



UNIVERSITY OF  
LATVIA

**Agency of the University of Latvia  
“P. Stradins Medical College  
of the University of Latvia”  
By-laws**

APPROVED  
By the decision #198 of the Senate  
of the University of Latvia  
on 27.03.2012

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*With amendments made by 30.11.2020.*

*Amendments:*

*Senate of the University of Latvia, 29.12.2014, decision no. 145*

*Senate of the University of Latvia 26.10.2020, decision no. 169*

*Senate of the University of Latvia 30.11.2020, decision no. 186*

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APPROVED  
By the College Board  
of the P. Stradins Medical College  
of the University of Latvia  
in session of January 12, 2012,  
protocol Nr. 1

*Issued in accordance with Section 21, Paragraph 2 of the Law on Higher Education Institutions and Section 3, Paragraph 2 and Section 19 of the Public Agencies Law*

## **1. General matters**

- 1.1. The agency of the University of Latvia (hereinafter - the LU) “P. Stradins Medical College of the University of Latvia” (hereinafter - the College) is an educational institution under the supervision of the University of Latvia, established by the decree nr. 573 of the Cabinet of Ministers of the Republic of Latvia “On the Reorganization of the P. Stradins Health and Social Care College” and with the resolution No. 308 of the Senate of the University of Latvia of December 28, 2009, reorganizing the P. Stradins College of Health and Social Care under the supervision of the State-founded Ministry of Education and Science, as the successor of the obligations, rights, property and record keeping of the P. Stradins College of Health and Social Care under the supervision of the State-founded Ministry of Education and Science.
- 1.2. Full title of the college:
  - 1.2.1. in Latvian: “Latvijas Universitātes P. Stradiņa medicīnas koledža”;
  - 1.2.2. in English: “P. Stradiņš Medical College of the University of Latvia”;
  - 1.2.3. in Russian: „Медицинский коледж им. П.Страдиня Латвийского Университета”;
  - 1.2.4. the abbreviated name of the College: LU PSK.
- 1.3. The aim of the college is to provide persons with secondary education an opportunity to obtain first level professional higher education and fourth level of professional qualification in health, social care and medical technology programs, as well as to offer public services in further education and participate in scientific activities.

- 1.4. The College is entitled to also implement vocational secondary and vocational education programs.
- 1.5. In its activities, the College observes the Law on Higher Education Institutions, the Law on Vocational Education, the Law on Public Agencies, the Law on Scientific Activity, the Constitution of the University of Latvia, the regulatory enactments of the University of Latvia, these regulations and other applicable legal acts.
- 1.6. The college has its own seal with the image of the small coat of arms of the Republic of Latvia and the full name of the college, form, symbols and accounts in the Treasury and credit institutions.
- 1.7. The official address of the College: Vidus prospekts 38, Bulduri, Jūrmala, LV – 2010, Latvia. The address of the College branch: N. Rancāna iela 23A, Rēzekne, LV – 4601, Latvija.
- 1.8. *(Deleted on 29.12.2014. by the Senate of the University of Latvia decree no. 145)*

*(In the edition of the Resolution No. 145 of the Senate of the University of Latvia, December 29, 2014) (In the edition of the Resolution No. 186 of the Senate of the University of Latvia, November 30, 2020)*

## **2. Functions and tasks of the college**

### 2.1. The functions of the college are:

- 2.1.1. to develop and implement first level professional higher education programmes in the field of health, social care and medical technologies;
- 2.1.2. to implement the educational process, to promote the personal development of students and to ensure the possibility to obtain the first level professional higher education and the fourth level professional qualification;
- 2.1.3. to develop and implement continuing education and professional development course programmes in the fields of health, social care and medical technologies;
- 2.1.4. to provide students with an opportunity to prepare for continuing education in higher level study programmes;
- 2.1.5. to provide public services to state and local government institutions, universities, colleges, private persons and international customers;
- 2.1.6. to inform the public about its activities, to popularize scientific findings and practical recommendations in the fields of health, social care and medical technologies, as well as to take organizational and other measures to promote the introduction of modern health care methods and technologies in Latvia;
- 2.1.7. to carry out applied research and provide science-intensive services in the fields corresponding to the study profile.

