

HOTEL SCHOOL

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HOTEL MANAGEMENT COLLEGE

“HOTEL SCHOOL” Hotel Management College
Reg. No. in the Register of Educational Institutions: 3397802926, address: Smilšu iela 3, Riga, LV-1050, Latvia
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Approved by:
SIA “HOTEL SCHOOL” Viesnīcu biznesa koledža
Chair of the Board Jūlija Pasnaka
May 24, 2024

Riga, May 24, 2024

No. 1-3/3

“HOTEL SCHOOL” HOTEL MANAGEMENT COLLEGE REGULATIONS

1. GENERAL PROVISIONS

- 1.1. “HOTEL SCHOOL” Hotel Management College, registration number in the Register of Educational Institutions: 3397802926 (hereinafter referred to as the College), is a professional higher education institution founded by a private commercial company “SIA “HOTEL SCHOOL” Viesnīcu biznesa koledža”, registration number in the Register of Enterprises: 40103277684 (hereinafter referred to as the Commercial Company).
- 1.2. The College has the following names:
 - 1.2.1. In Latvian – “HOTEL SCHOOL” Viesnīcu biznesa koledža;
 - 1.2.2. In English – “HOTEL SCHOOL” Hotel Management College;
- 1.3. The registered office of the College and the address of operation is Smilšu 3, Riga, LV-1050, Latvia.
- 1.4. The College has its own logo and motto.

2. STRATEGIC SPECIALISATION, MISSION, VISION, MAIN AREAS OF ACTIVITY, TASKS AND BASIC OPERATING PRINCIPLES OF THE COLLEGE

- 2.1. **The strategic specialisation of the College** is hotel and restaurant service, tourism and recreation organisation.
- 2.2. **The general mission of the College** is to promote the development of the tourism and hospitality industry at the local and international level by providing high-quality vocational secondary/ higher/ continuing education in the most in-demand occupations of the hospitality industry that are competitive in the international labour market, and by promoting lifelong learning for the professional development of those employed in the sector, as well as facilitating the creation and spread of industry innovations for a sustainable future.
- 2.3. **At the level of individuals, the College’s mission** is to help unlock their inner potential and motivate professional growth, leadership and career in the tourism and hospitality industry, providing them with knowledge, skills and competences that meet the requirements of the current labour market and the basic principles of sustainable tourism and entrepreneurship.
- 2.4. **The vision of the College** is to become a leading vocational secondary/ higher/ continuing education institution in Latvia specialising in education and training in the field of tourism and hospitality, and one of the stable leaders at the regional and global level, which is manifested both in the active attraction of foreign students and teaching staff, and in close cooperation with foreign employers, their professional associations and those foreign educational institutions

that are internationally recognised education providers in the tourism and hospitality industry.

2.5. Main tasks and areas of the College activity:

- 2.5.1. Implementation of short-cycle higher vocational education study programmes within its strategic specialisation, which provide a possibility to acquire the fifth level of professional qualification;
 - 2.5.2. Implementation of vocational secondary education programmes within the strategic specialisation, which provide a possibility to acquire the third level and fourth level of professional qualification;
 - 2.5.3. Implementation of continuing vocational education programmes and professional development education programmes within the strategic specialisation;
 - 2.5.4. Implementation of international education programmes (“BTEC”) within the strategic specialisation;
 - 2.5.5. Implementation of non-formal education courses, seminars, conferences and other training activities in line with the strategic specialisation;
 - 2.5.6. Organisation of traineeship and work-based learning in cooperation with tourism and hospitality industry employers in Latvia and abroad;
 - 2.5.7. Organisation of professional qualification examinations in order to assess professional competence acquired outside the formal education system in those professional qualifications, in which the College implements appropriate vocational education programmes;
 - 2.5.8. Carrying out applied research in the area of the strategic specialisation;
 - 2.5.9. Implementation of international cooperation projects (such as Erasmus, Nordplus, etc.) in the area of the strategic specialisation);
 - 2.5.10. Cooperation with higher education institutions in Latvia and abroad to provide graduates with continuing education opportunities;
 - 2.5.11. Provision of study support processes (for example, provision of library services, development and publication of educational material, etc.).
- 2.6. In its activities, the College shall be guided by the following **basic principles**:
- 2.6.1. The legal basis of the College’s activities is the Vocational Education Law, the Law on Higher Education Institutions, the Education Law, the Law on Scientific Activity, other laws and regulations of the Republic of Latvia, and the College Regulations;
 - 2.6.2. The College respects the principles of democracy, equality and openness in its operation and management;
 - 2.6.3. The study process in the College is organised in accordance with the principles of student-centred approach, academic integrity and internal quality management;
 - 2.6.4. The College ensures the academic freedom of the academic staff and students;
 - 2.6.5. The academic staff of the College include practitioners of the hospitality industry with substantial experience in hotel management positions;
 - 2.6.6. At least 65 per cent of the elected academic staff of the College has higher education or professional qualification corresponding to the seventh level of the Latvian Qualifications Framework;
 - 2.6.7. Within the framework of the studies, the College provides internships to every student at high-level hotels in Latvia and abroad, thus allowing to gain international work experience in world-renowned hospitality brand companies brands;
 - 2.6.8. In its activities, the College exercises non-discriminatory attitude to all its students, staff and cooperation partners, and strives to avoid conflict-of-interest situations;
 - 2.6.9. The College aims to promote sustainable tourism principles in the hospitality sector.

