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EUROPEAN COMMISSION FOR DEMOCRACY THROUGH LAW
(VENICE COMMISSION)

LATVIA

LAW ON HIGHER EDUCATION INSTITUTIONS

Text consolidated by Valsts valodas centrs (State Language Centre) with amending laws of:

- 27 December 1996 [shall come into force from 24 January 1997];
- 23 November 2000 [shall come into force from 26 December 2000];
- 20 May 2003 [shall come into force from 20 May 2003];
- 6 January 2004 [shall come into force from 10 January 2004];
- 3 June 2004 [shall come into force from 11 June 2004];
- 2 March 2006 [shall come into force from 6 April 2006];
- 15 February 2007 [shall come into force from 24 February 2007];
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- 3 July 2008 [shall come into force from 16 July 2008];
- 12 December 2008 [shall come into force from 1 January 2009];
- 12 June 2009 [shall come into force from 1 July 2009];
- 1 December 2009 [shall come into force from 1 January 2010];
- 18 February 2010 [shall come into force from 23 March 2010];
- 23 December 2010 [shall come into force from 1 January 2011];
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- 21 February 2013 [shall come into force from 28 February 2013];
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- 21 June 2018 [shall come into force from 1 January 2019];
- 18 October 2018 [shall come into force from 15 November 2018].

If a whole or part of a section has been amended, the date of the amending law appears in square brackets at the end of the section. If a whole section, paragraph or clause has been deleted, the date of the deletion appears in square brackets beside the deleted section, paragraph or clause.

The *Saeima*¹ has adopted and
the President has proclaimed the following law:

Law on Higher Education Institutions

Chapter I General Provisions

Section 1. Terms Used in this Law

The following terms are used in this Law:

- 1) **academic hour** – a unit of work time for studies the duration of which is 45 minutes;
- 1¹) **accredited study programme** – a study programme corresponding to a certain accredited academic discipline of a higher education institution or college which has been recognised to be complying with the requirements of this Law during the assessment process of the relevant academic discipline;
- 2) **higher education** – a degree of education in which personality development based on science or art, or science and art, in the selected academic or vocational, or academic and

vocational field of study occurs, as well as the preparation for scientific or professional activity, which takes place after the completion of a secondary education;

3) **accreditation of a higher education institution or college** – assessment of the work organisation and quality of resources of a higher education institution or college as a result of which it is granted the status of a State-recognised higher education institution or college;

4) **a branch of a higher education institution or college** – a structural unit established by an accredited higher education institution or college, which has a certain organisational independence, which is territorially separated from the location of the higher education institution or college (it is located in another state or another populated area) and the basic task of which is to implement the accredited study programmes of the relevant higher education institution or college;

5) **a representative office of a higher education institution** – a structural unit established by a higher education institution which is territorially separated from the location of the higher education institution (it is located in another state or another populated area) and the task of which is to provide information regarding the higher education institution, to represent the interests of the higher education institution and to perform other organisational activities specified in the by-law thereof. The representative office of a higher education institution shall not engage in economic activities and shall not implement study programmes;

6) **matriculation** – enrolment of persons in the list (student register) of students at a higher education institution;

7) **contact hour** – the direct communication of academic staff and students, which is implemented for the achievement of the goals and tasks of a study programme in accordance with the study programme plan and the duration of which is one academic hour;

8) **credit point** – an accounting unit of studies which corresponds to a student's work load of 40 academic hours (one week of studies);

9) **part-time studies** – a type of studies which corresponds to less than 40 credit points per academic year and less than 40 academic hours per week;

10) **full-time studies** – a type of study which corresponds to 40 credit points per academic year and not less than 40 academic hours per week;

11) **conferral of a doctoral degree** – award of the highest level of university degree;

11') **study course** – an outline of a system of knowledge, skills and competence corresponding to the study programme, organised in a specific level and amount, for which learning outcomes have been defined for the achievement of which credit points are granted;

12) **licensing of a study programme** – the granting of rights to a higher education institution or a college or the branches thereof to implement a specific study programme;

13) **study module** – a component of the study programme which is created by combining study courses or parts thereof, which have a common goal and achievable learning outcomes;

14) **study period** – any component of the study programme which is evaluated and documented and incorporates the acquisition of knowledge, skills and competence, but is not a complete study programme;

15) **learning outcomes** – a set of knowledge, skills and competence to be acquired upon completion of a study programme, study module or study course;

16) **accreditation of the academic discipline** – an inspection with the purpose of determining the quality of the resources of a higher education institution or college and the ability to implement a study programme corresponding to a specific academic discipline in accordance with laws and regulations. The accreditation of the academic discipline of a higher education institution or college gives the higher education institution or college the right to issue a State-recognised diploma of higher education for successful acquisition of a study programme corresponding to the relevant academic discipline.

[23 November 2000; 2 March 2006; 14 July 2011; 1 February 2018; 21 June 2018]

Section 2. Application of the Law

(1) This Law shall apply to all existing higher education institutions and colleges in the Republic of Latvia irrespective of the procedures for the founding and financing and the specialisation thereof. It shall regulate the legal grounds for the activities of higher education institutions and colleges, and determine and protect the autonomy of higher education institutions.

(2) This Law shall regulate the co-operation of higher education institutions and State authorities in order to co-ordinate the autonomy of higher education institutions with the interests of society and the State.

(3) The Ministry of Education and Science shall supervise compliance with this Law in higher education institutions and colleges, as well as shall be responsible for State policy in the field of higher education. The Minister for Education and Science shall represent the interests of higher education institutions and colleges in the *Saeima* and the Cabinet.

[2 March 2006]

Section 3. Higher Education Institutions

(1) Higher education institutions are higher education and science institutions in which academic and vocational study programmes are implemented, as well as which are engaged in science, research and artistic creation. In higher education institutions, at least forty per cent of persons elected to academic positions must have a doctoral degree. In academies, at least fifty per cent of persons elected to academic positions must have a doctoral degree. The Cabinet shall determine other procedures for academic staff qualifications if such is required by the specific field of activity of the higher education institution – arts, architecture, theology, security, seafaring or State defence. The study programmes implemented in higher education institutions shall be divided into the following thematic groups:

- 1) education;
- 2) humanities and arts;
- 3) social science, commercial science and law;
- 4) natural sciences, mathematics and information technology;
- 5) engineering sciences, production and construction work;
- 6) agriculture;
- 7) health care and social welfare;
- 8) services.

(2) An academic degree shall be awarded after the acquisition of the academic study programme, the doctoral degree – after the acquisition of the academic doctoral study programme. A vocational qualification or vocational qualification and a vocational degree of the relevant level shall be obtained after the acquisition of the vocational study programme. A vocational Ph. D. in Arts shall be awarded after the acquisition of the vocational doctoral study programme in arts.

(3) A university is a higher education institution, which conforms to the following criteria:

- 1) it implements bachelor, master's and doctoral study programmes. The defence of doctoral thesis in doctoral study programmes occurs every year;
- 2) at least 65 per cent of persons elected to academic positions shall have a doctoral degree;
- 3) publishes scientific periodicals in respect of study programmes implemented in the higher education institution;
- 4) structural units or scientific institutions of higher education institutions have been established in the main scientific sectors in which the study programmes are implemented, and scientific activities are performed therein.

(4) [2 March 2006]

(5) The right to include the words “universitāte” [university], “augstskola” [university college; university of applied sciences], “akadēmija” [academy] or “koledža” [college] shall be only in the names of those educational institutions, which implement study programmes, or in the names of the institutions founded by them. A higher education institution, which conforms to the criteria referred to in Paragraph three of this Section, has the right to include the word “universitāte” [university] in its name. The word “institūts” [institute] may not be included in the name of a higher education institution.

(6) The Cabinet shall determine Latvian educational classifications which shall also include a comparison of degrees and vocational qualifications acquired in the Republic of Latvia with the European Qualifications Framework and descriptions of the knowledge, skills and competence corresponding to the level of the European Qualifications Framework for graduates of each level of study programme.

(7) In a higher education institution at least five per cent of academic staff shall be visiting professors, visiting associate professors, visiting docents, visiting lecturers, professors, associate

professors, docents and lecturers who have been employed in an academic position in any of accredited higher education institutions of the European Union, European Economic Area or Organisation for Economic Co-operation and Development countries, except for Latvia, for an uninterrupted period of one year during the previous five years.

[23 November 2000; 2 March 2006; 14 July 2011; 1 February 2018; 18 October 2018]

Section 4. Autonomy of Higher Education Institutions

(1) Higher education institutions are autonomous institutions of education and science with the right to self-governance. The autonomy of higher education institutions shall be characterised by the division of power and responsibility between the State authorities and the management of the higher education institutions, as well as between the management and the academic staff.

(2) The autonomy of a higher education institution shall be expressed in the right to select the ways and forms for the implementation of the tasks set forth by the founders of the higher education institution and corresponding to this Law, as well as in responsibility for the quality of education acquired in a higher education institution, appropriate and efficient utilisation of financial and material resources, and compliance with the principle of democracy and with the laws regulating the operation of higher education institutions and other laws and regulations.

(3) A higher education institution has the right:

1) to develop and approve the constitution of the higher education institution;

2) to form the staff of the higher education institution;

3) to independently determine:

a) the content and forms of study programmes,

b) additional provisions for the admission of students,

c) basic trends of scientific research,

d) the organisational and managerial structure of the higher education institution,

e) rates of monthly salary which are not less than the rates specified by the

Cabinet;

4) perform other activities, which do not contradict with the principles and tasks for the operation of the higher education institution determined by the founder thereof and this Law.

[23 November 2000; 2 March 2006; 1 December 2009]

Section 5. Tasks of Higher Education Institutions

(1) Founders of higher education institutions shall determine the tasks to be implemented by the higher education institution. Within the framework of the autonomy thereof, higher education institutions shall ensure the inseparability of study, research, and artistic creation, the possibility to acquire knowledge, an academic education and vocational skills, academic degrees, vocational degrees and vocational qualification in the fields of social life, national economy, culture, health care, State administration, and other professional activities. In their activities they shall cultivate and develop science, arts, and the official language. Higher education institutions shall provide students with the possibility to do sports.

(2) Higher education institutions shall develop study programmes, choose academic staff, arrange laboratories, workshops, libraries and other structures so that the students are given the opportunity to acquire knowledge, an academic education and professional skills in accordance with the science development level and cultural traditions of Latvia in as concentrated and didactically wholesome a form as possible. They shall ensure such requirements for tests and examinations and such procedures that the degrees and titles awarded, diplomas and vocational qualification acquired, as well as the acquisition of parts of the study programmes, as are mutually recognised in the higher education institutions of Latvia and other states.

(2¹) Higher education institutions shall implement their internal quality assurance systems within the scope of which:

1) a policy and procedures for assuring the quality of higher education shall be established;

2) mechanisms for the creation of their study programmes, for internal approval, for supervision of activities and periodic inspection thereof shall be developed;

3) the criteria, conditions and procedures for the evaluation of student results, which enable reassurance of the achievement of the anticipated learning outcomes, shall be developed and made public;

4) internal procedures and mechanisms for assuring the qualifications of academic staff and the work quality shall be developed;

5) it shall be ensured that information regarding student results, graduate employment, the satisfaction of students with the study programme, the work effectiveness of academic staff, the study funds available and the disbursements thereof, essential indicators of the activities of a higher education institution is compiled and analysed.

(3) Higher education institutions shall promote continuing education studies and shall participate in the activities of continuing education. They shall co-operate among themselves, as well as with scientific research institutions and other educational institutions. Higher education institutions shall co-operate with the higher education institutions of other states, promote this co-operation, as well as promote the exchange of students and academic staff between the higher education institutions of Latvia and foreign states.

(4) Higher education institutions shall organise their activities in the interests of society, as well as inform society about their operations and the disciplines and possibilities of studies and scientific research by promoting the selection of study and scientific research according to the interests and abilities of the individual. They shall offer to society their scientific, artistic and professional findings and the methods and results of research.

(5) Higher education institutions shall attend to the preparation of new academics and provide them with the possibility of entering global academic processes.

(6) Higher education institutions shall guarantee the academic freedom of academic staff and students, prescribing this in the constitutions thereof.

(7) [23 November 2000]

[23 November 2000; 14 July 2011; 1 February 2018; 21 June 2018]

Section 6. Academic Freedom

(1) The freedom of studies, research work and artistic creation shall be ensured in higher education institutions if this freedom does not contradict with the rights of other persons, the constitution of a higher education institution and laws and regulations.

(2) The freedom of studies shall be expressed in the rights of students:

1) to select a higher education institution, study programme;

2) to change their study programme during their studies, choosing the same study programme in another higher education institution, faculty (department, institute);

3) to attend lectures in other higher education institutions, faculties (departments, institutes);

4) to draw up and acquire the free elective part of individual studies;

5) to be engaged in scientific research work and artistic creation.

(3) The freedom of research work shall be expressed as the rights of academic staff to choose the topic and field of scientific activities.

(4) Academic staff are entitled to choose study methods.

(5) The administration of a higher education institution shall have a duty to guarantee and respect the rights of students and academic staff provided for in this Section if they do not contradict with the provisions of Paragraph one of this Section.