### 2.2. The tasks of the college are:

- 2.2.1. to implement first level professional higher education programmes;
- 2.2.2. to develop professional study programmes in accordance with professional standards and state professional education standards;
- 2.2.3. to develop continuing education programmes and organize their implementation;

- 2.2.4. to prepare the study materials and informative publications necessary for the study programmes, methodological recommendations, to develop the content and methods of the final examinations, as well as to organize the final examinations;
  - 2.2.5. to ensure the quality of the study process;
  - 2.2.6. to participate in fundamental and applied research projects and programmes of the European Union, the State of Latvia, the University of Latvia, the Latvian Council of Sciences;
  - 2.2.7. within the study process to co-operate with medical and social care institutions in Latvia and abroad on the basis of agreements and within the framework of projects;
  - 2.2.8. to co-operate with Latvian and foreign educational institutions in the field of vocational education and scientific research;
  - 2.2.9. to organize seminars and conferences, to organize public events, to prepare and read reports and lectures, to ensure publicity of college events;
  - 2.2.10. to perform economic and other activities that do not contradict the regulatory enactments and the basic directions of the activities of the college;
  - 2.2.11. to effectively use the funding allocated within the budget of the state and the University of Latvia.
- 2.3. The functions and tasks of the College are performed in accordance with the medium-term operation and development strategy, in accordance with the work plan for the current year and the total annual budget.
- 2.4. The funding allocated from the state budget for studies and a certain number of study places in the programs implemented by the college and for the scientific activities of the college is stipulated in the agreement between the Ministry of Education and Science and the University of Latvia.

### **3. Competence of the College**

- 3.1. In accordance with the purpose and functions of the activities of the College, to independently choose the directions and methods of activities, without special authorization to make decisions related to their implementation and to take responsibility for the results of activities.
- 3.2. In accordance with the regulatory enactments of the Republic of Latvia and the procedures specified in the regulatory enactments of the University of Latvia, to promote study programmes for licensing and accreditation, to prepare and submit regular programme self-evaluation reports.
- 3.3. To develop and implement continuing education programmes in accordance with the regulatory enactments of the Republic of Latvia and the College.
- 3.4. In accordance with the regulatory enactments of the Republic of Latvia and the college, to organize the admission of students and the management of students' documentation, to evaluate the study results, to organize the final examinations and to issue educational documents.
- 3.5. Without a special authorization to co-operate and enter into agreements with state and local government institutions, universities, colleges, non-governmental organizations, private persons, international institutions in matters of college, to receive fees for the provision of public services, setting service prices.

- 3.6. In coordination with the Rector of the University of Latvia, to open and close current accounts with the Treasury and credit institutions.
- 3.7. Without a special authorization to organize procurement procedures in cases of state and municipal orders. To receive donations, gifts, foreign financial assistance, as well as participate in announced competitions.
- 3.8. To buy, rent, receive the property necessary free of charge to ensure the operation of the College.
- 3.9. To receive possession and use of state and LU property necessary for the performance of college functions.
- 3.10. To conclude transactions, to acquire property and non-property rights, to assume obligations, to be a plaintiff and a defendant in court. To sell, lease and otherwise dispose of movable property held by the College.
- 3.11. To issue administrative acts. The legality of administrative acts and actual actions may be contested in accordance with the procedures specified in regulatory enactments regulating administrative proceedings.
- 3.12. The Director and the Council of the College have the right to address the Rector of the University of Latvia and the Senate of the University of Latvia in resolving all issues important to the College in accordance with the procedures established by the University of Latvia.
- 3.13. With the consent of the Senate of the University of Latvia, to take loans and undertake guarantees in accordance with the procedures specified in the Law on Budget and Financial Management.