3. EDUCATION (STUDY) PROGRAMMES IMPLEMENTED BY THE COLLEGE

- 3.1. The main function of the College is the implementation of short-cycle vocational higher education study programmes in the area of strategic specialisation, which provide a possibility to acquire the fifth level of professional qualification.

- 3.2. The College shall have the right to implement joint short-cycle higher vocational education programmes with other colleges and universities in Latvia and abroad.
- 3.3. The College shall have the right to also implement vocational secondary education programmes that provide the opportunity to obtain a third-level and fourth-level vocational qualification in the thematic areas of education in which the College implements the relevant short-cycle higher vocational education programmes.
- 3.4. The College shall also implement continuing vocational education programmes and professional development education programmes within those professional qualifications, in which the College implements the corresponding vocational education programmes.
- 3.5. The College shall implement non-formal education programmes, including international education programmes (“BTEC”) within the framework of strategic specialisation.
- 3.6. Education (study) programmes shall be developed in accordance with external legislation and the College’s internal regulations such as the Procedure for the Drawing up, Examination and Approval of Study Programmes, the Procedure for the Preparation, Updating and Use of Study Descriptions, and other internal regulations.
- 3.7. The decision to start the implementation of new education (study) programmes and to discontinue the existing ones shall be made by the Council as set out in the College Development Strategy.

4. ORGANISATION OF THE EDUCATIONAL PROCESS AT THE COLLEGE

- 4.1. The educational process at the College shall be organised in accordance with external legislation and internal rules and procedures issued by the College, the most important of which are:
 - 4.1.1. Admission Rules;
 - 4.1.2. Study and Examination Procedure;
 - 4.1.3. Internship Organization Procedure;
 - 4.1.4. Regulations on Writing and Defending a Qualification Paper;
 - 4.1.5. Internal Regulations and Safety Rules.
- 4.2. The educational process at the College shall be planned and managed by the College Director, who presents the Work Plan for the upcoming academic year to the College Council at least once per academic year, as well as the Work Plan Implementation Report for the previous academic year.
- 4.3. The educational process shall be organised by the College’s Academic Department.

5. REPRESENTATIVE BODIES, MANAGEMENT BODIES, AND DECISION-MAKING BODIES OF THE COLLEGE

- 5.1. The main representative and management bodies and decision-making bodies of the College are:
 - 5.1.1. Board;
 - 5.1.2. Director;
 - 5.1.3. Council;
 - 5.1.4. Student Parliament.
- 5.2. **The Board** is the College’s highest governing and decision-making body on strategic, financial and economic matters, established and functioning in accordance with the founding statutes and these Regulations.
- 5.3. The Board shall have the following rights and obligations:
 - 5.3.1. Approve College Regulations and Development Strategy;
 - 5.3.2. Provide the necessary financial and material resources for the continuous operation of the College;
 - 5.3.3. Approve the cost of studies/training and other fee-based services provided by the College;
 - 5.3.4. Approve the procedures for granting tuition fees discounts to the College students and learners;