[23 November 2000; 18 October 2018]

Section 7. Legal Status and Attributes of Higher Education Institutions and Colleges

(1) State-founded higher education institutions (except for the National Defence Academy of Latvia) are derived public persons.

(2) The National Defence Academy of Latvia and State-founded colleges are State institutions. Upon founding colleges, the Cabinet shall transfer them to the supervision of the Ministry of Education and Science, but the colleges within the system of the Ministry of the Interior – to the subordination of the institutions of the Ministry of the Interior system accordingly. The Cabinet may transfer a college to the subordination of the Ministry of Culture or Ministry of Welfare.

(2¹) The National Defence Academy of Latvia shall be a part of the National Armed Forces. The National Defence Academy of Latvia shall be under supervision of the Minister for Defence in issues other than the competence of the Commander of the National Armed Forces. The Cabinet shall perform the following in respect of this higher education institution:

1) determine the competence of the National Defence Academy of Latvia and representation and management body, and decision-making body thereof – constitutional assembly, senate, rector and academic arbitration court – in so far as it differs from that laid down in this Law, the procedures for the appointment, approval and dismissal of the rector of this higher education institution, the procedures for the determination of remuneration for the academic staff other than soldiers of the professional service, the procedures for contesting administrative acts and actual action, as well as the procedures for financing this higher education institution;

2) is entitled, provided that it is required by military or professional specifics of such higher education institution, to stipulate another procedures for determination of the number of students, admission of students and academic staff, entering into study agreements, expert-examination of study programmes before approval, and financing the self-management of students, and also different requirements for the qualification of the rector, and restrictions for the student rights and that of self-management of students laid down in this Law.

(2²) The Cabinet shall determine the procedures for financing the colleges within the system of the Ministry of the Interior and self-management of students studying therein and for the determination of remuneration for the academic staff thereof (except for the officials with special service ranks).

(3) Higher education institutions and colleges founded by private persons are commercial companies or foundations, which operate in accordance with the Commercial Law or the Associations and Foundations Law insofar as they are not in conflict with this Law.

(4) A State-recognised diploma shall utilise the State coat of arms and the Cabinet shall determine the sample of such diploma.

(5) A higher education institution shall have a seal with the full name of the higher education institution. A higher education institution also has the right to use the historic symbols of the higher education institution in the seal.

[2 March 2006; 19 April 2007; 18 February 2010; 16 October 2014; 19 May 2016]

Section 7.¹ Administration of Higher Education and Science

[14 July 2011]

Chapter II

Foundation, Reorganisation and Legal Grounds of Higher Education Institutions

Section 8. Foundation of a Higher Education Institution and the Opening of a Branch of a Higher Education Institution

(1) Higher education institutions may be founded by the State and other legal persons and natural persons, including legal persons and natural persons from foreign states, taking into account the provisions of this Law and other laws and regulations.

(2) State higher education institutions shall be founded by the State of Latvia represented by the Cabinet on the basis of a proposal of the Minister for Education and Science.

(3) [2 March 2006]

(4) An accredited higher education institution (also a higher education institution accredited in a foreign state) may open branches of the higher education institution (hereinafter also – the branch) and representative offices of the higher education institution (hereinafter in this Section – the representative office), taking into account the provisions of this Law and other laws and regulations.

(5) Branches and representative offices shall operate on the basis of a by-law approved by the collegial representation body of the higher education institution. The head of the branch or representative office shall act on the basis of an authorisation issued by the relevant higher education institution.

(6) In founding a higher education institution, the following provisions shall be observed:

1) the higher education institution shall implement at least five study programmes and in the implementation thereof at least 30 (in a higher education institution in the field of theology–

at least 10) persons with the doctoral degree shall be involved of whom at least five are doctors in the branch of science in which the study programme is implemented;

2) the founder of the higher education institution shall own or have at his or her disposal premises for the implementation of the study programmes for at least eight years, and this shall be confirmed by an extract from the Land Register, as well as the plan of the premises owned or at his or her disposal or the building file in which the required area is indicated;

3) the design of a higher education institution shall ensure for the implementation of study programmes that during the time a study process is simultaneously taking place there shall be not less than 7 square metres per one student area of premises, including the premises provided for the individual work of the academic staff;

4) the higher education institution shall be able to ensure commitments for students studying in the study programmes thereof in the amount of at least EUR 711 435, and this shall be confirmed by a guarantee issued by a bank or an insurance company;

5) the value of the movable or immovable property apportioned to the higher education institution shall not be less than EUR 2 845 743, and this property shall not be pledged or otherwise encumbered with property rights, it shall not be put under a ban, and it shall be justified by the relevant documents, including statements issued by the relevant Land Registry Office and the Enterprise Register;

6) none of the founders of the higher education institution shall have tax debts or mandatory State social insurance contribution debts, and this shall be confirmed by statements issued by the relevant competent authorities; none of the founders of the higher education institution shall be declared insolvent, shall not be involved in the process of liquidation, the economic activity of any founder shall be neither suspended nor discontinued, nor shall court proceedings be initiated regarding the termination, insolvency or bankruptcy of the activities of any founder, and this shall be confirmed by a statement issued by the relevant competent authority;

7) the premises of the higher education institution in which study programmes are implemented shall be insured, and this shall be confirmed by an insurance agreement which is concluded for a time period not less than one year; the material and technical provision of the higher education institution shall be in compliance with the conditions for the implementation of study programmes and hygiene requirements, and this shall be confirmed by a statement of the relevant competent authority; the higher education institution shall be provided with computer equipment which meets the requirements of the students; the higher education institution shall have a library, and access to electronic collections of Latvian and international literature and periodicals shall be ensured therein.

(7) When founding a branch of a higher education institution, the following provisions shall be observed:

1) not less than six persons with the doctoral degree shall be involved in the implementation of one study programme;

2) the founder of a branch of the higher education institution shall own or have at his or her disposal the premises for the implementation of study programmes for at least eight years, and this shall be confirmed by an extract from the Land Register, as well as the plan of the premises owned or at his or her disposal or the building file in which the required area is indicated;

3) the total area of the premises of the branch of the higher education institution and the layout thereof shall ensure the possibility for at least 100 students studying in the branch of the higher education institution to participate in the implementation of study programmes. The area of the premises during the time a study process is simultaneously taking place shall be not less than 7 square metres per one student, including the premises designed for the individual work of the academic staff;

4) the higher education institution shall be able to ensure commitments for students studying in the study programmes of the branch thereof in the amount of at least EUR 177 858, and this shall be confirmed by a guarantee issued by a bank or an insurance company;

5) none of the founders of the higher education institution shall have tax debts or mandatory State social insurance contribution debts, and this shall be confirmed by statements issued by the relevant competent authorities; none of the founders shall be declared insolvent and shall not be involved in the process of liquidation, the economic activity of any founder shall be neither suspended nor discontinued, nor shall court proceedings be initiated regarding the

termination, insolvency or bankruptcy of the activities of any founder, and this shall be confirmed by a statement issued by the relevant competent authority;

6) the premises of the branch of the higher education institution in which study programmes are implemented shall be insured, and this shall be confirmed by an insurance agreement which is concluded for a time period not less than one year; the material and technical provision of the branch of the higher education institution shall be in compliance with the conditions for the implementation of study programmes and hygienic requirements, and this shall be confirmed by a statement of the relevant competent authority; the branch of the higher education institution shall be provided with computer equipment which meets the requirements of the students; the branch of the higher education institution shall have a library, and access to electronic collections of Latvian and international literature and periodicals shall be ensured therein.

(8) A higher education institution, as well as a branch thereof, shall begin its operations with the day when it is registered in the Register of Higher Education Institutions.

[3 June 2004; 2 March 2006; 14 July 2011; 12 September 2013]

Section 8.1 The Register of Higher Education Institutions and the Transparency of the Register

(1) The Register of Higher Education Institutions (hereinafter also – the Register) shall be a part of the Educational Institution Register in which information regarding higher education institutions and the branches thereof shall be entered. The Register of Higher Education Institutions shall be managed by an official of the institution specified by the Cabinet, authorised for the relevant purpose (hereinafter – the Official of the Register).

(2) Everybody has the right to become acquainted with the records of the Register and the documents submitted to the Register.

(3) After submission of the relevant written request, everyone has the right to receive a statement from the records of the Register, as well as an extract or copy of the document, which is in the file of the Register. Upon the request of the recipient, the accuracy of an extract or copy shall be certified by the signature and seal of the Official of the Register, indicating the date of issue thereof.

(4) Upon the request of the recipient, the Official of the Register shall issue a statement that a specific record of the Register has not been amended or that the specified record has not been entered into the Register.

[3 June 2004; 12 June 2009]

Section 8.2 Information to be Entered in the Register

(1) The following information shall be entered into the Register:

1) the name of the higher education institution or a branch of the higher education institution;

2) the legal address of the higher education institution or the branch;

3) the founders of the higher education institution or the branch and the rector of the higher education institution or the head of the branch;

4) the date when the decision on the foundation of the higher education institution or the opening of the branch has been made;

5) the legal status of the higher education institution;

6) the date of the approving of the constitution of the higher education institution or the by-law of the branch;

7) the titles of study programmes implemented by the higher education institution or the branch and the person responsible for the implementation of the relevant programme (the director of the study programme);

8) information on the academic disciplines accredited in the higher education institution or the branch and the accredited study programmes corresponding thereto;

9) information regarding the accreditation of the higher education institution or the branch;

10) information regarding the provision of the premises of the higher education institution or the branch and the legal status of the premises;

11) the resources and procedures for financing the higher education institution or the branch;

12) information regarding the suspension of the constitution of the higher education institution, information regarding the termination of the operation of the higher education institution or the branch, and the insolvency, liquidation and reorganisation of the higher education institution;

13) information regarding the appointment of a liquidator or administrator, indicating his or her given name, surname, phone number;

14) the phone or fax number, electronic mail address of the higher education institution or the branch;

15) other information if such information is directly provided for by the Law.

(2) When entering a higher education institution or a branch in the Register, it shall be assigned a registration number.

(3) The date when the record was entered shall be added to each record.

[3 June 2004; 14 July 2011; 21 June 2018]

Section 8.³ Documents to be Submitted to the Register and the Storage Thereof

(1) Those documents shall be submitted to the Register, which justify the entering of a record into the Register or the amendments thereof, as well as other documents specified by law. The original of the relevant document or an appropriately certified copy thereof shall be submitted to the Register. Public documents issued in foreign states shall be legalised in accordance with the procedures specified by international agreements and a notarially certified translation into Latvian shall be attached thereto.

(2) Within two months after the foundation of a higher education institution, a person authorised by the founder of the higher education institution shall submit to the Register a submission regarding the registration of the higher education institution. A draft constitution of the higher education institution shall be attached to the submission for the registration of the higher education institution. The submission for the entering of the higher education institution into the Register shall be signed by all of the founders thereof.

(3) The registration of a branch in the Register shall be ensured by the higher education institution, which has opened it. Within two months from the day when a decision on the opening of a branch of a higher education institution has been made, a person authorised by the founder of the higher education institution shall submit to the Register a submission for the registration of the branch of the higher education institution. The by-law of the branch approved by the institution specified in the constitution of the higher education institution shall be attached to the submission for the registration of the branch.

(4) Documents on the basis of which new entries or amendments are to be made in the Register shall be submitted to the Register within 10 days from the day when the relevant decision was made if it has not been prescribed otherwise in this Law.

(5) Documents to be submitted to the Register and on the basis of which entries or amendments thereto have been made in the Register shall be valid if they have been issued not earlier than one month prior to the submission thereof to the Register. This provision shall not pertain to court rulings.

(6) The State Service of Education Quality has the right to examine the conformity of information provided to the Register with the actual situation.

(7) Documents submitted to the Register shall be stored in the registration file of the relevant higher education institution or branch if an entry into the Register has been made on the basis thereof.

[3 June 2004; 12 June 2009]

Section 8.⁴ Making an Entry in the Register

(1) An entry shall be made in the Register on the basis of a submission or a court ruling. Samples of submission forms shall be approved by the Cabinet.

(2) The Official of the Register shall take a decision on the making of an entry in the Register or the refusal to make an entry within two months from the day the submission was received. The official of the Register shall take a decision on the deferment of the making of an entry in the

Register within seven days from the day of the receipt of the submission. The official of the Register shall make an entry in the Register within the same time period on the basis of a court ruling.

(3) The Official of the Register shall take a decision on the suspension of the making of an entry if:

- 1) the requirements of laws and regulations have not been observed in selecting the name of a higher education institution or a branch or in approving the by-law of the branch;
- 2) the draft constitution of a higher education institution or the by-law of a branch or other submitted documents do not comply with the requirements of laws and regulations;
- 3) not all documents specified by law have been submitted.