#### **4. College personnel**

- 4.1. The College personnel consists of academic staff, general staff and students. The right of the academic staff of the College, who have been elected to academic positions in accordance with the procedure specified in the Law on Higher Education Institutions, to participate in the elections to the self-government of the University of Latvia is determined in accordance with the Constitution of the University of Latvia. The general staff of the college in this field has the rights specified in the Constitution of the University of Latvia.
- 4.2. The staff of the College has the right to use the premises, equipment, inventory, library and other objects of the College in accordance with the internal regulations of the College.
- 4.3. The College staff has a duty to promote the College and to support openness in its administration. The staff has the right to participate in the development of self-government decisions and internal regulations, as well as in the adoption of decisions affecting the interests of the staff, to participate in the meetings of the collegial management bodies of the college and to submit proposals.
- 4.4. The academic staff consists of docents, lecturers and assistants. Persons with a doctor's or master's degree are elected to academic positions in an open competition in accordance with the procedures specified in the regulatory enactments of the University of Latvia. The director of the college announces the competition at least one month before the election of the academic staff by publishing a notice in the newspaper "Latvijas Vēstnesis". The director shall enter into an employment contract with the elected person for a term of six years.

- 4.5. For the implementation of professional study programmes, a person with a higher education without a scientific degree may hold the position of an assistant professor if he or she has at least seven years of practical work experience corresponding with the subject to be taught. The requirements for applicants for such teaching positions are approved by the College Council. A person with a higher education without an academic or scientific degree may hold the position of a lecturer or assistant for the implementation of professional study programmes, if he or she has at least five years of practical work experience corresponding with the subject to be taught.
- 4.6. The academic staff has the following responsibilities:
- 4.6.1. to participate creatively and responsibly in the implementation of study programmes;
  - 4.6.2. to improve their professional qualification independently;
  - 4.6.3. to observe the norms of professional ethics;
  - 4.6.4. be responsible for their own activities and results;
  - 4.6.5. to provide opportunities for students to exercise their rights in college.
- 4.7. The academic staff has the following rights:
- 4.7.1. within the framework of the study programmes to be implemented in accordance with the regulatory enactments regarding the procedure for studies and examinations, to freely determine the study programmes, the content, forms and methods of examinations;
  - 4.7.2. when choosing research work, to freely choose research methods, to evaluate and publish research results;
  - 4.7.3. to submit proposals regarding the organization of events in accordance with the purpose of the activities of the College;
  - 4.7.4. to offer new study programmes and to propose the implementation of new study programmes;
  - 4.7.5. to make proposals regarding the development of the college and ensuring the internal order;
  - 4.7.6. to be elected to the self-governing institutions of the college.
- 4.8. A person is admitted to the college in accordance with the requirements for the admission of students specified in regulatory enactments and the additional requirements of the college.
- 4.9. The student has the right to receive quality educational opportunities in the chosen study programme, participating in the student self-government, the academic work of the college and representative institutions.
- 4.10. The student is obliged to observe the Constitution of the University of Latvia, the provisions of the study agreement, these regulations, the rules of internal procedure for students and other internal regulatory enactments of the college.
- 4.11. Students in the college establish a student self-government. The student self-government operates in accordance with the regulations developed by it and approved by the college council.
- 4.12. The student self-government has the right to request and receive from the college self-government institutions and heads of structural units information and explanations on issues that affect the interests of students.
- 4.13. Representatives of student self-government in the college council have the right to veto issues that affect the interests of students. Following the application of the veto, the matter is re-examined by

the Conciliation Commission. The decision of the Conciliation Commission shall be approved by the College Council at the next Council meeting by a 2/3 majority of the members of the Council present and voting.

- 4.14. The decisions of the student self-government after their approval by the council are binding on all students of the college.