- 5.3.5. Draw up and approve the annual budget of the College;
 - 5.3.6. Approve the annual report of the College;
 - 5.3.7. Decide on the organisational structure of the College, on the establishment, reorganisation or liquidation of its structural units and branches;
 - 5.3.8. Recruit and dismiss the Director, the Director of Development and the Head of Quality;
 - 5.3.9. Approve the decision of the College Director or Council to recruit staff by signing relevant contracts;
 - 5.3.10. Determine the arrangements for the allocation of funding for the professional development and research activities of the College staff;
 - 5.3.11. May participate in the meetings of the College Council and Convention, as well as in the work of task forces established by the College Council;
 - 5.3.12. Review and approve decisions adopted by the College Council on strategic, financial and economic matters;
 - 5.3.13. Decide on other matters within the competence of the Board in accordance with the law and these rules of procedure.
- 5.4. **The Director** is the College's senior official who exercises the administrative management of the College and represents the College without special authorisation.
- 5.5. Rights and obligations of the Director shall be as follows:
- 5.5.1. Responsible for the continuity of the College's operations and compliance with the Law on Higher Education Institutions, the Vocational Education Law, the Education Law, the Personal Data Protection Law, and other legislation, as well as with the College Regulations;
 - 5.5.2. Responsible for the College's activities and performance as set out in the College Development Strategy and other related strategic planning documents;
 - 5.5.3. Participate in the preparation of the annual budget of the College, control its implementation;
 - 5.5.4. Decide on the use of the intellectual, financial and material resources of the College independently, within the limits of their mandate and the allocated budget;
 - 5.5.5. Determine the number of staff positions in the College in accordance with the College structure and budget, organise elections of academic staff and appoint the other staff of the College;
 - 5.5.6. Determine the remuneration of the College staff at a rate which is not less than the remuneration specified by the Cabinet;
 - 5.5.7. Organise the assessment of the quality of the professional activities of the academic and general staff of the College;
 - 5.5.8. Promote the development of the professional competence of the College staff;
 - 5.5.9. Organise the drafting, licensing and accreditation of the education (study) programmes of the College;
 - 5.5.10. Ensure timely preparation of mandatory orders and other strict accountability documents, examine applications, proposals and complaints in accordance with their competence, issue administrative acts;
 - 5.5.11. Provide students, learners and academic staff with access to library services, information and career development support services;
 - 5.5.12. Monitor the quality of the College-provided education and research by involving College students, academic staff, general staff, as well as employers in the regular self-assessment process of the College's activities;
 - 5.5.13. Organise elections to the College Council and the establishment of a convention, support the activities of a student self-governance body;
 - 5.5.14. Prepare reports on the activities of the College and other reports;
 - 5.5.15. Perform other tasks specified in these Regulations and job description.
- 5.6. The Director shall be appointed by the Board for a term of no more than five years and no more than two times.