(4) The Official of the Register shall take a decision on the refusal to make an entry if:

- 1) the purpose of the activities of a higher education institution or a branch specified in the constitution of the higher education institution or the by-law of the branch contradicts with the law;
- 2) the provisions for the foundation of a higher education institution or the opening of a branch prescribed by laws and regulations have not been observed;
- 3) after a decision for the suspension of the making of an entry has been made, the previously indicated deficiencies have not been eliminated within the time period specified in the decision;
- 4) the submission and the documents attached thereto have been submitted more than two months after the founding of a higher education institution or the making of a decision on the opening of a branch;
- 5) the reasons referred to in Section 8.⁶, Paragraph three of this Law due to which it is not permitted to register a higher education institution or a branch are present;
- 6) obstacles have been set up that hinder the examination by the State Service of Education Quality of the information provided to the Register;
- 7) the submitter has provided false information.

(5) A decision to refuse making an entry in the Register or to suspend making an entry shall be substantiated, and it shall be indicated in this decision where and in what time period it may be disputed. The time period for the elimination of deficiencies shall be indicated in a decision for the suspension of the making of an entry.

(6) The Official of the Register shall send the decision referred to in Paragraph two of this Section to the submitter within three days from the day of taking the decision. The data of the Register of Higher Education Institutions shall be published on the Internet home page of the institution specified by the Cabinet; amendments to the Register, as well as the decisions taken by the Official of the Register shall be published therein within three days.

(7) [12 June 2009]

(8) A repeated submission for the registration of a higher education institution or a branch thereof may be submitted not earlier than one year from the day the decision to reject the registration of the higher education institution or the branch thereof has come into effect.

(9) An entry shall be made in the Register on the same day when the decision on the making of the entry has been taken.

[3 June 2004; 12 June 2009]

Section 8.⁵ Registration Certificate

(1) After the entering of a higher education institution or a branch thereof in the Register, it shall be issued a registration certificate, which is signed and certified with a seal by the Official of the Register.

(2) The following information regarding a higher education institution or a branch thereof shall be indicated in a registration certificate:

- 1) name;
- 2) registration number;
- 3) registration date.

[3 June 2004]

Section 8.⁶ Exclusion of a Higher Education Institution and a Branch from the Register

(1) A higher education institution or a branch shall be excluded from the Register:

1) if the founder has submitted a submission for the liquidation of the higher education institution or the closing of the branch;

2) if the higher education institution which has opened a branch has been excluded from the Register;

3) if within one year after the registration of the higher education institution or the branch, a licence for the implementation of study programmes has not been received;

4) if the implementation of the intended study programmes has not been commenced within one year after obtaining a licence;

5) if the validity period of all study programme licences issued to the higher education institution or the branch thereof has expired, the licences have been withdrawn or cancelled;

6) on the basis of a court ruling;

7) if a decision to refuse to accredit a higher education institution has been taken as a result of the extraordinary accreditation.

(2) A higher education institution or a branch may be excluded from the Register on the basis of a court ruling if:

1) the enrolment of students has been announced, students have been enrolled, and the implementation of study programmes has been initiated or educational activity of another kind has been performed without having received a licence for the implementation of the study programme;

2) during the registration process of a higher education institution or a branch, false information has been provided which has been the basis for the registration of the higher education institution or the branch;

3) the issuing of State-recognised diplomas has been ascertained in a higher education institution or branch, although it did not have the right to issue such diplomas in accordance with the provisions of this Law (the person has not fully acquired the study programme, the study programme is not accredited, etc.);

4) the State Service of Education Quality, the Ministry of Education and Science, the Council of Higher Education or another institution within the competence thereof has repeatedly ascertained violations of laws and regulations in the activities of the higher education institution or the branch.

(3) A person whose founded higher education institution has been excluded from the Register shall not be allowed to participate in the foundation of another higher education institution or to file a submission for the registration thereof for one year from the day the higher education institution has been excluded from the Register, except for the cases where a higher education institution has been excluded from the Register on the basis of Section 8.⁶, Paragraph one, Clause 1 of this Law.

[3 June 2004; 12 June 2009; 18 October 2018]

Section 9. Accreditation of Higher Education Institutions and Colleges

(1) Accreditation shall be performed in accordance with the accreditation regulations approved by the Cabinet, and it shall be organised by the Academic Information Centre. A decision to accredit higher education institutions and colleges shall be taken within six months.

(1¹) The Academic Information Centre shall organise the accreditation process of higher education institutions and colleges for fee in accordance with the price list of paid services approved by the Cabinet.

(2) A higher education institution or college is entitled to issue State-recognised diplomas for the acquisition of the relevant study programme if the following conditions have been fulfilled:

1) the relevant higher education institution or college is accredited;

2) the relevant study programme is accredited;

3) the constitution of the higher education institution or the by-law of the college has been approved by the *Saeima* or accordingly by the Cabinet.

(3) After the opinion of the Council of Higher Education on accreditation has been received, the Academic Information Centre shall issue the relevant document of accreditation. If the higher education institution or college does not ensure the study base, information base indicated in the accreditation, the study quality in conformity with the requirements referred to in Section 55, Paragraph one of this Law or in the operations of the higher education institution or college

significant violations of laws and regulations have been determined, the Minister for Education and Science has the right to issue an order regarding an extraordinary accreditation, the time period of accreditation, the revocation or cancellation of the accreditation of the higher education institution or college. Prior to the issuance of the order the Council of Higher Education shall provide a reasoned opinion.

(4) The information on accredited higher education institutions and colleges which have the right to issue State-recognised diplomas on acquisition of higher education, as well as the list of the study programmes accredited in these higher education institutions and colleges shall be available in the State Education Information System.

[23 November 2000; 2 March 2006; 17 December 2014; 16 November 2017; 18 October 2018]

Section 10. Legal Grounds for the Operation of Higher Education Institutions

(1) Higher education institutions shall operate on the basis of the Constitution of the Republic of Latvia, the Education Law, the Law on Scientific Activity, this Law, other laws and regulations and the constitution of the relevant higher education institution.

(2) Each higher education institution shall draft a constitution thereof in which the following shall be included:

1) the name of the higher education institution, legal address, the legal status thereof, the founder of the higher education institution and his or her legal address;

2) the basic operational directions and tasks;

3) the procedures for approving the constitution and the amendments thereof;

4) the rights, duties and tasks of the representation and management bodies and decision-making bodies of the higher education institution, the rights, duties and tasks of other collegial management institutions, the procedures for the establishment, election or appointment of these institutions and the composition thereof, the terms of office and the procedures for the recall or appointment thereof;

5) the basic provisions for the establishment, reorganisation and liquidation of the structural units, branches, institutions, commercial companies of the higher education institution, as well as the basic provisions for the operations thereof;

6) the procedures for the issue of internal laws and regulations of the higher education institution;

7) the procedures for the reorganisation and liquidation of the higher education institution;

8) other important regulations, which do not contradict with laws and other laws and regulations.

(3) The constitutions of State-founded higher education institutions (except for the National Defence Academy of Latvia) and the amendments thereto shall be approved by the constitutional assembly of the relevant higher education institution and, upon the recommendation of the Minister for Education and Science, it shall be approved with a law by the *Saeima*. The constitution of the National Defence Academy of Latvia, as well as constitutions of higher education institutions founded by other persons and the amendments thereto shall be approved by the Cabinet. If amendments have been made to the constitution of a higher education institution, the text of amendments, as well as the full text of the amended constitution in its new wording shall be submitted to the *Saeima* or, as the case may be, to the Cabinet.

(4) If the Minister for Education and Science determines the non-compliance of the constitution of a higher education institution with laws and other laws and regulations or other deficiencies, he or she may recommend to the Cabinet or the *Saeima* accordingly to suspend the operations of the constitution (not the operations of the higher education institution) until the making of the relevant amendments or the elimination of the deficiencies within his or her indicated time period.

(5) Persons who are not part of the staff of a higher education institution may dispute administrative acts issued by the higher education institution or the actual actions thereof by filing a submission to the rector of the higher education institution. The decision taken by the rector may be appealed to a court according to the procedures specified in the Administrative Procedure Law. If the disputed administrative act has been issued or the actual action has been performed by the rector of the higher education institution, persons who are not part of the staff of the higher education institution may dispute the relevant administrative act or actual action to the Ministry of Education and Science. A decision taken by the ministry may be appealed to a court according to the procedures specified in the Administrative Procedure Law.

[23 November 2000; 2 March 2006; 18 February 2010; 14 July 2011; 18 October 2018]

Section 10.¹ College

(1) A college shall be managed by a director. The director of a State-founded college shall be appointed according to competition procedures and dismissed from work by the Ministry of Education and Science or the relevant sectoral ministry. The authorisations of a college director commence with an entry in the Educational Institution Register. Such entry shall be made on the basis of a submission by the college and a document certifying the appointment of a director submitted by the founders. A college shall operate on the basis of its by-law. The college council shall develop the by-law of a college. The college by-law shall be issued by the Cabinet as a Cabinet regulation on the basis of a recommendation by the Minister for Education and Science. The college by-law shall be developed in accordance with this Law and the Vocational Education Law. The college by-law shall include the following information:

1) the name of the college, the legal address thereof, legal status, college founder and the legal address thereof;

2) the basic operational directions and tasks of the college;

3) the procedures for the development of the college by-law and the proposals for the amendments thereof;

4) the procedures for the establishment, election or appointment of the college representation, management bodies and decision-making bodies thereof, and the composition thereof, as well as the rights, duties and tasks, authorisation time periods and recall procedures thereof;

5) the procedures for the election of college academic staff;

6) the procedures for the development and approval of the college study programmes;

7) the basic regulations for the establishment, reorganisation, liquidation and operation of college structural units and college branches;

8) the procedures for the issue of internal laws and regulations of the college;

9) the procedures for the reorganisation and liquidation of the college;

10) other essential provisions, which are not in conflict with this Law and other laws and regulations.

(2) A college is an educational institution, which implements first level higher vocational education programmes and provides the possibility of acquiring a fourth level vocational qualification. A first level higher vocational education programme shall be implemented after the acquisition of a secondary education. The time period for the implementation thereof shall be two to three years.

(3) First level higher vocational education programmes shall be developed and approved in accordance with this Law and the Vocational Education Law.

(4) After the acquisition of an accredited first level higher vocational education programme, the students shall be issued with a State-recognised diploma regarding the first level higher vocational education. Such diploma shall certify at the same time also the acquisition of a specified vocational qualification in conformity with the Vocational Education Law. The Cabinet shall determine the criteria and procedures for the issuing of such diploma.

[2 March 2006; 19 April 2007; 14 July 2011; 18 October 2018]

Section 11. Reorganisation or Liquidation of a Higher Education Institution and College

(1) A decision on the reorganisation or liquidation of a higher education institution or college shall be taken by the founder.

(2) A decision on the reorganisation or liquidation of the State higher education institution and a State college shall be taken by the Cabinet upon a proposal of the Minister for Education and Science or the minister of the relevant field. The draft Cabinet order for the reorganisation or liquidation of a higher education institution or college shall have appended an opinion of the Council of Higher Education. If the draft Cabinet order is submitted by a relevant sector minister, such draft shall be co-ordinated also with the Minister for Education and Science.

[2 March 2006]

Chapter III

Self-governance and Structural Units of Higher Education Institutions

Section 12. Representation Bodies, Management Bodies and Decision-Making Bodies of a Higher Education Institution

(1) The main decision-making bodies of a higher education institution shall be the constitutional assembly, the senate, the rector and the academic arbitration court.

(2) The highest management body and decision-making body of a higher education institution in strategic, financial and economic issues shall be the founder thereof, but the highest representation and management body and decision-making body in academic and scientific issues – the constitutional assembly of a higher education institution.

(3) The procedures for elections, the duties and rights of the representation and management bodies and the decision-making bodies of a higher education institution, as well as the procedures for appealing against decisions made by these bodies shall be determined by the constitution of a higher education institution.

(4) The organs of a State-founded higher education institution as a derived public person shall be the constitutional assembly, the senate, the rector and the academic arbitration court.

(5) The collegial institutions of a higher education institution shall be the senate, the assembly of the faculty, the scientific council of the scientific institute of a higher education institution or the assembly of an institute, as well as the department and division meeting.

[23 November 2000; 2 March 2006; 14 July 2011]

Section 13. Constitutional Assembly

(1) The constitutional assembly shall be elected by secret ballot from:

- 1) the academic staff;
- 2) the students;
- 3) the general staff of a higher education institution.

(2) The procedures for the election of representatives, and the number and terms of office thereof shall be determined by the constitution of a higher education institution.

(3) The proportion of representatives of the academic staff in a constitutional assembly shall not be less than 60 per cent and the proportion of students – not less than 20 per cent.

(4) In accordance with the traditions of a higher education institution, such names as convention, academic meeting, etc. may be used in place of the name constitutional assembly.

(5) The constitutional assembly shall elect a chairperson, a vice-chairperson (vice-chairpersons) and a secretary.

(6) The constitutional assembly may be convened by the rector or the senate. In a newly-founded higher education institution, the constitutional assembly shall be convened by the acting rector.

[23 November 2000; 3 June 2004; 14 July 2011]

Section 14. Competence of a Constitutional Assembly

(1) A constitutional assembly shall:

- 1) accept and make amendments to the constitution of the higher education institution;
- 2) elect and remove the rector;
- 3) listen to the report of the rector;
- 4) elect the senate or approve the compliance of the election thereof with the constitution of the higher education institution;
- 5) elect the academic arbitration court;
- 6) approve the by-laws of the senate and the academic arbitration court.