## **5. Management and structure of the College**

- 5.1. The self-governing institutions of the College are the College Council (hereinafter - the Council), the Director of the College (hereinafter - the Director) and the Academic Arbitration Court. The Council is a collegial body for the representation, management and decision-making of the College's staff. The Director is the chief executive officer of the College, is responsible for the overall administrative and economic management of the College, and shall represent the College in all its affairs.
- 5.2. Representatives for the work of the council are elected from among the academic and general staff and students.
- 5.3. The council consists of 11 council members:
- 5.3.1. five persons elected to academic positions in the College;
  - 5.3.2. one representative of the general staff;
  - 5.3.3. three representatives of student self-government;
  - 5.3.4. two authorized representatives of employers or professional organizations.
- 5.4. The council elects the chairman and secretary of the council from among its members. The director may not be the chairman of the board. The procedure for electing the representatives of the academic staff, general staff and student self-government, as well as the chairman and secretary of the council is determined by the regulations of the council.
- 5.5. The Rector of the University of Latvia approves the staff of the Council and the regulations of the Council. The term of office of the Council shall be three years.
- 5.6. The College Council:
- 5.6.1. determines the main directions of academic activity;
  - 5.6.2. discusses and submits for approval the medium-term operation and development strategy of the college, the work plan for the current year, the annual report and the total annual budget for approval in accordance with the procedures specified in the regulatory enactments of the University of Latvia;
  - 5.6.3. discusses and submits for approval study programs and their self-evaluation reports in accordance with the procedures specified in the regulatory enactments of the University of Latvia;
  - 5.6.4. approves the composition of study programme councils;
  - 5.6.5. approves the regulations of the structural units of the college, the regulations of the students' self-government, the regulations on academic and administrative positions, the regulations on remuneration, the conceptual documents regulating the study process and the activities of the college, the procedures of the commissions established by the council;
  - 5.6.6. nominates representatives in the self-government institutions of the University of Latvia;
  - 5.6.7. approves the current accounts;
  - 5.6.8. determines the procedures and criteria for evaluation of the performance of the college;

- 5.6.9. supports and promotes the activities of students' self-government;
  - 5.6.10. elects the director, proposes the removal of the director from office;
  - 5.6.11. approves his/her deputies on a proposal from the Director;
  - 5.6.12. approves the structure of the college determined by the director, decides on the establishment, reorganization and liquidation of the structural units of the college;
  - 5.6.13 raises the issue of renaming, reorganizing or liquidating the college;
  - 5.6.14 determines the procedure for the development and examination of the study programme;
  - 5.6.15. develops proposals regarding the admission of students and the implementation of new study programmes;
  - 5.6.16. approves the college flag, coat of arms, emblem, motto and anthem;
  - 5.6.17. decide on other matters within its competence.
- 5.7. The Council meets at least once every two months. Meetings of the Council are convened at the proposal of its Chairman. The extraordinary council is convened at the proposal of its chairman, director, student self-government or at least one third of the council members.
- 5.8. The Supervisory Board has a quorum if at least half of the members of the Supervisory Board participate in the meeting. Decisions are made by simple majority, open or secret ballot. Voting is convened by secret ballot if at least one third of the members of the Board so request. If the votes of the members of the supervisory board are equally divided in an open vote, the vote of the chairman of the supervisory board is decisive. If the votes of the members of the council are distributed equally by secret ballot, a second ballot is held.
- 5.9. The Director has the right to veto decisions of the Board. Following the application of the veto, the matter is re-examined by the Conciliation Commission. The decision of the Conciliation Commission is approved by the College Council at the next Council meeting by a 2/3 majority of the members of the Council present and voting.
- 5.10. The Council may establish commissions to approve certain issues and approve their regulations.
- 5.11. The procedure for recalling the members of the supervisory board is determined by the by-laws of the supervisory board.
- 5.12. The work of the College is managed by the Director, who acts in accordance with the Law on Higher Education Institutions, the Law on Public Agencies, the Constitution of the University of Latvia and these Regulations. The director:
- 5.12.1. makes decisions on all issues within the competence of the college without special authorization, if the consent of the Senate of the University of Latvia, the Rector of the University of Latvia or the Council of the College is not required, represents the College in all structural units of the University of Latvia, state and local government institutions, courts, other organizations; and natural persons;
  - 5.12.2. develops the medium-term operation and development strategy of the college, the work plan for the current year, the total annual budget and submits it to the council for consideration;
  - 5.12.3. ensures and is responsible for the activities of the college in accordance with the requirements of regulatory enactments and these Regulations;
  - 5.12.4. determines the structure of the college and submits it for approval to the college council;
  - 5.12.5. decides on the rational use of the College's resources in accordance with its powers;