- 5.7. A person who meets the requirements of the Education Law and has a higher education corresponding to at least the seventh level of the Latvian Qualifications Framework may be appointed as a director.
- 5.8. The Board may dismiss the Director from their position on the basis of a proposal of a Council or Board member if violations of legal acts are found in the Director's work related to ensuring the legality of the College's operations, if non-compliance with the provisions set out in legal acts for holding the position is detected, or if it is discovered that the candidate for the Director's position provided false information. Additionally, dismissal may occur if the results outlined in the College's Development Strategy are not achieved due to the Director's actions or inaction.
- 5.9. **The Council** is a collegial management and decision-making body of representatives of the College staff which is responsible for the development of education (study) programmes and their compliance with internationally recognised quality standards.
- 5.10. The Council shall have the following functions:
 - 5.10.1. Draw up, in cooperation with the Director, the College Regulations and amendments thereto, and submit them to the Board for approval;
 - 5.10.2. Make proposals for the development of the College and coordinate the College Development Strategy;
 - 5.10.3. Draw up and approve the Regulation on Academic Positions at the College;
 - 5.10.4. Elect the academic staff and approve directors of the study programme;
 - 5.10.5. Decide on the requirements, procedures, and examinations for obtaining qualifications;
 - 5.10.6. Prepare proposals on study fees for short-cycle higher vocational education programmes as well as tuition fees in other vocational education programmes and submit them to the Board for approval;
 - 5.10.7. Decide on the granting of study / tuition fee discounts to students and trainees;
 - 5.10.8. Approve the College Quality Policy, the Internationalisation Strategy, the Human Resources Development Plan, the Study Process Development Plan and the Applied Research Development Plan, as set out in the College Development Strategy, and promote specific directions for the development of applied research;
 - 5.10.9. Determine the procedures for the preparation, examination and approval of study programmes; decide on the opening (and closing) of short-cycle higher vocational education programmes and other vocational education programmes, their content and development as set out in the College Development Strategy;
 - 5.10.10. Approve the Admission Regulations, the College Study and Examination Procedure, as well as other rules governing the course of studies, examination and evaluation of the learning outcomes;
 - 5.10.11. Participate in the discussion of the educational process and its outcomes and make proposals for improving the quality of education;
 - 5.10.12. Coordinate reports on the activities of the College and study direction self-assessment reports;
 - 5.10.13. Approve the by-laws of the student self-governance body;
 - 5.10.14. Approve the composition of the Convention and the Rules of Procedure of the Convention;
 - 5.10.15. Decide on other matters which are within the competence of the Council in accordance with the legislation and College Regulations.
- 5.11. The College Council shall consist of 11 members:
 - 5.11.1. Director;
 - 5.11.2. 6 representatives of the academic staff (persons elected in academic positions);
 - 5.11.3. 1 representative of the general staff;
 - 5.11.4. 3 representatives of students.
- 5.12. Council elections and the first Council meeting shall be organised by the Director.
- 5.13. Representatives of the academic staff, general staff and students shall be nominated for a seat on the Council by the relevant staff group at their meeting. Representatives for a seat on the Council shall be elected by secret ballot. The Director shall be included without election.

- 5.14. If an elected Council member terminates their employment relations (or study relations) at the College, new elections shall be held for the vacant Council member position.
- 5.15. A Council member can be recalled if their performance within the Council does not meet the expectations of the group of staff that elected them. The staff group shall convene a meeting, providing reasons for the Council member's unsuitability for the position, and shall make a decision with a simple majority vote conducted by secret ballot.
- 5.16. A Council member's term shall begin when the Board issues an order for the person's inclusion in the Council and end when the Board issues an order for the person's removal from the Council.
- 5.17. The Council shall elect a chairperson and a secretary from among its members by secret ballot. The Director cannot be the chairperson of the Council.
- 5.18. The chairperson of the Council shall:
 - 5.18.1. Plan and organise the work of the Council;
 - 5.18.2. Prepare the agenda for Council meetings and organise the consideration of the scheduled issues;
 - 5.18.3. Convene and preside over Council meetings;
 - 5.18.4. Invite other individuals to attend Council meetings if necessary.
- 5.19. In the absence of the chairperson of the Council, their duties shall be performed by an authorised representative.
- 5.20. The re-election of the chairperson of the Council can be proposed by the Director or at least six Council members if it is found that the chairperson is either not fulfilling their duties or performing them inadequately.
- 5.21. The Council shall be convened at the request of its chairperson, the Director, the Board, or at least six Council members. Council meetings shall be held at least once every three months.
- 5.22. The chairperson of the Council shall notify Council members of the venue, date, time, agenda, and draft documents for the upcoming meeting no later than one week before the meeting.
- 5.23. An extraordinary meeting shall be convened if requested by the chairperson of the Council, the Director, the Board, or at least six Council members.
- 5.24. Proposals for issues to be discussed at a Council meeting may be submitted by the chairperson, the Director, the Board, or at the request of at least six Council members. Proposals must be submitted to the chairperson of the Council or their authorised representative.
- 5.25. The Council shall be competent to make decisions if at least 6 Council members participate in the meeting or vote. Decisions of the Council shall be made by a simple majority of votes, either openly or by secret ballot. A secret ballot shall be used if requested by at least six Council members. If the votes of the Council members are tied, the chairperson's vote shall be decisive. If there is a tie in a secret ballot, the proposal shall be considered rejected.
- 5.26. Council members have the right to vote electronically, either by participating online or by not participating in the Council meeting at all. In the event of absence, before the start of the Council meeting, a Council member must send an email to the chairperson with clear instructions indicating which agenda item, i.e., which project under discussion, is supported, which is rejected, and for which the Council member abstains from voting.
- 5.27. The Director has a suspensive veto power regarding the Council's decisions. Representatives delegated by the student self-governance body have a suspensive veto power on matters affecting student interests. After the application of the veto power, the issue shall be reviewed by a reconciliation committee. The reconciliation committee shall be established by the Council. It shall consist of the Director, the chairperson of the Council, and one representative each from the academic staff, the general staff, and the students. The decision of the reconciliation committee shall be approved at the next Council meeting. The Council's decision shall take effect if, in a secret ballot, at least two-thirds of the present Council members vote in favour.
- 5.28. Decisions made by the Council shall take effect on the day following their adoption.
- 5.29. Decisions made by the Council on strategic, financial, and administrative matters shall take effect after their approval by the Board.
- 5.30. The chairperson of the Council shall ensure that the academic staff, general staff, and students have the opportunity to review the issues discussed and decisions made by the Council by