(2) Other tasks of the constitutional assembly shall be determined by the constitution of the higher education institution.

[2 March 2006; 14 July 2011]

Section 15. Senate

(1) The senate is a collegial management body and decision-making body of the staff of a higher education institution which approves procedures and provisions regulating all areas of activity of

a higher education institution (examines and approves study programmes, founds and liquidates structural units, etc.).

(2) Senators shall be elected in accordance with the procedures prescribed by the constitution of a higher education institution for a time period, which does not exceed three years.

(3) 75 per cent of the senate of a higher education institution shall be representatives of the academic staff. The proportion of students in the senate of a higher education institution shall be not less than 20 per cent. The student representatives shall be elected to the senate by the student self-governance body.

(4) [14 July 2011]

(5) The activities and competence of the senate shall be regulated by a by-law approved by the constitutional assembly.

(6) The senate of a higher education institution may form councils and commissions for the co-ordination and resolving of particular matters. The procedures for the activities of councils and commissions shall be determined by the by-laws approved by the senate.

[23 November 2000; 3 June 2004; 2 March 2006; 14 July 2011]

Section 16. Convention of Advisors of a Higher Education Institution

(1) A convention of advisors shall be formed in a higher education institution. The convention of advisors shall consult the senate and rector in strategic matters for the development of the higher education institution. The convention of advisors has the right to recommend the examination of issues in the senate and the constitutional assembly.

(2) A convention of advisors shall be founded upon the initiative of the senate of a higher education institution or upon the request of the Minister for Education and Science. The by-laws thereof shall be approved and the members thereof shall be elected by the senate of the higher education institution.

(3) A convention of advisors shall be convened upon the proposition of the chairperson thereof or not less than one third of the convention members.

(4) A convention of advisors shall elect a chairperson and his or her deputy amongst its members.

(5) Decisions and opinions of a convention of advisors shall take the form of recommendation. A member of the convention of advisors shall not be a public official.

[18 October 2018]

Section 17. Rector

(1) The rector is the highest official of a higher education institution who implements the general administration of the higher education institution and represents the higher education institution without special authorisation.

(2) The constitutional assembly of a higher education institution shall elect a rector for a term not exceeding five years and for not more than two times in succession. In a university, the rector elected shall be a professor, in other higher education institutions – a professor or a person who holds a doctoral degree. Within one week after the election of a rector, the higher education institution shall inform the Ministry of Education and Science regarding the results of the election.

(3) When founding a higher education institution, the Cabinet shall appoint an acting rector nominated by the founder of the higher education institution who shall fulfil the duties of rector until the approval of a rector elected in the constitutional assembly of the higher education institution.

(4) A higher education institution shall organise regular elections of a rector at least one month prior to the expiration of the term of his or her office. The previous rector shall fulfil the duties of rector until the approval of the newly elected rector in the Cabinet.

(5) A rector elected by a higher education institution shall be approved by the Cabinet upon the proposal of the founder of the higher education institution. A rector shall begin to fulfil the duties of his or her office after his or her approval in the Cabinet. The Cabinet is entitled to not approve a rector if he or she has been elected in violation of the provisions of this Law and the constitution of the higher education institution. If the rector is not approved, the higher education institution shall organise repeat elections for the office of rector within two months. The Cabinet shall appoint an acting rector nominated by the founder of the higher education institution until the approval of

a rector elected in the repeat elections. A candidate for the office of rector who has not been approved by the Cabinet shall not participate in the repeat elections for the office of rector.

(6) The Cabinet shall remove a rector from his or her duties upon the proposal of the senate of the higher education institution or the relevant ministry if violations of the Law or other laws and regulations have been determined in the activities of the rector.

(7) If a rector ceases to fulfil the office prior to the end of his or her term on the basis of his or her own wishes, as well as if a rector is removed from office, the Cabinet shall appoint an acting rector nominated by the founder of the higher education institution who shall fulfil the duties of rector until the approval of a newly elected rector.

[23 November 2000; 2 March 2006; 1 February 2018]

Section 17.1 Competence of a Rector

The rector shall:

1) be responsible for the compliance of the activities of a higher education institution with this Law and other laws and regulations, as well as the constitution of the higher education institution;

2) be responsible for the quality of education to be acquired in the higher education institution, the quality of conducted scientific research and implemented artistic and creative work;

3) ensure the legal, economic and purposeful utilisation of funds from the State budget assigned to the higher education institution, as well as the property of the higher education institution; be personally responsible for the financial activities of the higher education institution;

4) promote and be responsible for the development of the staff of the higher education institution and ensure the academic freedom of the academic staff and students;

5) be responsible for the implementation of the strategy of a higher education institution and prepare the budget of the higher education institution;

6) perform other duties of a rector specified in laws and regulations and in the constitution of the higher education institution.

[23 November 2000; 14 July 2011]

Section 18. Audit of a Higher Education Institution

(1) A sworn auditor has the right to become acquainted with all of the documents of a higher education institution, related to the financial and economic activities, as well as to request and receive information from its officials.

(2) A higher education institution is entitled to establish an audit commission which shall operate in accordance with the procedures specified in the constitution of the higher education institution.

[14 July 2011]

Section 19. Academic Arbitration Court

(1) An academic arbitration court shall examine:

1) the submissions of students and academic staff regarding the restriction or infringement of the academic freedom and rights prescribed in the constitution of a higher education institution;

2) arguments between officials of a higher education institution, as well as the administrative bodies of structural units, which are subject to a subordinate relationship;

3) in the cases specified in this Law – submissions regarding the contesting of an administrative act or actual action, and take appropriate decisions regarding these, as well as fulfil other tasks provided for in the constitution of the higher education institution.

(2) Decisions taken by an academic arbitration court shall be implemented by the administration.

(3) An academic arbitration court shall be elected by the constitutional assembly from amongst academic staff by secret ballot, and it shall not include representatives of the administrative staff of a higher education institution. The proportion of students in the academic arbitration court shall be not less than 20 per cent of the composition of such arbitration court. Student representatives shall be elected in the academic arbitration court by the student self-governance body.

(4) Members of an academic arbitration court shall be responsible for their actions to the constitutional assembly; they may be removed from office upon the initiative of their employer only with the consent of the constitutional assembly.

[3 June 2004; 2 March 2006; 14 July 2011]

Section 20. Structural Units of a Higher Education Institution

(1) The structure of a higher education institution shall be determined in accordance with the constitution of a higher education institution.

(2) The tasks, functions and rights of the structural unit of a higher education institution shall be prescribed by the by-law of the structural unit approved by the senate of the higher education institution. The structural units of a higher education institution have the right to open sub-accounts. The opening of sub-accounts and the utilisation of the resources of these accounts shall be regulated by other laws and regulations, as well as regulations approved by the senate of the higher education institution. The sub-accounts of structural units shall be established so that structural units may have the possibility to independently use financial resources and subventions. The financial resources of structural units shall not be used for other purposes in a higher education institution without the consent of the head of the structural unit.

(3) Higher education institutions may establish structural units for the purpose of conducting educational and scientific work – departments, groups of professors, faculties (divisions), scientific and training laboratories, institutes, etc. A higher education institution also has the right to establish other structural units for the conducting of organisational, economic and service work. The structural units of a higher education institution shall not have the status of a legal person.

[23 November 2000; 2 March 2006; 18 October 2018]

Section 21. Institutions, Commercial Companies, Associations and Foundations Founded by a Higher Education Institution

(1) Higher education institutions may found commercial companies and be a shareholder therein, as well as found associations and foundations and be a member or founder thereof.

(2) State-founded higher education institutions may, with a decision of the senate, also found institutions for the implementation of a specific purpose, including – public agencies.

[2 March 2006]

Section 22. Scientific Institute

(1) A decision on the foundation of a scientific institute shall be taken by the senate of a higher education institution.

(2) A higher education institution founded by the State or local governments may found the scientific institutes (for example, centres, clinics, and experimental stations) as public agencies taking into account the procedures specified in the Law on Scientific Activity. The Law on Scientific Activity shall determine the legal basis, administration, funding and supervision procedures of a scientific institute – public agency.

(3) Higher education institutions may establish scientific institutes also as a higher education institution structural unit. The constitution of the higher education institution shall determine the operations, funding and supervision of such scientific institutes, as well as the procedures for reorganisation and liquidation.

[2 March 2006]

Section 23. Institute

(1) An institute shall be established by uniting the structural units of one scientific sub-field or several scientific sub-fields (departments, groups of professors, scientific laboratories) with the goal of using the scientific potential thereof for the efficient achievement of common research targets, as well as by changing the subordinate relationship of already existing Latvian scientific institutes.

(2) An institute in a sub-field of science may be founded when the composition of the structural units, which it contains, includes the scientific potential, which corresponds to the requirements of the doctoral degree conferral council in the relevant scientific sub-field.

(3) The senate shall determine which academic staff may be elected by the assembly of an institute in accordance with the qualification of the institute.

(4) [2 March 2006]

[2 March 2006]

Section 24. Faculty

(1) A faculty shall be established by uniting structural units for the organisation of study and scientific activities in one or several disciplines of science, art or a profession. A dean shall lead a faculty. The assembly of the faculty shall elect the dean for a time period not exceeding five years and not more than two times in succession. The proportion of students in the assembly of the faculty shall be not less than 20 per cent of the composition of such assembly. Student representatives shall be delegated to the assembly of the faculty by the faculty student self-governance body.

(2) A faculty may be formed if, upon uniting the scientific potential, which it includes, it at least corresponds to the requirements of the doctoral degree conferral council in the relevant field or sub-field of science.

(3) If it is not possible to comply with the requirements regarding scientific potential in the new discipline of higher education, the structural unit corresponding to a faculty shall be referred to as a department. A department shall not have the right to elect lecturers.

[2 March 2006]

Section 25. College

[2 March 2006]

Chapter IV Staff of a Higher Education Institution

Section 26. Staff of a Higher Education Institution, the Rights and Duties Thereof

(1) The staff of a higher education institution shall consist of:

1) the academic staff – employees of the relevant higher education institution elected to academic positions;

2) the general staff of the higher education institution;

3) students, including master's programme students, doctoral students and residents.

(2) The rights and duty of the staff of a higher education institution shall be to promote the freedom of learning, study, research, and artistic creation, to facilitate transparency in the administration of the higher education institution and settling the matters thereof. The staff of a higher education institution shall fulfil its work duties so that the higher education institution is able to implement its tasks, so that the rights of any other person are not offended and the fulfilment of position or work duties is not disturbed.

(3) A staff member has the right to participate in the formulation of the decisions of the management and self-governance of a higher education institution and the formulation of the internal laws and regulations of a higher education institution in accordance with the constitution of a higher education institution and in a prescribed order, as well as to take part in the making of decisions related to the interests of the staff, to participate in the meetings of the collegial management bodies of a higher education institution, as well as to be given the opportunity to be heard.

(4) The staff of a higher education institution has the right to participate in the elections of the self-governance of a higher education institution and to be elected therein.

(5) The duty of the management of a higher education institution shall be to attend to the working conditions of the staff, to provide the possibility for in-service training and retraining.

(6) The staff of a higher education institution shall be responsible for fulfilling the duties thereof. The senate on the basis of the legislation in force shall determine the procedures according to which violations are qualified and penalties for the failure to fulfil duties are imposed.

(7) A person may be elected to only one academic position – professor, associate professor, docent, lecturer or assistant, and only in one higher education institution or college. A person elected to such position may perform academic work in another higher education institution or college in the position of visiting professor, visiting docent or visiting lecturer. A person elected to such position may be at the same time elected also to the position of a senior researcher or researcher. In determining the number of the academic staff or the persons or proportion thereof in a higher education institution, a structural unit or in the implementation of a study programme, who have a doctoral degree, only persons elected to academic positions shall be taken into account.

(8) Administrative acts issued by or actual actions of a higher education institution may be disputed by the staff of the higher education institution in the academic arbitration court of a higher education institution. The decision of the academic arbitration court of a higher education institution may be appealed to a court according to the procedures specified in the Administrative Procedure Law.

[2 March 2006; 14 July 2011; 1 February 2018]

Section 27. Academic staff

(1) The academic staff of a higher education institution shall consist of:

- 1) professors, associate professors;
- 2) docents, senior researchers;
- 3) lecturers, researchers;
- 4) assistants.

(2) The academic staff of a higher education institution shall conduct scientific research, artistic creation work, and participate in educating students. The scope of the tasks of the academic staff shall be determined by a higher education institution.

(3) *[1 December 2009]*

(4) A rector may enter into individual agreements with retired academic staff in accordance with the financing granted by the State or other sources, he or she may also enter into agreements for the conducting of scientific research, prescribing a definite remuneration for a particular amount of work in accordance with the qualification of the employee. A higher education institution may assign the honorary title of professor emeritus to professors and associate professors for a special contribution to higher education when they have reached the age of retirement.