- 5.12.6. prepares the number of study places and the request for financing of study places, which is approved by the College Council before submission to the Rector of the University of Latvia;
  - 5.12.7. organizes elections of college councils, academic arbitration courts and academic staff;
  - 5.12.8. recruits and dismisses the academic and general staff of the College;
  - 5.12.9. issues binding orders to the staff of the College;
  - 5.12.10. submits the annual report of the college to the college council for approval, then submits it to the Rector of the University of Latvia and provides an opportunity for the staff of the college to get acquainted with the annual report;
  - 5.12.11. determines the remuneration of the employees of the college within the framework of the salary fund of the college;
  - 5.12.12. submits the regular reports of the college to the Rector of the University of Latvia;
  - 5.12.13 performs other tasks specified in regulatory enactments.
- 5.13. An open competition for the position of the director of the college is announced on the portal of the University of Latvia, P. Stradins Medical College of the University of Latvia and in the newspaper “Latvijas Vēstnesis”.
  - 5.14. The director is elected by the board for a term of five years and not more than twice in a row. The Senate of the University of Latvia approves the director of the college, and the Rector of the University of Latvia concludes an employment contract with the director. At least six months before the end of the term of office, the Board shall decide to extend the term of office of the Director for a period not exceeding five years or to open competition for the position of college director. The council submits the mentioned decision to the Rector of the University of Latvia, which in turn submits it to the Senate of the University of Latvia for approval.
  - 5.15. If the Director is not elected, the College re-elects the Director within two months. Until the approval of the director elected by re-election, the Rector of the University of Latvia appoints an acting director.
  - 5.16. The director of the college is removed from office by the Senate of the University of Latvia on the proposal of the rector, if violations of regulatory enactments have been established in the work of the director. The Rector of the University of Latvia appoints an Acting Director of the College for a period of time until the approval of the newly elected Director.
  - 5.17. The Rector of the University of Latvia revokes illegal decisions made by the Director of the College.
  - 5.18. The director of the college may have deputies. The number of Deputy Directors of the College is determined and the candidates are recruited by the Director of the College.

## **6. Academic Arbitration Court**

6.1. The Academic Arbitration Court reviews:

- 6.1.1. submissions of students and academic staff regarding restrictions or violations of the academic freedoms and rights specified in these Regulations;



- 6.1.2. disputes of an academic or ethical nature between the officials of the College, as well as the administrative institutions of the structural units, which are in a relationship of subordination.
- 6.2. Decisions of the Academic Arbitration Court are enforced by the administration.
- 6.3. The Academic Arbitration Court is nominated by the General Meeting of the Academic Staff and elected by secret ballot from among the Academic Staff. It may not include representatives of the College administrative staff. Student representatives in the academic arbitration court are elected by the student self-government.
- 6.4. The Academic Arbitration Court consists of:
- 6.4.1. two persons elected to academic positions;
  - 6.4.2. one student representative.
- 6.5. The term of office of the Academic Arbitration Court is three years.
- 6.6. The members of the Academic Arbitration Court are accountable to the College Council. At the initiative of the employer, they may be dismissed from work in the Academic Arbitration Court only with the consent of the College Council.
- 6.7. The Academic Arbitration Court operates in accordance with the regulations of the Academic Arbitration Court approved by the Council.