- publishing the minutes of the Council meeting on the website www.e-hotelschool.lv no later than 10 (ten) days after the meeting.
- 5.31. The minutes of the Council meeting shall be recorded by the secretary. The signed minutes of the Council meeting, indicating the decisions made, shall be published on the website www.e-hotelschool.lv by the chairperson of the Council no later than 10 (ten) days after the meeting, and shall be sent to invited individuals if they request it.
- 5.32. The minutes of the Council meetings shall be stored in the College's administrative office in accordance with external and internal legal regulations.
- 5.33. **The Student Parliament** is an elected, independent student self-governance body representing the rights and interests of students in the College. It shall act in accordance with the Student Parliament Regulations drawn up by the students and approved by the College Council. The College Council may refuse approval only on legal grounds. The decisions of the Student Parliament, once approved by the College Council, shall be binding on all students.
- 5.34. The Student Parliament shall organise academic, material, social support and cultural life activities at the College, as well as shall defend and represent the interests of students in the College and other state institutions.
- 5.35. Rights and obligations of the Student Parliament shall be as follows:
- 5.35.1. Request and receive information and explanations from the College institutions in all issues related to the interests of students;
- 5.35.2. Have veto rights in the College Council on issues related to the interests of students. After the application of a veto, the issue shall be examined by the co-ordination committee which is formed by the relevant management body according to the parity principle. The relevant management body shall approve the decision of the co-ordination committee by a majority vote of two-thirds of the persons present;
- 5.35.3. Participate in the work of the College Council, and also have the right to participate as observers in tests and examinations if this is provided for in documents regulating the study procedures in the College;
- 5.35.4. Represent College students in Latvia and abroad;
- 5.35.5. Establish the procedure for organising the work of the Student Parliament, including the criteria for the election of students to the College Council.
- 5.36. It is the duty of the College Director to support and promote the activities of the Student Parliament. The Student Parliament shall be funded from the College budget in an amount not less than one two-hundredth of the portion of the College's annual budget allocated for the study process. The Student Parliament uses these funds to organise academic, material, social support, and cultural activities at the College, as well as to pay membership fees for participation in the Latvian Student Association.
- 5.37. The elections for members of the Student Parliament shall take place once a year in October. The elections shall be organised by the College Director.
- 5.38. Any student of the College may stand for election to the Student Parliament by filling in an application for joining the Student Parliament. The number of members of the Student Parliament shall not be limited.
- 5.39. The term of office for members of the Student Parliament is one year. The first meeting of the newly elected Student Parliament shall be convened by the College Director. During this meeting, the members of the Student Parliament shall elect, by secret ballot, a president, vice president, and secretary, as well as three student representatives to serve on the College Council.