(5) The employment contract restrictions specified in Section 45, Paragraph one of the Labour Law shall not apply to persons elected to academic positions. An employment contract with a person elected to an academic position (professor, associate professor, docent, lecturer or assistant) shall be entered into by the rector for the period of election – six years.

[Judgement of the Constitutional Court of 20 May 2003; 2 March 2006; 1 December 2009; 1 February 2018]

Section 28. Professors

(1) A professor is a specialist who is internationally recognised in his or her field and who conducts scientific research or artistic creations pursuant to the modern standards and ensures high quality studies in the relevant sub-field of science or art. A person who has a doctoral degree and has not less than three years of work experience in the position of associate professor or professor in a higher education institution may be elected to the position of professor. In art specialities, those persons whose artistic creations conform to the by-law on academic positions accepted by the senate of the relevant higher education institution may also be elected to the position of professor.

(2) In accordance with the provisions of Section 33 of this Law, a professor shall be elected in an open competition for a time period of six years, and a rector shall enter into a contract of employment with him or her for the whole period of election.

(3) In accordance with the title of the position of professor, a professor shall obtain the rights to conduct scientific research or the process of artistic creation and to perform educating work when he or she is elected to this position.

(4) The main tasks of professors shall be:

- 1) the reading of highly qualified lectures, the supervision of studies, lectures and examinations in his or her study course;
 - 2) the supervision of research work in the sub-field of science or the supervision of artistic creation in a field, which conforms to the title of the position of professor;
 - 3) the supervision of doctoral studies and research work in the sub-field of science or the supervision of artistic creation in a field, which conforms to the title of the position of professor;
 - 4) participation in the evaluation of the work and quality of study programmes, higher education institutions and the structural units thereof;
 - 5) the training of the new generation of academics, artists and lecturers.
- [23 November 2000; Judgement of the Constitutional Court of 20 May 2003; 18 October 2018]*

Section 29. Professor Positions in State and Local Government Higher Education Institutions

[2 March 2006]

Section 30. Associate Professors

- (1) A person who has a doctoral degree may be elected to the position of associate professor.
- (2) In art specialities, those persons whose artistic creations or professional activity conforms to the by-law on academic positions accepted by the senate of the relevant higher education institution may also be elected to the position of associate professor.
- (3) Persons who have the corresponding higher education and at least 10 years of practical work experience in the relevant field may also hold the position of associate professor for the implementation of vocational study programmes in higher education institutions.
- (4) In accordance with the provisions of Section 33 of this Law, associate professors shall be elected in an open competition for a time period of six years by a council of professors of the relevant field. On the basis of a decision made by the council of professors in a field, a rector shall enter into a contract of employment with an associate professor.
- (5) The main tasks of an associate professor shall be:
 - 1) the conducting of research work in a sub-field of science or the field of artistic creations which conforms with the title of the position of associate professor;
 - 2) the supervision of research work for the acquisition of doctoral degrees and master's degrees;
 - 3) the provision and management of study work.

[23 November 2000]

Section 31. Positions of Associate Professors

- (1) The number of associate professor positions shall be determined by the higher education institution itself in accordance with the necessity and possibilities of financing.
- (2) If there is a vacancy for an associate professor position in a higher education institution, the senate of the higher education institution shall make a decision on whether, when and in which sub-field of science or art an open competition for the vacancy of the associate professor position shall be announced and to which category of remuneration, taking into account the functions and tasks, the relevant position shall pertain.

[23 November 2000]

Section 32. Docents

- (1) The number of docent positions shall be determined by the higher education institution itself.
- (2) A person who has a doctoral degree may be elected to the position of docent. In art specialities, persons whose artistic creations comply with the by-law on academic positions accepted by the senate of the relevant higher education institution may be elected to the position of docent.
- (3) A docent shall be elected for a time period of six years by the assembly of the faculty or the council of the institute if the qualification of the members of these institutions complies with the requirements of the doctoral degree conferral council. Otherwise, the procedures for the election of docents shall be determined by the constitution of the higher education institution.

(4) In accordance with the title of the position of the docent, the docent shall obtain the rights to conduct scientific research or the process of artistic creation and to perform educating work when he or she is elected to a position.

(5) The main tasks of docents shall be:

1) research work in the sub-field of science or artistic creation which conforms with the title of the position of the docent;

2) reading of lectures, the conducting of classes, the organisation of examinations and tests in his or her study programme (course, branch), especially in the basic courses thereof.

[23 November 2000]

Section 33. Procedures for the Election of Professors and Associate Professors

(1) An open competition shall be announced for vacant professor and associate professor positions.

(2) Applicants for professor and associate professor positions shall be elected by the council of professors in the relevant field. After becoming familiarised with documents and after an interview with all applicants for the relevant position, the council shall make a decision by voting. Persons who are not in the composition of the staff of a higher education institution may contest a decision taken by the council of professors in accordance with the procedures specified in Section 10, Paragraph five of this Law, and the staff of a higher education institution – in accordance with the procedures specified in Section 26, Paragraph eight of this Law.

(3) Each applicant who is a candidate for the position of professor shall receive an independent international evaluation organised by the council of professors in the relevant field.

(4) The final decision of the council on the election of the professor or associate professor shall be submitted to the rector of the higher education institution. The minutes of the discussions of the council and a complete list of applicants, which shall include the evaluation of the council and a profile of the applicants, shall be submitted together with the decision. If voting has taken place for less than three applicants, special justification shall be provided.

(5) In art specialities, persons whose artistic creations conform to the by-law on academic positions accepted by the senate of the relevant higher education institution may also be elected to the position of professor and associate professor.

(6) [2 March 2006]

[23 November 2000; 2 March 2006; 14 July 2011]

Section 34. Evaluation of Scientific and Teaching Qualifications

(1) The scientific and teaching qualifications of an applicant for the position of professor or associate professor shall be evaluated by the council of professors in a field in accordance with the procedures prescribed by the Cabinet.

(2) The scientific and teaching qualifications of an applicant for the position of docent, lecturer or assistant shall be evaluated by the assembly of the faculty or the council of the institute.

[23 November 2000]

Section 35. Council of Professors in a Field

(1) When organising an open competition for the position of professor or associate professor, a council of professors in a field shall be formed in the relevant field or sub-field in a higher education institution, and this council shall consist of not less than five professors of the relevant field or sub-field of the higher education institution elected in accordance with the provisions of Section 33 of this Law. The council of professors in a field of a higher education institution shall be enlarged so that at least one third of the members thereof are professors of the relevant field or representatives of professional associations whose direction of activities conforms with the trend of the relevant position, but who do not work in this higher education institution.

(2) The composition of the council of professors in a field shall be approved by the senate of the higher education institution upon the proposal of the chairperson thereof.

(3) If a higher education institution does not have five professors in the relevant field of science and it is not possible to form the council of professors in a field, several higher education institutions may jointly form this council of professors, and it shall be approved by the senates of

the relevant higher education institutions. If at least three professors have been invited from other higher education institutions, the composition of the council shall be approved by the Council of Higher Education.

(4) Foreign professors who are in the council of professors in a field may participate in the activities thereof by correspondence, by becoming acquainted with the documents and announcing their opinion about all applicants in writing, as well as the applicant for whom they give their vote.

(5) The list of those fields in which the councils of professors in a field are to be formed shall be approved by the Council of Higher Education.

(6) The activities of the council of professors in a field shall be overseen by the Council of Higher Education.

[23 November 2000]

Section 36. Lecturers

(1) A person who has a doctoral degree or master's degree may be elected to the position of lecturer. Provisions for the election of lecturers in art specialities and vocational study programmes shall be regulated by the by-law approved by the senate of a higher education institution. The assembly of the faculty or the council of the institute shall elect lecturers for a time period of six years.

(2) The tasks of lecturers shall be determined by the constitution of a higher education institution.

[23 November 2000]

Section 37. Assistants

(1) A person who has a doctoral degree or master's degree may be elected to the position of assistant. The assembly of the faculty or the council of the institute shall elect assistants for a time period of six years, and, if they do not have a doctoral degree, they shall be elected not more than two times in succession.

(2) The tasks of assistants shall be determined by the constitution of a higher education institution.

Section 38. Senior Researchers and Researchers

(1) Senior researchers and researchers may be elected in a position by the assembly of the faculty or the council of the scientific institution, but, if faculties or scientific institute have not been established in a higher education institution – by the senate of a higher education institution in accordance with Section 26 of the Law on Scientific Activity, insofar as it is not in contradiction with that laid down in this Section.

(2) Senior visiting researchers, visiting researchers, and visiting assistants may be hired without election. In such case an employment contract shall be entered into for the period of time which does not exceed two years.

[14 July 2011; 18 October 2018]

Section 39. Academic Staff of Vocational Study Programmes

By taking into account the necessity to acquire practical skills and knowledge, the position of a docent, lecturer, and assistant in the subjects of the vocational study programme profile may be held by a person with higher education without the doctoral degree or without vocational Ph. D. in Arts if he or she has sufficient practical work experience corresponding to the subject to be taught. In order to elect a person in a position of a docent who has no doctoral degree or vocational Ph. D. in Arts, such person requires at least a seven-year practical work experience. The requirements to be defined for the candidates of such position of a docent shall be approved in a higher education institution and college by the senate or council accordingly. Lecturers and assistants who do not have a scientific and academic degree need a five-year practical work experience corresponding to the subject to be taught.

[23 November 2000; 2 March 2006; 1 February 2018]

Section 40. Visiting Professors, Visiting Docents, and Visiting Lecturers

(1) If there is a vacant or temporary vacant academic position in a higher education institution or college, a senate, upon proposal of the assembly of the faculty, or a college council may decide not to announce a competition but hire a visiting professor, visiting associate professor, visiting docent, visiting lecturer or visiting assistant for the period of time up to two years.

(2) Visiting professors, visiting associate professors, visiting docents, visiting lecturers, and visiting assistants have the same rights and obligations as professors, associate professors, docents, lecturers, and assistants, but they are not entitled to apply for the positions of members of a constitutional assembly, senate and academic arbitration court, and they may not be elected as members of the abovementioned institutions.

(3) The foreign teaching staff invited by a higher education institution shall pay taxes in Latvia, shall be exempted from the State fees for visas, and also obtain a permit to reside and work in Latvia during the time period provided for in the employment contract in accordance with the laws and regulations in force and international agreements approved by the *Saeima*.

[23 November 2000; 2 March 2006; 14 July 2011; 18 October 2018]

Section 41. Substitution of Academic Staff during Periods of Temporary Absence

During a period of temporary absence, if it does not exceed two years, an associate professor may be appointed to the position of professor, a docent – to the position of associate professor, a lecturer or assistant with a doctoral degree – to the position of docent. Substitution shall be formalised by an order of the rector.

Section 42. Vacations of Academic Staff

(1) Each year academic staff has the right to a paid vacation of eight weeks, but every six years – a paid academic vacation of six calendar months for scientific research or the conducting of scientific research work outside his or her working place.

(2) Academic staff has the right to receive a one-time paid study educational leave of three months for the drafting of a doctoral thesis.

(3) Professors, associate professors and docents have the right to demand an unpaid vacation for a period of up to 24 months during one period of election in order to work as visiting professors or visiting lecturers in academic positions in other higher education institutions.

[23 November 2000]

Section 43. General Staff of a Higher Education Institution

(1) General staff of a higher education institution shall be an administrative staff, auxiliary teaching staff, technical, economic and other staff, except for the academic staff.

(2) Administrative staff of a higher education institution shall be a rector, pro-rector, director (executive director), dean, and other officials whose main functions are administrative work. A rector shall enter into employment contract with pro-rectors and manager of the rector's office for the period of time which does not exceed his or her term of office. If the rector is withdrawn from his or her office or he or she is dead, these employment contracts shall be in force until approval of new rector by the Cabinet.

(3) The procedures for hiring and dismissal of general staff of a higher education institution shall be determined by the higher education institution complying with the provisions of this Law and other laws and regulations.

(4) Remuneration for general staff of a higher education institution or college other than pedagogues in conformity with the list of positions of pedagogues at the State-founded higher education institutions and colleges shall be determined in accordance with the Law on Remuneration of Officials and Employees of State and Local Government Authorities.

