

ALBERTA COLLEGE REGULATIONS

Issued in accordance with [Law on Higher Education Institutions 10th ¹ Article](#) the first part

I. General provisions

1. The limited liability company "Alberta College" (hereinafter - the College) is a commercial company founded by private persons (hereinafter - the Founder) which provides an opportunity for people with secondary education to get the first-level professional higher education and the fourth level professional qualification.
2. College Name:
 - 2.1. In Latvian - sabiedrība ar ierobežotu atbildību "Alberta koledža" (abbreviation - Alberta koledža);
 - 2.2. In English - *Alberta College, Limited*.
3. The legal address of the College is at Skolas iela 22-5, Riga, Latvia.
4. The College representation, the personnel collegiate governing and the decision-making in study and research matters shall be the responsibility of the College Council (hereinafter - the Council) and the Head of the College (hereinafter - the Director). The Director is the most senior management representative of the College.
5. The highest governing institution and the decision-making institution in strategic, financial and economic matters is the company's established Board (hereinafter - the Board). The Board has all the rights and obligations described in the company's statutes and these regulations.
6. The College may have its own flag, coat of arms, emblem, motto and anthem.
7. The College may open branches and establish associations.

II. The main operational directions and tasks of the College

8. The main operational directions of the College are as follows:
 - 8.1. developing and implementing the first level professional higher education programs in social science, commerce and law;

8.2. implementing the educational process, facilitating the students' personal development and providing the opportunity to gain the first level professional higher education and the fourth level professional qualification;

8.3. providing the students with the opportunity to prepare for further education in order to obtain the second level professional higher education and the fifth level professional qualification.

9. The tasks of the College are as follows:

9.1. developing professional study programs in accordance with the professional standards and the national professional education standards and organizing their implementation;

9.2. developing examination content and methodology, as well as organizing the state examination, the part of which is the thesis (qualification work) writing and defense;

9.3. theoretically and practically preparing qualified, competitive specialists in accordance with the labor supply and demand existing in Latvia;

9.4. providing the quality control of the study process and the examinations in order for the professional education and the professional qualifications obtained in the College would be recognized in Latvia and abroad;

9.5. conducting research studies according to the study profile and promoting students' scientific research work;

9.6. organizing activities appropriate to the operational directions of the College (for example, public courses, lectures, conferences);

9.7. cooperating with Latvian and foreign higher education institutions and employers regarding professional education;

9.8. participating in developing and implementing various projects as well as in project competitions in the areas of education policy-making, educational content, social integration, public relations, public communication;

9.9. informing the public about the activities of the College and about the professional education opportunities at the College;

9.10. carrying out business activities and other activities that do not conflict with the laws and regulations and the main operational directions of the College.

III. The Council

10. The Council's elections are organized by the Board. The representatives to the Council are elected only by the personnel through secret ballot. The Director shall be included in the Council without elections.

11. The Council shall be composed of 12 council members:

11.1. Director;

11.2. one member of the Board;

11.3. four academic personnel representatives (persons elected to academic positions);

11.4. two representatives of the general personnel;

11.5. two representatives of the Students' Self-government Council;

11.6. two authorized and delegated representatives of employers and non-governmental organizations, respectively, according to the study program specifics.

12. The Council shall elect its Chair and Secretary by secret ballot. The Council's work is run by the Chair of the Council. The Director may not be the Chair of the Council. The minutes of meetings and records of the Council are kept by the Secretary.

13. The election of the representatives and the Chair of the Council shall be determined by the Council's Regulations. The Board member shall be included in the Council by the decision of the Board while employer and non-governmental organization representatives as per the recommendation of the Board shall be included by the decision of respective organizations.

14. The Council's composition and regulations shall be approved by the Board. The Council's term of office shall be two years.

15. The Council shall:

15.1. approve the study programs;

15.2. approve research and scientific activity directions;

15.3. prepare proposals for the admission of students and the implementation of new study programs;

15.4. prepare proposals for the establishment, reorganization and closing of college departments and branches and, in agreement with the Board, approve their regulations;