6. ADVISORY BODIES OF THE COLLEGE

- 6.1. The main advisory bodies of the College are:
- 6.1.1. The Convention;
- 6.1.2. The Alumni Association.
- 6.2. **The Convention** is a collegiate advisory body, the objective of which is to promote the development of the College in conformity with the labour market requirements.

- 6.3. The Convention shall be established and its by-laws shall be issued by the Director of the College, laying down the functions, tasks, composition and work organisation of the Convention in accordance with the provisions set forth in the Vocational Education Law.
- 6.4. The Convention shall perform the following functions:
 - 6.4.1. Provide proposals to the Director of the College on development strategy issues and in the development of vocational education planning documents;
 - 6.4.2. Participate in the process of selection and assessment of the College staff;
 - 6.4.3. Provide proposals on the vocational education programme developed by the College before licensing thereof;
 - 6.4.4. Promote co-operation of the College with tourism and hospitality companies in Latvia in organising traineeship and work-based learning.
- 6.5. Decisions of the Convention shall take the form of recommendation.
- 6.6. **The Alumni Association** is a voluntary association of graduates from the College's higher vocational education study programmes, aimed at supporting the continued professional and personal growth of the College graduates after completing their studies.
- 6.7. The Alumni Association shall be established and its by-laws shall be issued by the Director, laying down the functions, tasks, composition and work organisation of the Alumni Association.
- 6.8. Decisions of the Alumni Association shall take the form of recommendation.

7. STRUCTURAL UNITS OF THE COLLEGE, THEIR ESTABLISHMENT, REORGANISATION, AND LIQUIDATION

- 7.1. To organise educational, methodological, and research processes, and to ensure their support, the College may establish structural units, branches, representative offices, as well as to create associations and subsidiary companies.
- 7.2. Structural units, branches, representative offices, associations, and subsidiary companies of the College shall be established, reorganised, and dissolved by the Board.
- 7.3. The functions and work organisation of structural units, branches, and representative offices shall be laid down in their by-laws or regulations, while the functions and organisational structure of associations and subsidiary companies shall be determined by their statutes.
- 7.4. The regulations for structural units engaged in educational, methodological, and research activities shall be issued by the Council, while the by-laws or regulations of other structural units, branches, and representative offices shall be issued by the Board. The statutes of associations and subsidiary companies shall be issued by the Board.
- 7.5. The main structural units of the College are:
 - 7.5.1. The Admissions Committee;
 - 7.5.2. The Academic Department;
 - 7.5.3. The Projects and Research Department;
 - 7.5.4. The Library;
 - 7.5.5. The Publishing Department.
- 7.6. The College is the founder of a subsidiary company SIA "HS apartments", which provides accommodation services for the College's international students, as well as the founder of the association "Veiksmes ceļš", which carries out career guidance and charitable activities for young people.

8. COLLEGE STAFF

- 8.1. The College staff (hereinafter referred to as "staff") shall consist of:
 - 8.1.1. The academic staff;
 - 8.1.2. The general staff;
 - 8.1.3. Students and educatees.
- 8.2. **Academic staff** shall include employees of the College elected to academic positions, who are involved in educational, methodological, and research activities.