[23 November 2000; 1 December 2009; 18 October 2018]

Part V

Students of Higher Education Institutions and Colleges

[2 March 2006]

Section 44. Students of Higher Education Institutions and Colleges

- (1) The students of higher education institutions shall be:
- 1) students of the bachelor degree study programmes;
 - 2) students of the vocational study programmes;
 - 3) students of the master's degree study programmes (master's programme students);
 - 4) residents in medicine;
 - 5) doctoral students.
- (2) College students shall be students of the vocational study programmes.
[2 March 2006]

Section 45. Rights to Study in a Higher Education Institution and College

- (1) Each citizen of Latvia and non-citizen of Latvia, as well as a foreigner shall have the right to study in a higher education institution and college. In order to study in a higher education institution and college, a previous education attested by documents and compliant with the requirements of a study programme, recognised in Latvia, shall be required.
- (2) A citizen of Latvia, a non-citizen of Latvia, a citizen of the European Union, a citizen of the European Economic Area or a citizen of the Swiss Confederation and a permanent resident of the European Community who has a valid residence permit has equal rights to study in a higher education institution or college.
- (3) The rights to study in a higher education institution and college of foreigners to whom the conditions of Paragraph two of this Section do not apply shall be regulated by Section 83 of this Law.
[14 July 2011]

Section 46. Admission and Registration in the List of Students (Matriculation)

- (1) A higher education institution and a college is entitled to admit students to a particular study programme only after a licence for the implementation of the relevant study programme has been received.
- (2) Admission to study programmes shall be regulated by admission regulations. Admission regulations for higher education institution and college study programmes shall be developed by the relevant higher education institution and college, taking into account Cabinet regulations regarding requirements, criteria and procedures for admission to study programmes. A student shall enter into a study agreement with a higher education institution or college in writing. The mandatory provisions to be included in the study agreement shall be determined by the Cabinet.
- (3) For full-time and part-time bachelor and vocational study programmes the admission requirements of which is a previously acquired secondary education, students shall be admitted in an open and equal competition on the basis of the results of the centralised examinations, except for the persons who have acquired a secondary education up to 2004, as well as persons who have acquired a secondary education abroad or persons with special needs. The content and procedural requirements for centralised examinations shall be developed by the Ministry of Education and Science, after co-ordination with the Council of Higher Education, and approved by the Cabinet. A higher education institution in co-ordinating with the Council of Higher Education may specify the procedures by which persons are admitted to such study programmes that have not completed centralised examinations.
- (3¹) In addition to the persons referred to in Paragraph three of this Section also such persons have the right to be admitted to a study programme in the first year following the acquisition of a secondary education, to whom such right has been determined by the Cabinet upon the recommendation of an individual Cabinet member due to the special meritorious service of the persons in question for the benefit of Latvia, unless these persons have been exempted from State examinations of secondary education in accordance with the procedures specified by laws and regulations.
- (4) After co-ordination with the Council of Higher Education, a higher education institution and a college may determine additional requirements regarding special prior education, particular suitability and preparedness or compliance with other conditions.

(5) Higher education institutions and colleges shall, up to the current 1 November, notify the National Centre for Education and shall publicise (also on the Internet home page) the admission requirements of study programmes for the following academic year.

(6) Each year the Cabinet shall determine the initial time period for the registration and admission of entrants in the first year after the acquisition of secondary education. A higher education institution shall not have the right to enter into agreements related to studies with the potential entrants prior to the initial term of admission.

(7) A higher education institution and college shall prepare a personal file for each student. At least the following documents shall be included in the personal file:

- 1) a copy of a document attesting to secondary education;
- 2) copies of documents attesting to higher education acquired beforehand;
- 3) copies of a passport or identity card;
- 4) the study agreement with the higher education institution or college regarding studies in the selected study programme;

- 5) documents, which attest to the study process and results of the student in other higher education institutions or colleges, as well as the acquisition of a study programme or a part thereof if the credit points acquired in another higher education institution shall be counted in the study programme on the basis of these documents;

- 6) documents of the student regarding the process of studies (study card);

- 7) copies or true copies of educational documents issued by a higher education institution or college and copies of the issued academic statements;

- 8) a copy of the residence permit of the Republic of Latvia if the student needs such a permit.

(8) The Cabinet shall determine the procedures for preparing and updating the personal file of a student.

[23 November 2000; 3 June 2004; 2 March 2006; 3 July 2008; 12 June 2009]

Section 46.¹ Register of Students and Graduates

(1) The Register of Students and Graduates shall be a part of the State Education Information System. The data on persons studying in study programmes and persons who have acquired a doctoral degree shall be entered in the Register of Students and Graduates. Non-personalised statistical data on employment and income of graduates shall also be included in the Register.

(2) Data for the Register of Students and Graduates on students and persons who have acquired a doctoral degree shall be provided by higher education institutions and colleges. A rector of a higher education institution or a director of college shall be responsible for the accuracy of data provided to the Register of Students and Graduates and conformity thereof with the reality.

(3) Non-personalised data to be included in the Register of Students and Graduates shall be prepared and submitted by the Central Statistical Bureau after having processed personalised data on graduates from the Register of Students and Graduates, personalised data from the State Revenue Service on income and employment of graduates, and personalised data from the State Employment Agency on graduates to whom the status of unemployed person or person seeking work has been granted.

(4) The amount of the information to be submitted to the Register of Students and Graduates and the procedures for the submission of information, and also the amount of the information available for the public and procedures for publishing thereof shall be determined by the Cabinet.

[23 November 2016; 1 February 2018; 18 October 2018]

Section 47. Initiation of Studies in Subsequent Study Stages

(1) The initiation of studies in subsequent study stages shall be possible if the required examinations of previous stages of the relevant study programmes have been passed or they are passed in a supplementary fashion in the relevant higher education institution or college. If these requirements have been fulfilled and the higher education institution or college has the relevant opportunities, it may not refuse to admit applicants to subsequent study stages.

(1¹) Initiation of studies in subsequent study stages shall take place also if the knowledge, skills and competences acquired previously have been recognised for the applicant in accordance with the procedures laid down in Sections 59.² and 59.³ of this Law.

(2) A natural person may use the right to study for State budget funds for the acquisition of a specific academic degree (bachelor, master), doctoral degree or higher education vocational qualification several times. For State budget funds only one study programme may be studied at the same time.

(3) The procedures for the initiation of studies in subsequent study stages shall be laid down by the Cabinet.

[3 June 2004; 2 March 2006; 14 July 2011; 16 November 2017; 1 February 2018]

Section 48. Relations of Students with Mandatory Public Service

[1 January 2007 / See Transitional Provisions.]

Section 49. Exclusion from the List of Students (Exmatriculation)

(1) A person may be excluded from the list of students if:

1) the person himself or herself wishes it to be so;
2) it has been ascertained that admission thereto has been influenced by deception, corrupt practices or other behaviour with which the principle of the equality of applicants has been violated;

3) this person has not passed examinations or has not performed other tasks of studies within the time period determined by the higher education institution;

4) this person has violated the internal laws and regulations of the higher education institution.

(2) In a higher education institution the exclusion of a person from the list of students shall be performed by the rector or dean of the higher education institution, in a college – the college director. The decision on exclusion of a person from the list of students may be contested in accordance with the procedures specified in Section 26, Paragraph eight of this Law.

(3) [1 January 2007 / See Transitional Provisions.]

[3 June 2004; 2 March 2006; 14 July 2011; 18 October 2018]

Section 50. Rights of Students

(1) Students have the right:

1) to acquire an academic higher or vocational higher, or also an academic and vocational higher education;

2) to use the premises, libraries, facilities, equipment, objects of culture, sport and medicine, etc. of a higher education institution in accordance with the prescribed procedures;

3) to suspend and resume studies in accordance with the prescribed procedures;

4) to implement the rights related to freedom of studies, research work, and artistic creation in accordance with Section 6 of this Law;

5) to receive information in all matters, which are directly related to their studies and possible career;

6) to express and defend their ideas and opinions openly in a higher education institution;

7) to elect and to be elected to the self-governance body of students, to participate in all levels of self-governance bodies of a higher education institution;

8) to attend learning activities in other higher education institutions as listeners and to take the necessary examinations in accordance with the prescribed procedures;

9) to found associations, hobby groups and clubs.

(1¹) Following retirement from the mandatory military service, but not later than until 31 December 2008, students of higher education institutions and colleges, who had voluntarily applied for mandatory military service to which the Ministry of Defence had consented, have the right to recommence studies in the study programme commenced prior to the service.

(2) A student self-governance body shall represent the interests of the students of a higher education institution in relations with State authorities.

[23 November 2000; 2 March 2006; 19 April 2007]

Section 51. Determining the Number of Study Places

The number of study places to be financed from the funds of the State budget in a higher education institution shall be determined by the Minister for Education and Science on the basis of a proposal of the Council of Higher Education. The number of study places in higher education institutions founded by other legal persons and natural persons shall be determined by the founders of such higher education institutions.

[23 November 2000; 2 March 2006]

Section 52. Study Fee and Scholarships

(1) The State shall determine the number of study places financed from the funds of the State budget in higher education institutions and colleges. The Cabinet shall determine the procedures regarding the financing of higher education institutions and colleges from the funds of the State budget. Admission to the State-financed study places shall take place in accordance with the competition procedures.

(1¹) *[18 October 2018]*

(2) The study fee for study places, which are not financed from the funds of the State budget, shall be covered by students, legal persons or natural persons, entering into a relevant agreement with the higher education institution and college. Financial resources from the study fees shall be transferred to the special budget account of the State higher education institution and college and shall only be used for:

- 1) the development of the higher education institution and college;
- 2) the purchasing of teaching aids and scientific research equipment;
- 3) the purchasing of equipment;
- 4) the material stimulation of the academic and general staff of the higher education institution and college and students, as well as the work remuneration of the staff.

(3) The students referred to in Paragraph one of this Section shall be assigned scholarships following the procedures prescribed by the Cabinet.

(4) A senate of a higher education institution or college council shall determine the procedures for the distribution of study places financed from the State budget resources for students studying in study programmes of a higher education institution or college.

[23 November 2000; 2 March 2006; 19 April 2007; 14 July 2011; 18 October 2018]

Section 53. Student Self-Governance Bodies

(1) The students of a higher education institution or college shall have their own self-governance body – an elected, independent body representing the rights and interests of students in a higher education institution or college. It shall operate in accordance with a by-law, which shall be developed by students and approved by the senate or college council. The senate or college council may refuse to approve the by-law only due to legal reasons.

(2) *[2 March 2006]*

(3) The student self-governance body shall:

- 1) defend and represent the interests of students in matters of academic, material and cultural life in the higher education institution and other State authorities;
- 2) represent the students of the higher education institution in Latvia and foreign states;
- 3) determine the procedures for the election of students to the collegial bodies of the higher education institution.

(4) Management bodies of higher education institutions and colleges have a duty to support and promote the activities of a student self-governance body. The student self-governance body shall be financed from the budget of the higher education institution or college in an amount, which is not less than one two-hundredth part of the yearly budget of the higher education institution or college. Such funds shall be utilised by the student self-governance body for the performance of the functions referred to in Paragraph three of this Section.

[3 June 2004; 2 March 2006]

Section 54. Rights of a Student Self-Governance Body

(1) A student self-governance body has the right to request and receive information and explanations from the authorised representatives of any structural unit of a higher education institution in all issues related to the interests of students.

(2) The representatives of a student self-governance body in the senate of a higher education institution, the assembly of the faculty and the constitutional assembly shall have veto rights in issues related to the interests of students. After the application of a veto, the issue shall be examined by the co-ordination commission, 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 commission by a majority vote of two-thirds of the persons present.

(3) The representatives of a student self-governance body have the right to participate in the decision-making bodies of a higher education institution, as well as the right to participate as observers in tests and examinations if this is provided for in documents regulating the study procedures in a higher education institution.

(4) The decisions of the student self-governance body, after they have been approved in the senate of the higher education institution, shall be compulsory for all students.

[23 November 2000]

Chapter VI

Studies in a Higher Education Institution

Section 55. Study Programmes

(1) A study programme shall include all the requirements necessary for the acquisition of one academic degree or vocational qualification. A study programme shall be regulated by a special document – a description of the study content and implementation which:

1) determines the requirements regarding previous education;

1¹) determines to which academic discipline the relevant study programme conforms;

2) in accordance with the level and type of education determines:

a) the goals for implementation of the particular study programme and the planned learning outcomes upon completion of the study programme, including the anticipated study courses, study modules and the planned learning outcomes thereof;

b) the content of the offered education;

c) the amounts of the mandatory, limited elective and elective part of study programmes and the division of credit points between them;

d) the criteria of education for the achievement and evaluation of learning outcomes and the forms and procedures for the testing thereof;

3) includes a list of the academic staff involved in the implementation of the programme, their qualification and intended duties. Not less than five professors and associate professors altogether, who are elected to academic positions in the relevant higher education institution, shall take part in the implementation of the compulsory part and the limited elective part of academic study programmes, except for the cases provided for in Paragraph two of this Section. Not less than five persons with a doctoral degree shall participate in the implementation of an academic doctoral study programme of which at least three persons are experts approved by the Latvian Council of Science in the relevant sector. Not less than five persons who have a doctoral degree shall participate in the implementation of the vocational doctoral study programme in arts;

4) includes a listing of the structural units (departments, groups of professors, laboratories, institutes, etc.) involved in the implementation of the programme, indicating the tasks thereof in the implementation of the particular programme;

5) includes a description of the required auxiliary staff, indicating the tasks thereof;

6) includes a description of the material base required for the implementation of the programme;

7) assesses the costs of the programme;

8) includes a justification that the study programme conforms to the development strategy and available resources of a higher education institution or college.

(2) Academic study programmes (study programmes for bachelor's, master's and doctoral degrees) shall be provided for not less than 250 full-time students. Academic study programmes (study programmes for bachelor's, master's and doctoral degrees) provided for less than 250 full-time students may be implemented and less than five professors and associate professors of a

higher education institution may take part in the implementation of the compulsory part and the limited elective part of these programmes if a relevant opinion of the Council of Higher Education has been received.

