10 Council members:

10.1. Director;

10.2. One Board member;

10.3. Three academic staff representatives (persons elected in academic positions);

10.4. Two general staff representatives;

10.5. Two student representatives;

10.6. One delegate from an employer or a professional organization according to the specification of the study programme.

11. The Council elections are organized by the Board. The Council shall be elected by the College staff by secret ballot in accordance with its established procedure. Council representatives shall be elected from the academic and general staff. The Director and the Board member shall be included in the Council without election. The student representative shall be delegated to the College Council by the student parliament. A delegated representative from an employer or a professional organization shall be included in the College Council without an election but on the initiative of the Board, by decision of the respective organisation.

12. The Council shall elect a Chairperson of the Council and a secretary of the Council by secret ballot from among the members of the Council. The Director cannot be a Chairperson of the Board. The work of the Council is led by the Chairperson. The work of the Council shall be recorded by the Secretary.

13. The Council shall:

13.1. Develop Council Regulations;

13.2. Consider and approve the internal rules and regulations of the College, developed by the Director or a commission created by the Director:

13.2.1. Academic Job Role Regulations;

13.2.2. Procedure on Study Programme Elaboration, Expertise and Approval;

13.2.3. Procedure on Study Course Description Elaboration, Approval and Update;

13.2.4. Admission Requirements;

13.2.5. Study and Examination Procedures;

13.2.6. Internship Organization Procedures;

13.2.7. Qualification Paper Elaboration and Presentation Procedure;

13.2.6. Other internal College regulations governing study and research work in College.

13.3. Approve new study programmes and major changes in the licensed or accredited study programmes;

13.4. Elect the directors of the College academic staff and the study programmes;

- 13.5. Approve the framework of the research and scientific activities, the scientific research work plans and the reports;
- 13.6. Approve the policy of College quality management;
- 13.7. Examine and align self-assessment reports of the study direction and College action plans developed by the Commissions composed by the Director;
- 13.8. Support and promote student parliament activities, approve the student parliament regulations;
- 13.9. Approve the College flag, coat of arms, emblem, slogan, logo and anthem;
- 13.10. Decide on other matters in accordance with these Regulations and other internal legislation of the College;
14. The Council shall be convened at the request of its Chairperson, Director, Board or at least five council members. Meetings of the Council shall take place at least every two months.
15. The Council shall make decisions if at least 6 members of the Council are present. The decision shall be accepted by simple majority, by open or secret ballot. The secret ballot must be requested by at least five members of the Board. If votes of the Council members are tied, the Chairperson's vote is decisive. If votes of council members are tied in a secret ballot, the voted proposal is rejected.
16. The Director holds veto rights in relation to decisions of the Council. The delegated representatives of the student parliament have the right to veto in matters concerning student interests. Following the application of the veto rights, the matters are examined by the conciliation commission. The conciliation commission is set up by the Board. It shall consist of a Director, a chairperson, a member of the Board and one representative of the academic staff, general staff and students. The action plan of the conciliation commission is governed by the Council Regulations. The decision of the conciliation commission is approved during the following Council meeting and enters into force if a majority of all the members vote in favour.
17. Decisions taken by the Council in strategic, financial and economic matters shall enter into force upon approval by the Board.
18. A member of the Council may be withdrawn by the meeting of the staff group, which had elected the member of the Council. The procedure of withdrawing members of the Council are regulated by the Council Regulations. The member of the Board is withdrawn by decision. A representative of an employer or a professional organisation is withdrawn on a proposal from the Board, a Council or the Organization according to the decision of the organization. The student representative or representatives shall be revoked by the decision of the student parliament.

IV. The Director

19. The Director is recruited on a competitive basis. The competition is organized by the Board. The Director is recruited and dismissed by the Board. The term of office of the Director is four years. The Director needs to hold higher and pedagogical education as well as work experience in a managerial position.
20. The Director is responsible for the College activities, implementation of the administrative and economic management of the College and he/she acts as an official College representative in all College related matters.
21. The Director shall:
- 21.1. Organize the activities of the College and its departments, ensuring continuity of the study process and compliance with requirements of external regulatory acts governing the College, as well as the College Regulations;
- 21.2. Purposefully implement tasks of the College long-term development strategy, identified by the College founder, in order to ensure that the expected performance indicators are achieved in accordance with the set timeframe;