- 15.5. after agreement with the Board, approve the regulations on academic and administrative positions in the College;
- 15.6. after agreement with the Board, approve the regulations on the study procedure in the College and the regulations on examinations in the College;
- 15.7. prepare the internal rules of the College;
- 15.8. adopt the Annual Report of the College submitted by the Director;
- 15.9. support and promote the Students' Self-government Council's activities, as well as approve the Students' Self-government Council's regulations;
- 15.10. approve the College flag, coat of arms, emblem, motto and anthem;
- 15.11. draft the College regulations and amendments thereto;
- 15.12. suggest the issue of the College name or legal status change;
- 15.13. decide on other issues that, in accordance with these regulations, are the responsibility of the Council.
16. The Council shall be convened by the initiative of its Chair, Director, the Board or at least five members of the Council. The Council shall meet at least once every two months.
17. The Council shall have a quorum if its meeting is attended by at least eight members of the Council. Decisions shall be made by simple majority after voting either openly or by secret ballot. The vote by secret ballot shall be requested by at least one third of the present members of the Council. If the Council's member votes are tied, the Chair shall have the deciding vote.
18. The Director shall have a suspensive veto on decisions of the Council. After the application of the veto, the issue shall be considered by the Conciliation Commission. The Conciliation Commission shall be formed by the Council. Its composition consists of the Director, the Chair of the Council, the member of the Board and one representative from the academic personnel, the general personnel and the students. The decision made by the Conciliation Commission shall be approved at the next meeting of the Council. The Council's decision enters into force, if, by secret ballot, it is voted for by at least two thirds of the present members of the Council.
19. The decisions made by the Council regarding strategic, financial and business matters, shall enter into force after their approval by the Board.
20. To resolve individual issues, the Council may establish advisory councils and approve their regulations.

21. A member of the Council may be recalled by the personnel group meeting, by which the member of the Council was elected. The recalling procedure of the members of the Council shall be determined by the Council's regulations. The member of the Board shall be recalled by the decision of the Board. Employer or non-governmental organization representative to the Council, after the Council's or an organization's suggestion, shall be recalled by the organization's decision.

IV. The Director

22. The Director shall be hired on a competitive basis. The competition shall be organized by the Board. The Council shall assess the candidates and nominate the most suitable candidacy for approval. The Board shall approve the candidate, hire and terminate the employment of the Director. The Director's term of employment shall be five years. The Director would need higher education and at least five years of teaching or research experience, as well as at least three years' experience in an executive position.

23. The Director shall be responsible for the functioning of the College, implementing the administrative and business management of the College and is the official representative of the College in all college affairs.

24. The Director shall:

24.1. issue binding orders to the College personnel;

24.2. in accordance with the powers, decide on a rational use of the College resources;

24.3. after coordination with the Board, determine the number of positions in the College;

24.4. organize the elections of academic personnel and administrative personnel;

24.5. submit the Annual Report of the College to the Council and the Ministry of Education and Science, as well as providing an opportunity for the personnel to get acquainted with the Annual Report and publish it on the Internet;

24.6. after coordination with the Council of Higher Education, approve additional requirements with regard to a person's previous special education, specific suitability and preparation for the admission to the chosen study program;

24.7. perform other tasks specified in these regulations.

25. The Director may be suspended from the position by the suggestion of the Council or the Board, if the Director has committed regulatory violations by not ensuring that the College operates within the rule of law. The procedure by which the suspension of the Director shall be initiated in the College is described in the regulations on academic and administrative positions in the College.

V. Structural units and branches of the College

26. In order to ensure educational process, research and organizational, business and service performance, the College may form structural units and branches.

27. Tasks, functions and rights of the structural units are described in the regulations of the structural units. The Head of Structural Unit shall be responsible for the work of the structural unit.

28. The basic structural unit of the College for teaching and research work is the department. In order to ensure organizational, business and service performance, the College may also form other structural units.

29. The department is a structural unit that implements the first level professional higher education study programs of a related type. The department is responsible for implementing the study programs, conducting research studies and promoting scientific research in collaboration with other college structural units, educational institutions, employers and non-governmental organizations.

30. The department has at least eight academic personnel representatives holding elected positions. The Head of the Department shall be elected in accordance with the rules described in the section 15.5. of these regulations.

31. The decision on the formation, restructuring and closing of structural units and branches shall be made by the Board.

VI. College personnel

32. The College personnel (hereinafter - the personnel) consists of:

32.1. the academic personnel;

32.2. the general personnel;

32.3. the students.

33. The personnel have the right to use college facilities, equipment, inventory, library and other objects in accordance with the College's internal rules of procedure.

34. The personnel are obliged to promote the functioning of the College and to support the transparency of its administration. The personnel have the right to participate in making management and self-governing decisions and in the development of internal rules, as well as in making such decisions that affect the interests of the personnel, to participate in the collegiate governing institution meetings of the College and be heard, as well as to submit proposals regarding the operation of the College.

35. The academic personnel consist of:

35.1. assistant professors;

35.2. lecturers;

35.3. assistants.

36. Persons in academic and elected administrative positions shall be elected in an open competition in accordance with the regulations on academic and administrative positions. The competition shall be announced at least one month before the election, by a notice published in the newspaper "Latvijas Vēstnesis" and posted on the College website.

37. The administrative positions are occupied by the Director, Deputy Directors and other officials whose basic functions consist of administrative work.

38. A person may be elected into an academic position with a doctoral or master's degree.

39. In order to teach professional study program area subjects, a person may hold an assistant professor's position having completed higher education without a scientific degree, but the person must have at least seven years of practical work experience related to the subject. The requirements that are put forward for the candidates to fill associate professor positions shall be approved by the Council. In order to teach professional study program area subjects, a person may hold a lecturer's or assistant's position having completed higher education without a scientific degree, but the person must have at least five years of practical work experience related to the subject.