(3) A study programme may be developed and submitted for approval in accordance with the procedures prescribed by the senate of a higher education institution or a college council.

(4) Study programmes shall be approved by the senate of a higher education institution or a college council. Prior to approval, an independent expert-examination of the programmes shall be organised, which shall include the grounds for the usefulness of implementation of the study programme, also indicating the essential differences of the study programme from similar study programmes of the same level and same academic discipline implemented in the same higher education institution or college.

(5) The person responsible for the implementation of the relevant programme (the director of the study programme) shall be approved, and the financial and technical support of this programme shall be determined by a decision of the senate or college council regarding the implementation of the new study programme.

(6) [14 July 2011]

(6¹) [14 July 2011]

(7) [14 July 2011]

(8) In the case of the closing of a study programme, a higher education institution shall financially provide the opportunity for students to continue the acquisition of education in another study programme of the relevant higher education institution or in a study programme of another higher education institution.

[23 November 2000; 3 June 2004; 2 March 2006; 14 July 2011; 1 February 2018]

Section 55.¹ Joint Study Programme

(1) A higher education institution together with a partner institution, which may be another accredited higher education institution in Latvia or a higher education institution recognised by the relevant state in a foreign country (hereinafter – the partner institution), is entitled to develop a study programme and take part in the implementation thereof (hereinafter – the joint study programme) by entering into a relevant written agreement thereon.

(2) The joint study programme shall comply with the following conditions:

1) it shall be formed by the parts of study programmes of the same level of higher education of a higher education institution and partner institutions;

2) the higher education institution and partner institutions involved in the implementation thereof shall each implement at least one tenth of the entire relevant study programme;

3) there are unified requirements in respect of the implementation of the joint study programme, the final examinations, the awarding of degrees to be acquired in studies and vocational qualifications; the parts of the joint study programme together form a unified content and consecutive joint study programme;

4) a higher education institution and partner institutions have jointly developed a quality assurance system for the joint study programme;

5) mobility of students is ensured, which also allows the acquisition of a commensurate and essential part of the joint study programme in one or several partner institutions;

6) mobility of the academic staff is ensured in order that they might also teach at least at one partner institution;

7) a degree or vocational qualification to be awarded as a result of the acquisition of the joint study programme is specified, complying with the system of degrees or vocational qualification to be acquired in studies, specified in the laws and regulations of Latvia;

8) the content of the diploma, as well as of the annex appended to the diploma to be issued jointly by a higher education institution and partner institutions has been specified.

(3) In order to commence the implementation of a joint study programme, a licence shall be received. The Cabinet shall determine the provisions and procedures for the issuance of a licence. The same conditions shall be applied to joint study programmes, the content, implementation and licensing thereof as are applied to other study programmes of the same level in Latvia, except for the conditions of Section 55, Paragraph one, Clause 3 and Paragraph two of this Law in respect of the academic staff in academic study programmes. If the partner institution of a higher education institution of Latvia is a foreign higher education institution, then,

upon submitting a submission for licensing a joint study programme to the Academic Information Centre, a document certifying that the partner institution is recognised in the relevant country shall also be appended to the submission of the higher education institution. Within the scope of licensing, the compliance of the study programme with the conditions of Paragraph two of this Section shall also be evaluated.

(4) A part of the joint study programme implemented by a higher education institution shall be evaluated by the assessment committee within the scope of the accreditation of the relevant academic discipline of the higher education institution in accordance with the procedures specified in this Law and other laws and regulations. If a partner institution is a foreign higher education institution, the part of the joint study programme implemented thereby shall be recognised in accordance with the procedures specified by the relevant state.

(5) When accrediting an academic discipline in a higher education institution to which the joint study programme conforms, together with the documents necessary for accreditation laid down in laws and regulations, the higher education institution shall also submit documents to the Academic Information Centre which certify that the joint study programme implemented by the partner institution is recognised in accordance with the procedures laid down in the relevant state.

(6) When taking a decision to accredit such academic discipline to which the joint study programme conforms, the decision-maker is entitled to co-operate with the relevant education quality assurance institutions of states of the involved partner institutions, request information on whether the joint study programmes or parts thereof implemented by partner institutions in the relevant state are recognised and whether the content of the programme conforms with the requirements set out for the acquisition of the relevant education qualification.

(7) As a result of the acquisition of a joint study programme in accordance with the agreement referred to in Paragraph one of this Section a higher education institution is entitled to issue:

1) a joint diploma of a higher education institution and partner institutions thereof regarding the acquisition of a higher education. The content and form of the diploma regarding the acquired higher education and the annex thereto shall be determined by the Cabinet;

2) a diploma of a higher education institution regarding the acquired higher education.

(8) The rights and duties of a higher education institution specified in this Section shall also apply to a college.

[14 July 2011; 17 December 2014]

Section 55.² Licensing of a Study Programme

(1) A licence for the study programme shall be obtained in order to commence implementation of every study programme. Within one month after issuance of the licence for the study programme the Academic Information Centre shall enter the study programme in the Educational Programmes Register. Within one year after licensing of a study programme a higher education institution or college shall start implementation of the relevant study programme.

(2) Licensing of study programmes shall be organised by the Academic Information Centre. Expenditures for licensing of a study programme shall be covered by a higher education institution or college from the budget resources thereof. The price list of paid services of licensing process of study programmes shall be laid down by the Cabinet.

(3) The Higher Education Quality Commission is a collegial decision-making body in the composition of which shall be seven experts with experience in organising and ensuring higher education. The Higher Education Quality Commission shall take a decision to license a study programme or a decision to refuse to license a study programme.

(4) The Higher Education Quality Commission shall take a decision to license a study programme or a decision to refuse to license a study programme within four months from the day when a submission of a higher education institution or college for licensing the relevant study programme has been received.

(5) The following shall be assessed during the process of licensing a study programme:

1) conformity of a study programme with the requirements of this Law and other laws and regulations;

2) conformity of the qualification of the academic staff and visiting professors, visiting associate professors, visiting docents, visiting lecturers, and visiting assistants with the conditions for the implementation of the study programme and requirements of laws and regulations;

- 3) conformity of the study base, informative base (including the library), financial base, and facilities with the conditions for the implementation of the study programme;
 - 4) the content and mechanism for the implementation of the study programme to be licensed;
 - 5) conformity of actual circumstances with provided data;
 - 6) whether violations of laws and regulations detected by competent institutions in the activities of a higher education institution or college during the preceding year, prior to the day of the taking the decision, have been rectified within the time period laid down by these institutions;
 - 7) conformity of the study programme with the academic discipline in which it is planned to include it.
- (6) If a study programme complies with all the requirements laid down in Paragraph five of this Section, the Higher Education Quality Commission shall take a decision to license the study programme.
- (7) If a study programme fails to comply with any of the requirements laid down in Paragraph five of this Section, the Higher Education Quality Commission shall take a decision to refuse to license the study programme. If the Higher Education Quality Commission takes a decision to refuse to license the study programme, the higher education institution or college is entitled to lodge a submission for licensing the study programme complying with the relevant academic discipline only after having rectified the deficiencies detected by the Higher Education Quality Commission.
- (8) The Higher Education Quality Commission may take a decision to revoke a licence for the study programme if:
- 1) information not corresponding with the actual circumstances has been provided;
 - 2) a higher education institution or college has not begun implementing the licensed study programme within one year after licensing of the study programme;
 - 3) violations of laws and regulations in the activities of a higher education institution or college have been ascertained in relation to the licensed study programme;
 - 4) a submission for the accreditation of the academic discipline has not been submitted in conformity with the requirements of Section 55.³ of this Law;
 - 5) a higher education institution or college does not provide complete information to the Ministry of Education and Science upon the request thereby, within 30 days, on matters related to the provision of the study process, as well as on study base, informative base (including the library), facilities, or financial base of the higher education institution or college;
 - 6) the academic staff and visiting professors, visiting associate professors, visiting docents, visiting lecturers, and visiting assistants do not have the relevant qualification or the higher education institution or college does not ensure appropriate study base, informative base (including the library), facilities, or financial base;
 - 7) implementation of the study programme at a higher education institution or college has been discontinued;
 - 8) a decision has been taken on the refusal to accredit the academic discipline at a higher education institution or college;
 - 9) a study programme has been recognised to be non-complying with the requirements of this Law within the framework of assessment of the academic discipline;
 - 10) the time period of accreditation of the study programme has expired and a higher education institution or college has not lodged a submission for the current accreditation of the study programme within a month after the end of this time period.
- (9) A decision of the Higher Education Quality Commission may be contested to the Appeal Commission, and a decision of the Appeal Commission may be appealed to the court in accordance with the procedures laid down in the Administrative Procedure Law.
- (10) The Appeal Commission shall be comprised of four experts of whom two are experts in higher education and two – experts with higher education in law and professional experience in administrative procedure.
- (11) The technical and organisational activity of the Higher Education Quality Commission and Appeal Commission in licensing study programmes shall be ensured by the Academic Information Centre.
- (12) The Cabinet shall determine the procedures for licensing study programmes, sample of the licence for a study programme, conditions for the establishment of the Higher Education Quality Commission (including the requirements for experts), procedures, rights and obligations in licensing study programmes and conditions for the establishment of the Appeal Commission

(including the requirements for experts), procedures, rights and obligations in licensing study programmes.

[21 June 2018]

Section 55.³ Opening and Accreditation of an Academic Discipline

(1) A decision to open a new academic discipline in the relevant higher education institution or college shall be taken by a founder by assessing the resources available to a higher education institution or college, for the State-founded higher education institutions and colleges – also conformity with the national development priorities. A State-founded higher education institution or college shall lodge a submission for opening a new academic discipline to the sectoral ministry, the State-founded colleges within the system of the Ministry of the Interior – to the Ministry of the Interior, the National Defence Academy of Latvia – to the Ministry of Defence. The Cabinet decision to open a new academic discipline in a State-founded higher education institution or college is not an administrative act. If a founder takes a decision to open an academic discipline in a higher education institution or college, the higher education institution or college shall lodge a submission for licensing a study programme appropriate for the relevant academic discipline to the Academic Information Centre.

(2) A higher education institution or college shall lodge a submission for the accreditation of the academic discipline within two years after the first day of initiation of the implementation of the study programme appropriate for such academic discipline.

(3) Within the framework of the accreditation process of the academic discipline, the assessment of the academic discipline shall be carried out by the Academic Information Centre or quality assurance agency included in the European Quality Assurance Register for Higher Education according to the choice of a higher education institution or college in conformity with the laws and regulations regarding accreditation of an academic discipline. Expenditures for assessing an academic discipline shall be covered by a higher education institution or college from the budget resources thereof. A higher education institution or college shall append the assessment of an academic discipline and study programme appropriate thereto to the submission for the accreditation of the relevant academic discipline.

(4) A decision to accredit the academic discipline shall be taken within four months from the day when a submission of a higher education institution or college has been received for the accreditation of the relevant academic discipline. The decision to accredit the academic discipline or decision to refuse to accredit the academic discipline shall be taken by the Higher Education Quality Commission.

(5) During the accreditation process of an academic discipline, the academic discipline and study programmes appropriate thereto shall be assessed in accordance with the procedures laid down by the Cabinet.

(6) Within the framework of the accreditation process of an academic discipline, each study programme appropriate to the academic discipline shall be assessed in accordance with the assessment requirements developed by the Cabinet.

(7) The accreditation requirements for an academic discipline and study programmes appropriate thereto, including the assessment requirements thereof, and also the procedures for the accreditation shall be laid down by the Cabinet.

(8) A decision of the Higher Education Quality Commission may be contested to the Appeal Commission, and a decision of the Appeal Commission may be appealed to the court in accordance with the procedures laid down in the Administrative Procedure Law.

(9) The Academic Information Centre shall include the information in the Educational Programmes Register on the accreditation of the relevant academic discipline and study programmes appropriate thereto in the relevant higher education institution or college within one month after the accreditation of the academic discipline.

(10) If within the time period of accreditation of the academic discipline a higher education institution or college does not ensure the study base, informative base (including the library), facilities, financial base, and the qualification of the academic staff indicated in the accreditation process of the academic discipline, the Minister for Education and Science is entitled to decide on the determination of extraordinary accreditation of the relevant academic discipline. Within the framework of extraordinary accreditation of the relevant academic discipline the Higher Education Quality Commission may take a decision to maintain accreditation of the academic discipline or

a decision to revoke accreditation of the academic discipline of the relevant higher education institution or college. The decision to revoke accreditation of the academic discipline may be taken in accordance with that laid down in Paragraph seven of this Section.

(11) The technical and organisational activity of the Higher Education Quality Commission and Appeal Commission in accreditation of academic discipline shall be ensured by the Academic Information Centre.

(12) The Cabinet shall determine academic disciplines in higher education, the procedures for opening an academic discipline, the procedures for the accreditation of an academic discipline and extraordinary accreditation, a sample accreditation sheet of an academic discipline, and also the rights and obligations of the Higher Education Quality Commission in accreditation of an academic discipline and the rights and obligations of the Appeal Commission in accreditation of an academic discipline.