- 21.3. Elaborate the annual budget of the College in cooperation with the Board, to carry out its performance control, and to be responsible for rational utilisation of the intellectual, financial and material resources of the College;
- 21.4. Recruit and dismiss the College Academic and General Staff, to organize academic staff elections;
- 21.5. Determine the remuneration of College employees, which is not lower than the pay provisioned by the Cabinet of Ministers;
- 21.6. Promote and hold responsibility for the professional development of College staff and the improvement of professional competence;
- 21.7. Organize a quality assessment of the professional activities of the College academic staff;
- 21.8. Provide academic freedom to academic staff and students;
- 21.9. Organize the elaboration and a timely update of the internal normative acts of the College, by submitting them to the Council for further conciliation;
- 21.10. Control quality of the education and research carried out at the College, by involving College students, academic and general staff, as well as employers in regular self-assessment of College activities;
- 21.11. Organize the elaboration and a timely update of a study direction self-assessment report and a College activity report, by submitting them to the Council for further conciliation;
- 21.12. Perform other tasks specified in these Regulations and in the job description.
22. If the Director is found to be in breach of regulatory normative acts regulating functioning of the College, the Director may be prosecuted by the Council, but the final decision shall be taken by the Board. The procedure for the proposed dismissal of the Director shall be determined by the Council Regulations. If the Director, at his own request, leaves the position before the expiry of the term of office, or if the Director is removed from the office, the Board shall appoint an interim Director to perform the duties of the Director until the appointment of a new Director.

V. Structural units and branches of the College

23. The College may form structural units and branches in order to carry out work that is related to study process, research, organization, economics and services.
24. The functions of the structural units are defined by the Department Regulations and job descriptions. The Department Manager holds the responsibility of the work of the structural unit.
25. The core units of the College are Academic Department, Research and Project Department, Student Services and College library. For the work related to organization, economics and services, the College may create other departments. College units do not hold the status of a legal entity.
26. Off.
27. Off.
28. Off.
29. College departments and branches are set up, reorganised and removed by the Board.

VI. College Staff

30. College staff (hereinafter- Staff) shall comprise of:

30.1. Academic staff;

30.2. General Staff;

30.3. Students.

31. The Staff have the right to use the College premises, equipment, inventory, library and other objects in accordance with the College Regulations.

32. The Staff is obliged to promote the activities of the College and to support transparency in its administration. The staff is entitled to participate in the elaboration of management and self-governing decisions and internal regulations, as well as in decisions affecting staff interests, to take part in meetings of the College authorities and to be heard, and to submit proposals for College activities.

33. The academic staff shall consist of:

33.1. docents;

33.2. lecturers;

33.3. assistants.

34. Persons in academic positions shall be elected in an open ballot in accordance with the Academic Position Regulations. The competition shall be published at least one month before the elections in the national media "Latvijas Vēstnesis" and on the College website.

35. A person with a PhD or a Master's degree may be elected in academic positions.

36. In the case of the professional study programme subjects, the posts may be held by a person with higher education without scientific degrees, if they have at least seven years of experience in the corresponding subject. In the case of the professional study programme subjects, a person with higher education and without a scientific degree may hold a position of a lecturer or assistant, if they have at least five years of experience in the corresponding subject. The requirements for positions of docents, lecturers or assistants are approved by the Council.

37. The Director shall conclude a contract of employment for the period of six years with the selected person.

38. The academic staff shall have the following responsibilities:

38.1. To participate creatively and responsibly in the implementation of study programmes;

38.2. To continually improve qualifications, to attend methodological seminars, and to engage in scientific research according to the study direction;

38.3. To comply with rules of professional conduct;

38.4. To hold responsibility for their own activities and their outcomes;

38.5. To provide students with opportunities that allow to fulfill their rights in College.

39. Academic staff shall have the following rights:

39.1. To freely determine the content, form and methods of courses and assignments within the framework of the implemented study programmes;