- 8.3. The qualification requirements for the academic staff of the College implementing short-cycle higher vocational education programmes, the procedure for electing the academic staff, their rights and responsibilities shall be determined in the Law on Higher Education Institutions and the College Regulations on Academic Positions, which shall be drafted and approved by the Council.
- 8.4. If there is a vacant or temporary vacant academic position in the College, the College Council may decide not to announce a competition, but hire a visiting docent or a visiting lecturer for a period of up to two years.
- 8.5. **General staff** of the College shall include:
 - 8.5.1. Administrative personnel – Director, Chairperson of the Council, Director of Development, Directors of Study Programmes, and other officials whose main functions are administrative work;
 - 8.5.2. Auxiliary methodological staff, technical, economic and other staff, except for the academic staff, responsible for performing support functions.
- 8.6. The qualification requirements for the administrative personnel shall be determined in the Education Law, the Vocational Education Law, and the Law on Higher Education Institutions.
- 8.7. The rights and responsibilities of general staff shall be outlined in the job description and the Workplace Regulations, as well as in other internal regulations of the College.
- 8.8. **Students** shall be students of short-cycle higher vocational education programmes of the College.
- 8.9. **Educatees** shall be the educatees of the vocational secondary education, continuing vocational education, professional development education and non-formal education programmes of the College.
- 8.10. Students and educatees shall be admitted to the College in accordance with the requirements and procedures specified in the Admission Rules. The Admission Rules shall be drafted by the Admissions Committee and approved by the Council. The regulations for the Admissions Committee shall be established by the Director and approved by the Council.
- 8.11. Admission to short-cycle higher vocational education programmes, entry in the list of students, data entry in the register of students and graduates, commencement of studies at later stages of studies, exclusion from the list of students, and also the rights of students, granting of scholarships, study and student loans shall be determined in the Law on Higher Education Institutions, as well as the relevant internal regulations of the College.
- 8.12. Rights and obligations of students and educatees shall be determined in the Education Law, the Vocational Education Law, and the Law on Higher Education Institutions, and also in the internal regulations of the College and the study / learning agreement.
- 8.13. College **staff shall have the following rights and obligations:**
 - 8.13.1. Contribute to the achievement of the College's tasks and objectives through their work, while adhering to the College's fundamental principles and the requirements set forth in its internal regulations;
 - 8.13.2. Use the College's premises, equipment, informational resources, and other resources in accordance with the provisions specified in the Internal Regulations and Safety Rules, and the Workplace Regulations;
 - 8.13.3. In carrying out their duties, receive protection of personal data and property, as well as respectful treatment from other members of the College staff;
 - 8.13.4. The right to vote and be elected to the College's collegial self-governance bodies, decision-making bodies, and advisory bodies;
 - 8.13.5. Participate in the meetings of the College's collegial self-governance bodies, decision-making bodies, and advisory bodies, and in decision-making processes affecting staff interests, to be heard, and to submit proposals regarding the activities of the College;
 - 8.13.6. Participate in the development of decisions by the College's collegial decision-making bodies, either directly or through elected representatives.

9. PROCEDURE FOR ISSUING INTERNAL REGULATIONS OF THE COLLEGE

- 9.1. The College shall develop and issue its internal legal or regulatory acts in accordance with binding external laws and regulations.
- 9.2. The Director of the College shall issue orders, decisions and other administrative acts in accordance with their competence. Administrative acts issued by the Director may be challenged by the Board. Decisions of the Board may be appealed in court.
- 9.3. The draft College Regulations and draft amendments to the College Regulations shall be developed by the Council.
- 9.4. Amendments to the College Regulations may be proposed by its representative bodies, management and decision-making bodies, advisory bodies, as well as by one-tenth of the total College staff.

10. ECONOMIC ACTIVITY OF THE COLLEGE, SOURCES AND PROCEDURES FOR FINANCING

- 10.1. The College shall carry out economic activities and provide paid services in accordance with its tasks and main directions of activity.
- 10.2. The College's sources of funding:
 - 10.2.1. Study and tuition fees;
 - 10.2.2. Income from paid services rendered and other own income;
 - 10.2.3. Grants from EU and regional funds;
 - 10.2.4. State budget financing;
 - 10.2.5. Donations and gifts;
 - 10.2.6. Credit funds of banks and other credit institutions.
- 10.3. The financial resources from study fees shall be used to ensure the study processes in accordance with the objectives of the College's activities laid down in this Regulation.
- 10.4. The Board shall be responsible for providing the funding necessary for the College's operations and for controlling its expenditure.

11. PROCEDURE FOR THE REORGANISATION AND LIQUIDATION OF THE COLLEGE

- 11.1. The decision on the reorganisation or liquidation of the College shall be taken by the Board after coordination with the participants of the Commercial Company.
- 11.2. The reorganisation or liquidation of the College shall take place in accordance with the procedure established by the Commercial Law and in accordance with the requirements of the legislation regulating the field of education.
- 11.3. In case of liquidation of the College, its records of permanent retention shall be transferred to the National Archives of Latvia. The Board shall be responsible for the transfer of documents to the archives.