40. The elections regarding academic and elected administrative positions shall occur by secret ballot. After getting approval from the Board, the Director shall sign a work contract with the elected person for the elected period.

41. The Council shall elect the academic personnel for the period of six years.

42. The academic personnel shall have the following responsibilities:

42.1. creatively and responsibly participate in the implementation of the study programs;

42.2. constantly improve their professional qualifications, attend methodical seminars, engage in scientific research work;

42.3. respect the ethical rules of professional conduct;

42.4. be accountable for their actions and results;

42.5. provide students with opportunities to exercise their rights at the College.

43. The academic personnel have the following rights:

43.1. within the framework of the implemented study programs, in accordance with the regulations on the study procedures and the regulations on the examination procedures, they shall freely determine the program and the test content, forms and methods;

43.2. while carrying out research work, they shall freely choose the research methods, evaluate and publish research results;

43.3. to submit proposals to organize events that relate to the working aim of the College;

43.4. to offer new study programs and propose their implementation;

43.5. to make suggestions about the development of the College and the internal order sustainability;

43.6. to be elected in the representative, the management and the decision-making institutions of the College.

44. A person shall be admitted to the College in accordance with the regulatory college admission requirements and the additional requirements of the College.

45. The student's responsibility is to comply with the College regulations, the regulations and the internal rules approved by the Council.

46. The students shall form the Students' Self-government Council at the College. The Students' Self-government Council shall act in accordance with the regulations drafted by the Students' Self-government Council and approved by the Council. The Students' Self-government Council shall have the right to request and receive information and clarifications on issues that affect the interests of students from representatives, management and decision-making institutions and the heads of structural units of the College.

47. The representatives of the Students' Self-government Council shall have the right to participate in the decision-making institutions of the College. The representatives of the Students' Self-government Council in the Council shall have a suspensive veto right in matters affecting the interests of students. If necessary, the Council shall form the Conciliation Commission for the issue to be re-examined in the next meeting of the Council. The decision made by the Conciliation Commission shall be approved by the Council. The Council's decision enters into force, if, by secret ballot, it is voted for by at least two thirds of the present members of the Council.

48. The decisions of the Student Self-government Council after approval by the Council shall be binding for all students.

VII. Study Program development and approval

49. The development and implementation of a study program using specified procedures can be done by the academic structural units.

50. The study program and its changes shall be approved by the Council. The decision on the start of the new study program implementation and the termination of existing programs shall be made by the Board.

VIII. Documents regulating the internal order

51. The documents regulating the internal order at the College shall be issued by the Director.

52. The document regulating the internal order of the structural unit of the College shall be issued by the head of the structural unit, and it shall enter into force, when the document is approved by the Director.

IX. International relations

53. The College is entitled to participate in international cooperation, organized by the Ministry of Education and Science, state, local or non-governmental organizations, as well as to develop bilateral (multilateral) international relations.

54. The College may invite academics and specialists from other countries as guest professors or guest lecturers to read individual lectures or courses consisting of several lectures.

55. The College may organize personnel exchange visits abroad and Latvian.

X. Sources of financing of the College

56. The College is financed by its Founder, subject to the minimum expenditure per student in educational program implementation as specified by the Cabinet of Ministers.

57. The students shall pay tuition in order to study at the College. Tuition fees and other service fees shall be determined by the Board. After receiving approval from the Board, a student, as per the College procedures specified, can be fully or partially exempt from paying tuition fees.

58. The financial resources of the College consist of:

58.1. tuition fees;

58.2. own revenue;

58.3. foreign financial resources;

58.4. donations and contributions from legal and natural persons;

58.5. credit funds of banks and other credit institutions.

XI. Challenging order of administrative acts and actual actions

59. The rule of law regarding the activities of the College shall be enforced by the Director.

60. The administrative directives issued and actions performed by the Director may be appealed in court.

61. The administrative directives issued and actions performed by the College management may be challenged by submitting a letter to the Director. The Director shall make a decision on the challenged administrative directives issued and actions performed by the College management. The Director's decision may be appealed in court.

XII. Initiation and drafting of the College regulations and their amendments

62. The College regulations and their amendments are drafted by the Council. The draft regulations and the draft amendments shall be coordinated with the Board.

63. Proposals for the amendments to the College regulations may be submitted to the commission by the Director, members of the Council, the Students' Self-government Council, the heads of the structural units, as well as one-tenth of the total number of college personnel.

XIII. The restructuring and closing of the College

64. The decision on restructuring and closing of the College, as per the recommendation of the Board, shall be made by the Founder.

Prime Minister A. Kalvītis
Minister for Education and Science B.Rivža