

HOTEL SCHOOL



HOTEL MANAGEMENT COLLEGE

„HOTEL SCHOOL” Hotel Management College
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Approved
“HOTEL SCHOOL” Hotel Management Colleges
Council meeting, 29 November 2017
Protocol 4-21/18

„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 отельного бизнеса.
3. The registered address of the College – Smilsu 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 founder 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. The main activities and tasks of the College

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. Deputy Director in study work;
- 10.3. One Board member;
- 10.4. Three academic staff representatives (persons elected in academic positions);
- 10.5. One general staff representative;
- 10.6. Two student representatives;
- 10.7. 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, the Deputy Director in study work 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. Approve study programs and develops proposals regarding the implementation of new study programs;

13.2. Approve the directions of research and scientific activity;

13.3. Approve the admission rules developed by the commission established by the Council;

13.4. Develop proposals regarding the establishment of structural units and branches of the College in the field of education and research, as well as regarding their reorganization and liquidation;

13.5. Examine and coordinate the annual public report of the College;

13.6. Support and promote student parliament activities, approve the student parliament regulations;

13.7. Develop the regulations of the Council;

13.8. Propose the question of change the name or legal status of the College;

13.9. Approve the regulations developed by the commission established by the council regarding the procedures for studies and examinations in the College;

13.10. Approve the regulations developed by the commission established by the Council regarding academic and administrative positions in the College and the procedure for election to these positions;

- 13.11. Approve the College flag, coat of arms, emblem, slogan, logo and anthem;
- 13.12. Elect the academic staff and heads of departments of the College;
- 13.13. Determines the procedure for the development, examination and approval of study programmes;
- 13.14. 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 organization 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 five years. The Director needs higher education and at least five years of pedagogical or scientific work experience, as well as at least three years of 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. Recruit and dismiss the College Academic and General Staff;
- 21.2. Issue binding orders to the staff of the College;
- 21.3. Decides on the rational use of the College's resources in accordance with the authority;

21.4. Organizes elections of Academic Staff and Heads of Departments;

21.5. Submit to the Council the annual report on the activities of the College, provides the staff with an opportunity to become acquainted with it, as well as ensure the posting of the annual report on the website of the College;

21.6. Perform other tasks specified in these Regulations.

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 proposing the dismissal of the Director shall be determined by the Regulations for Academic and Administrative positions in the College.

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 tasks, functions and rights of the structural unit are defined by the Department Regulations. The Department Manager holds the responsibility of the work of the structural unit.

25. The core unit of the College in studies and research is Academic Department. For the work related to organization, economics and services, the College may create other departments.

26. The Academic Department is a structural unit that implements first-level professional higher education programs of a related profile. The task of the Academic Department is to implement study programs, conduct research and promote scientific research, cooperate with other structural units of the College, educational institutions, employers and non-governmental organizations.

27. The Academic Department has at least five representatives of the Academic Staff who hold elected positions. The Head of the Academic Department is elected in accordance with the Regulations for Academic and Administrative positions in the College.

28. The College has a structural unit "Professional Continuing Education and Improvement Education Institution" Hotel Business Organization School", which implements continuing vocational training and professional development education programs in the field of hotel services.

29. College departments and branches are set up, reorganized 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. Within the framework of the study programs to be implemented, in accordance with the Regulations regarding the study and examination procedures, to freely determine the study programmes and the content of tests, forms and methods;
 - 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 programmes and to propose the implementation of new study programmes;
- 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 Deputy 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, Council approved regulations 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 process is regulated by the regulations approved by the Council.

49. The study programme is developed and its independent expertise is organized by the Academic Department who is responsible for the implementation of the study programme.

50. The decision to initiate and terminate new course programmes shall be adopted by the Council after the conciliation with the Board.

VIII. Documents regulating internal procedures

51. The documents regulating the internal procedures of the College are issued by the Director.

52. If the document regulating the internal procedures of the College needs to be approved by the Council, the said document shall enter into force after its approval.

53. The document governing the internal procedures of a College unit shall be issued by the Head of the unit, and the said document shall enter into force after its approval by the Director.

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, observing the minimum costs for the implementation of educational programs per one learner set by 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. 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.

59. The administrative acts and the actual conduct issued by the Director may be appealed to Court.

60. The administrative acts and actual conduct issued by College officials may be appealed by submitting an appropriate application to the Director. The decision of the Director may be appealed to Administrative Court.

61. The decision of the Board may be appealed to Administrative 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.

Approved

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