## **7. College structure and branches**

- 7.1. For the performance of the educational process, research, organizational, economic or service work, the college consists of structural units (departments, laboratories, etc.). The College does not establish new branches.
- 7.2. The structure of the college is determined by its director and approved by the college council.
- 7.3. The tasks, functions, duties and rights of the structural units is determined in the regulations of the structural units, which are approved by the College Council. The head of the structural unit is responsible for the work of the structural unit.
- 7.4. The structural unit of the college for education and research is the department. The College may also establish other structural units for the performance of organizational, economic and service work.
- 7.5. The department is a structural unit that implements related first-level professional higher education study programs. The task of the department is to implement study programs, conduct research, cooperate with other structural units of the college, educational institutions, employers and non-governmental organizations.
- 7.6. The Board of the College decides on the number of elected representatives of the academic staff in the Department, which is not less than eight.

## **8. Development and approval of study programmes**

- 8.1. The study programme is developed and its independent expertise is organized by the department in cooperation with the study program council.

- 8.2. The department submits the study programme together with the expert opinion to the college council for approval. The Secretary of the College Council submits the study programme to the Academic Department of the University of Latvia for further evaluation and approval in accordance with the procedures specified by the University of Latvia, attaching an extract from the minutes of the Council. College study programmes are approved by the Senate of the University of Latvia.
- 8.3. The minimum number of subjects (courses) to be acquired within the study programmes to be implemented in the College in the regulated professions in the field of medicine is determined by the regulatory enactments regarding the minimum requirements for educational programmes for obtaining a professional qualification in the relevant regulated profession.

### **9. Procedure for contesting decisions, administrative acts and actual actions**

- 9.1. The Director ensures the legality of the activities of the College.
- 9.2. Administrative acts or actual actions issued by the director of the college may be challenged by the rector of the University of Latvia. The decision of the Rector of the University of Latvia can be appealed in court.

### **10. Internal regulatory documents**

- 10.1. The College develops internal regulatory enactments in accordance with the regulatory enactments of the Republic of Latvia, these Regulations and observing the provisions of the regulatory enactments of the University of Latvia.
- 10.2. The College Council, in accordance with its competence, approves the internal regulations of the College.
- 10.3. The Director of the College issues orders in accordance with his/her competence.
- 10.4. The head of the structural unit of the college issues instructions for the organization of the work of the structural unit.

### **11. Supervision of the College activities**

- 11.1. The Rector of the University of Latvia supervises the activities of the College. Supervision of the college by another LU official on the proposal of the LU Rector may be determined by the decision of the LU Senate.
- 11.2. Rector of the University of Latvia:
- 11.2.1. informs the Senate of the University of Latvia about the issues of the college;
  - 11.2.2. proposes questions to the Senate of the University of Latvia regarding the approval and amendments to the regulations of the college;
  - 11.2.3. proposes issues to the Senate of the University of Latvia regarding the confirmation or removal from office of the director of the college;
  - 11.2.4. enters into an employment contract with the director of the college and determines his/her salary in accordance with the requirements specified in regulatory enactments, as well as enforces disciplinary punishment onto the director and dismisses the director from work;