- 39.2. To freely select research methods when implementing the research work and to publish and evaluate the research results;
- 39.3. To submit proposals for event organization in accordance with the College framework and objectives;
- 39.4. To offer new study courses;
- 39.5. To make proposals for the development of the College and the provisions of internal procedures;
- 39.6. To be elected in College representative, management and decision-making bodies.
40. The College General staff shall be:
- 40.1. Administrative staff: the Director, the Academic Director and other officials whose basic functions are administrative work;
- 40.2. Teaching support staff;
- 40.3. Technical staff;
- 40.4. Facilities staff;
- 40.5. Other staff, excluding academic staff.
41. A person shall be admitted to College in accordance with the legal requirements of the student admission procedure.
42. A student is obliged to abide by the College regulations, the rules governing study procedures and the internal rules and safety regulations.
43. Students are responsible for establishing a student parliament. The student parliament shall act in accordance with the regulations approved by it and the Council.
44. Student Parliament shall:
- 44.1. Defend and represent the interests of students in College and other institutions;
- 44.2. Represent the interests of the College in Latvia and abroad;
- 44.3. Determine the procedure by which students are elected in the collegiate institutions of the College.
45. Student Parliament holds the right to request and receive information and explanations on matters concerning students' interests from the representative, management, decision-making bodies of the College and its department managers.
46. Representatives of the Student Parliament shall have the right to participate in the work of the College decision-making bodies.
47. Student Parliament decisions that are approved by the Council are binding on all College students.

VII. Elaboration and Approval of Study Programmes

48. The study programme elaboration shall be carried out in accordance with the procedure on study programme elaboration, expertise and approval, approved by the Council, as well as Procedure on study course description elaboration, approval and update.

49. A work group set up by the Council shall design the study programmes and create its independent expertise.

50. The established study programmes or major changes in the licensed or accredited courses shall be approved by the Council. The decision to initiate and terminate new course programmes shall be adopted by the Council after the conciliation with the Board.

VIII. College Internal Legislation Procedure

51. The internal regulations of the College shall be elaborated by the Director or a commission established by the Director, ensuring that they are consistent with the normative acts governing the College activity.

52. The internal regulations of the College, elaborated by the Director or a commission established by the Director, that govern study and research work in College, shall enter into force upon approval by the Council.

53. The internal regulations of the College, elaborated by the Director or a commission established by the Director, that regulate fees and discounts, the remuneration of academic staff and other financial matters in College, shall take effect upon the approval by the Board.

IX. The economic activity and the sources of finance of the College

54. The College may provide paid services, carry out economic activities and provide other services in accordance with its core framework and regulatory acts.

55. The College is funded by the Founder, by providing financial resources for a continuous College activity, including the implementation of tasks set by the Founder, and the control of their use in accordance with regulations on educational financial and material provision of the Cabinet of Ministers.

56. College studies have a tuition fee. The amount of fees and other paid services are determined by the Board. Upon approval of the Board, the College student can be fully or partially exempted from the tuition fee in accordance with the College procedures.

57. The financial resources of the College shall comprise of:

57.1. Tuition fees;

57.2. Revenue for the provided services and other revenue;

57.3. EU funds and foreign financial assistance;

57.4. Donations and gifts;

57.5. Bank credits and other credit institution means.

X. Administrative Act and Actual Conduct Appeal Procedure

- 58. The legality of College operations is ensured by the Director and the Board.
- 59. The actual conduct of College staff may be appealed by submitting an appropriate application to the Director.
- 60. The administrative acts and the actual conduct issued by the Director may be appealed to the Board.
- 61. The decisions of the Board may be appealed to Court.

XI. Initiation and development of the College Regulations and its amendments

- 62. The College Regulations and its amendments are drawn up by the Board. The College Regulations and its amendments shall be coordinated with the Board.
- 63. Amendments to the College Regulations can be proposed by:
 - 63.1. Board;
 - 63.2. Director;
 - 63.3. One-tenth of the total number of College staff;
 - 63.4. Council;
 - 63.5. Student Parliament.

XII. Reorganization and liquidation of the College

- 64. The decision on the reorganization or liquidation of the College shall be adopted by the founder on a proposal from the Board.
- 65. The reorganization or liquidation of the College shall be in accordance with the procedure laid down in the Commercial Law.
- 66. In the event of the liquidation of the College, its permanent documents are deposited in the Latvian National Archives. The Board is responsible for the submission of documents.

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*"HOTEL SCHOOL" Hotel Management College
Director V. Poncius*

In accordance with

*Ltd "HOTEL SCHOOL" Hotel Management College
Chairperson of the Board, J. Pasnaka*