- 11.2.5. revokes illegal decisions and orders of the director of the college, as well as decides on the suspension of the signature rights of the director or the acting director of the college if violations of laws or other regulatory enactments have been established in the work of the director or the acting official;
- 11.2.6. approves the price list of public services of the college;
- 11.2.7. agrees with the director of the college on the planned number of study places in the college financed from the state budget before signing the agreement with the Ministry of Education and Science;
- 11.2.8. approves the possible number of self-financed students and the amount of tuition fee;
- 11.2.9. approves the regulations of the college council;
- 11.2.10. has the right to request and receive information about the activities of the college in order to perform his/her duties.
- 11.3. If the activities of the college are supervised by another official (not the Rector) of the University of Latvia determined by the decision of the Senate of the University of Latvia, competences set out in Articles 11.1, 11.2.1, 11.2.9 and 11.5. of these Regulations apply to this official.
- 11.4. The Senate of the University of Latvia:
- 11.4.1. approves the medium-term operation and development strategy of the college, the work plan for the current year, the annual report and the total amount of the annual budget, including in full the funding allocated from the state budget for studies and a certain number of study places;
- 11.4.2. approves or removes the director of the college;
- 11.4.3. evaluates the performance of the college;
- 11.4.4. has the right to request and receive information regarding the activities of the college in order to perform its duties;
- 11.4.5. annuls unlawful decisions taken by the College Council.
- 11.5. Rector of the University of Latvia and the Senate, except for Articles 11.1, 11.2. and 11.4. may not interfere in the work of the College by direct decisions.

## **12. Material and financial resources of the College**

- 12.1. The college has its own budget, which is included in the budget of the University of Latvia as an independent component. The total amount of the college budget is approved by the Senate of the University of Latvia regardless of the adoption of the budget of the University of Latvia.
- 12.2. The material basis of the College's activities is formed by the part of the state and LU property transferred to its possession or use. The Law on Public Agencies, other regulatory enactments and these Regulations shall determine the handling of property separated to the College.
- 12.3. In legal relations with private persons, the college is responsible for the property transferred to its possession.

- 12.4. The College has the right to acquire the property necessary for its activities in accordance with the procedures specified in these Regulations and regulatory enactments, as well as to alienate the movable property placed at the disposal of the College in accordance with the procedures specified in the Regulations. Proceeds from the alienation of movable property shall be paid into the budget of the College.
- 12.5. The budget of the College consists of:
- 12.5.1. the funding allocated from the state budget for studies and a certain number of study places in the programmes implemented by the college and for the scientific activities of the college in the agreement concluded between the Ministry of Education and Science and the University of Latvia;
  - 12.5.2. funds allocated from the LU budget;
  - 12.5.3. own revenues, including: revenues from research projects and programmes, contract work and revenues from public services provided by the College and rent of premises, from donations, gifts, foreign financial resources and other funds, if the purpose of their use corresponds to the tasks of the College.
- 12.6. At the end of the year, the balance of the current accounts of the College arising from all types of income of the College, except for the state grant to finance study places, if it does not exceed the amount actually received during the year, remains at the College's disposal and will be used the following year.
- 12.7. The College maintains accounting according to accrual accounting principles and cash expenses, as well as prepares and submits reports on the use of financial resources in accordance with the requirements of the Law on Accounting, the Law on Public Agencies and the Law on Budget and Financial Management.
- 12.8. At the end of the financial year, the college prepares and submits to the Rector of the University of Latvia the annual report and the use of the college's annual budget.
- 12.9. The College prepares, submits to the Rector of the University of Latvia and publishes the annual report in accordance with the Law on Public Agencies and other regulatory enactments.
- 12.10. A financial audit of the college is performed once every three years. The Rector of the University of Latvia may request the opinion of a sworn auditor on the annual report. Audit expenses are covered from the College.

### **13. Proposing and elaboration of the College Regulations and its amendments**

- 13.1. Proposals for amendments to the regulations of the college are proposed by the director or the council, they are developed by a commission formed by the council.
- 13.2. Proposals for amendments to the regulations of the college shall be submitted by the college to the Rector of the University of Latvia for approval, they shall enter into force after approval by the Senate of the University of Latvia.

#### **14. Reorganization and liquidation of the College**

- 14.1. The decision on the liquidation or reorganization of the college is made by the Senate of the University of Latvia on the proposal of the Rector of the University of Latvia.
- 14.2. The procedure for reorganization or liquidation of the College is determined by the Senate of the University of Latvia, taking into account the Constitution of the University of Latvia and the regulatory enactments of the Republic of Latvia.