[21 June 2018]

Section 56. Regulation of Studies

(1) Studies in a higher education institution and college shall take place in accordance with the study programmes, which have been developed, approved and licensed in accordance with the procedures prescribed by this Law. Study programmes shall be implemented in full-time and part-time studies.

(2) This Law shall not regulate the content and the requirements to be met in examinations, which are related to the specific area of activities of medicine, sport, art, police, border guards, fire-fighting and rescue, probation, penitentiary work, State defence and other relevant higher education institutions or colleges. The specific higher education institution constitution or college by-law shall determine such requirements.

(3) The study programmes of higher education institutions and colleges shall be implemented in the official language. The use of foreign languages in the implementation of study programmes shall be possible only in the following cases:

1) study programmes which are acquired by foreign students in Latvia, and study programmes, which are implemented within the scope of co-operation provided for in European Union programmes and international agreements may be implemented in the official languages of the European Union. For foreign students the acquisition of the official language shall be included in the study course compulsory amount if studies in Latvia are expected to be longer than six months or exceed 20 credit points;

2) not more than one-fifth of the credit point amount of a study programme may be implemented in the official languages of the European Union, taking into account that in this part final and State examinations may not be included, as well as the writing of qualification, bachelor and master's thesis;

3) study programmes the implementation of which in foreign languages is necessary for the achievement of the aims of the study programme in conformity with the educational classification of the Republic of Latvia for such educational programme groups: language and cultural studies and language programmes. The licensing commission shall decide on the conformity of the study programme with the educational programme group;

4) joint study programmes may be implemented in the official languages of the European Union.

(4) A higher education institution or college is entitled to implement preparatory courses in order to prepare foreigners for studies in study programmes of the higher education institution or college.

[23 November 2000; 2 March 2006; 14 July 2011; 21 June 2018 / See Paragraph 49 of Transitional Provisions]

Section 56.1 Study Course

(1) Higher education institutions and colleges shall determine the procedures by which study courses shall be developed and included in study programmes, in order to ensure the achievement of the common learning outcomes. The description of a study course shall be

prepared and approved in accordance with the procedures specified by the higher education institution and college.

(2) The study course description shall:

- 1) define the requirements for the commencement of the acquisition of the study course;
- 2) determine the aims for the implementation of the study course and the planned learning outcomes;
- 3) outline the content of the study course necessary for the achievement of learning outcomes, contain the study course calendar, mandatory and supplementary literature, indicate other sources of information;
- 4) describe the organisation and tasks for the independent work of students;
- 5) determine the evaluation criteria of learning outcomes.

[14 July 2011]

Section 56.² Study Module

(1) A study module may be developed for the structuring and transparency of the study programme, the establishment of a flexible study route and for the professional orientation of students, ensuring the planning thereof in a manner suitable also for lifelong learning.

(2) The description of the study module shall determine:

- 1) the learning outcomes achievable as a result of the acquisition of the study module;
- 2) the plan of the study work time;
- 3) the study courses included in the study module.

[14 July 2011]

Section 57. Duration of Studies

(1) Academic study programmes for the acquisition of a bachelor or master's degree shall be implemented in a higher education institution. Bachelor and master's degree study programmes shall be formed in accordance with the national standard of academic education. The duration of a full-time bachelor's degree study programme shall be three to four years, the duration of a full-time master's degree study programme shall be one to two years on the condition that the total duration of bachelor and master's studies is not less than five years.

(2) The duration of full-time studies for the acquisition of the fifth level vocational qualification shall not be less than four years, except for those vocational study programmes which are implemented after the acquisition of the programme of a college. A higher vocational education bachelor's degree shall be awarded if the duration of a programme of full-time studies is at least four years. A higher vocational education master's degree shall be awarded if the total duration of full-time studies is at least five years.

(3) Persons who have acquired a bachelor's degree are entitled to continue studies for the acquisition of a master's degree.

(4) Persons who have acquired a master's degree are entitled to continue studies in a doctoral study programme for the acquisition of a doctoral degree. A duration of the doctoral study programme shall be three to four years.

(5) The content and the amount of content of a study programme, as well as the evaluation of achievements in full-time and part-time study programmes shall be equal.

[23 November 2000; 3 June 2004; 2 March 2006; 14 July 2011; 1 February 2018]

Section 58. Final Examinations and State Examination of Studies

(1) Academic bachelor and master's degree study programmes shall end in final examinations, which include the formulation and defending of a bachelor or master's thesis.

(2) Higher vocational education studies shall end in State examinations, which may include the formulation and defending of a diploma thesis (diploma project) and a bachelor (master's) thesis or the formulation and defending of a thesis paper (diploma project) or a bachelor (master's) thesis.

(3) Examinations shall be complex and mostly in written form. Higher education institutions shall preserve these materials.

(4) The Cabinet may determine that a part of the State examination in certain second level higher vocational education study programmes is a State exam. Main directions of the content of the State examination arising from the profession standard, the procedures for organising, occurrence, financing, assessment of the State exam, establishment of the commission and activity thereof, and also the authority responsible for the State exam shall be determined by the Cabinet.

(5) A task of the State exam is to detect the student's knowledge, skills, and competences in conformity with the requirements of the second level higher vocational education study programme and the relevant profession standard or vocational qualification.

(6) The Cabinet shall, when determining the second level higher vocational education study programmes in which a part of the State examination is a State exam, observe the following conditions:

1) the Ministry of Education and Science or the ministry responsible for the relevant sector indicates to the necessity of a State exam;

2) the necessity, objective and impact of introduction of the State exam to be taken in the relevant profession or speciality have been assessed by involving higher education institutions and sectoral professional organisations;

3) the agreement has been reached with higher education institutions and sectoral professional organisations on the model of financing necessary for the introduction of the State exam;

4) the State exam as a part of the State examination applies to those second level higher vocational education study programmes which are commenced in the next academic year after the Cabinet has taken the decision referred to in Paragraph four of this Section;

5) a State-recognised diploma issued after acquiring the second level higher vocational education study programme before introduction of the State exam shall be considered to be equal to the State-recognised diploma issued after acquiring such second level higher vocational education study programme in which the State exam is a part of the State examination.

(7) An institution responsible for the State exam has the right to delegate the tasks related to technical provision (facilities) of the occurrence of the State exam to a private person or public person.

(8) In study programmes in which a unified vocational qualification examination of a lawyer is intended, the qualification examination shall be taken in the official language.

[23 November 2000; 20 April 2017; 18 October 2018]

Section 59. Degrees, Vocational Qualification to be Acquired in Studies, and Diplomas to be Issued

(1) In conformity with the accredited study programme an academic education and the following degrees may be acquired in a higher education institution:

- 1) academic bachelor's degree;
- 2) academic master's degree;
- 3) the doctoral degree.

(1¹) In conformity with a State accredited study programme the following higher vocational education may be acquired in a higher education institution:

- 1) the first level higher vocational education and fourth level vocational qualification;
- 2) the second level higher vocational education:
 - a) the fifth level vocational qualification,
 - b) the vocational bachelor's degree and fifth level vocational qualification,
 - c) vocational master's degree or vocational master's degree and fifth level vocational qualification;
- 3) vocational Ph. D. in Arts.

(1²) The first level higher vocational education and fourth level vocational qualification may be acquired in a college in conformity with a State accredited study programme.

(2) After acquisition of accredited study programme, the following State-recognised diplomas shall be issued:

1) after acquisition of the first level higher vocational education programme – the diploma of the first level higher vocational education;

2) after acquisition of academic bachelor's or academic master's study programme – the bachelor's or master's diploma;

3) after acquisition of the second level higher vocational education programme the following shall be issued:

a) a higher vocational education diploma or vocational qualification diploma,

b) a vocational bachelor's and vocational qualification diploma,

c) a vocational master's and vocational qualification diploma or vocational master's diploma;

4) after acquisition of the academic doctoral study programme – a doctoral diploma;

5) after acquisition of the vocational doctoral study programme in arts – a vocational Ph. D. in Arts diploma.

(3) The acquisition of scientific qualification in higher education institutions shall take place in accordance with the Law on Scientific Activity.

(4) The Cabinet shall regulate the procedures by which, upon a submission of a person, the degrees and vocational qualifications acquired in Latvia prior to the coming into force of the existing regulation for the awarding of degrees and vocational qualifications shall be considered as equal to the degrees and vocational qualifications specified in this Law, and the conditions for such equalisation. The degree and vocational qualification acquired in Latvia before coming into force of the regulation for awarding degrees and vocational qualification in force shall be equalled to the degrees and vocational qualifications laid down in this Law by the Academic Information Centre. The abovementioned equalisation of degrees and vocational qualifications shall be paid service in accordance with the price list of paid services approved by the Cabinet. The main conditions for the equalisation of degrees and vocational qualifications shall be the duration of study in full-time studies and the extent of rights which the degrees or vocational qualifications gave at the time when the laws and regulations regulating higher education provided for the validity thereof.

[23 November 2000; 14 July 2011; 17 December 2014; 1 February 2018]

Section 59.¹ Diploma Register

(1) In the Diploma Register shall be recorded information regarding all higher education diplomas, which are issued by higher education institutions, colleges and branches of foreign higher education institutions registered in the Register of Higher Education Institutions and the colleges section of the Educational Institution Register. The Diploma Register shall be organised by an official authorised for this by the higher education institution or college. The Diploma Register shall be organised electronically.

(2) In the Diploma Register regarding a diploma shall be recorded the following information:

1) name of the diploma;

2) diploma number;

3) the given name and surname of the person to whom the diploma is issued;

4) the name of the higher education institution, college and branch of the foreign higher education institution, which issued the diploma;

5) the date of issue of the diploma.

(3) The higher education institutions, colleges and branch of the foreign higher education institutions shall submit the information referred to in Paragraph two of this Section electronically to the Diploma Register two times a year (in March and September) regarding the higher education diplomas issued in the previous half-year.

(4) The Diploma Register data shall be accessible only in the cases specified in laws and regulations.

[2 March 2006; 14 July 2011]

Section 59.² Studies Outside Study Programmes

(1) A person has the right to register at a higher education institution or college for the acquisition of an individual study module or study course. The procedures for registration shall be determined by the relevant higher education institution or college.

(2) A person who has registered at a higher education institution or college for the acquisition of an individual study module or study course shall be a listener of the relevant higher education institution or college.

(3) A certificate shall be issued to a listener of a study module or study course acquired at a higher education institution or college, which shall contain information regarding the recipient thereof, shall indicate the name of the higher education institution or college, the name of the study course or study module and the amount in credit points, the given name, surname and qualification of the lecturer of the study course or study module, the amount of work performed and an evaluation of the learning outcomes. The higher education institution or college shall manage the register of issued certificates.

(4) A listener has the right to accumulate amount of study work confirmed by certificates and, if he or she has an adequate previous education, to request that the higher education institution or college evaluate the compliance of the work amount with the study programmes or phases thereof, granting the relevant credit points for it.

(5) The Cabinet shall determine the procedures and criteria for recognising the learning outcomes achieved in previous education.

[14 July 2011; 16 November 2017 / See Paragraph 44 of Transitional Provisions]

Section 59.³ Recognising the Knowledge, Skills, and Competences Acquired Outside Formal Education or Obtained by Professional Experience

(1) A higher education institution or college shall assess the knowledge, skills, and competences of a person acquired outside formal education or obtained by professional experience and, if they comply with the learning outcomes to be achieved in the relevant study programme, recognise them, and shall also grant the relevant credit points. A decision to recognise such knowledge, skills, and competences acquired outside formal education or obtained by professional experience shall be taken within four months from the day of receipt of the submission of the person.

(2) The procedures and criteria for the recognition of knowledge, skills, and competences acquired outside formal education or obtained by professional experience shall be determined by the Cabinet. An individual decision shall be taken in order to recognise the obtained knowledge, skills, and competences or to refuse to recognise them. The decision and the documents justifying it shall be appended to the file of the relevant person. The decision taken by a higher education institution or college may be appealed with its rector or director.

[16 November 2017]

Chapter VII Scientific Research

Section 60. Aim and Subject-Matter of Scientific Research

(1) Scientific research shall be an integral part of the activities of each higher education institution, and the entire academic staff of a higher education institution shall take part therein in accordance with Section 26 of this Law. The aim thereof shall be the acquiring of scientific findings, the scientific justification and further development of training and studies, the solving of tasks of practical importance with the help of research methods.

(2) Scientific research activities in a higher education institution shall take place in accordance with the Law on Scientific Activity.

[14 July 2011]

Section 61. Co-ordination of Scientific Research Work

(1) The supervisors of scientific research work shall independently determine the themes of their research work within the framework of the financing of a higher education institution in accordance with the resources allocated for scientific research work. A higher education institution shall co-ordinate the common plans and the most important aspects of research work.

(2) Higher education institutions shall co-ordinate the direction of research, evaluate the significance and scientific level of research and make decisions on the financing thereof in mutual

co-operation, as well as in co-operation with the relevant scientific institutions, the Latvian Council of Science and other concerned institutions.

(3) A higher education institution and State authorities shall influence the directions of research by allocating financing for particular research in which the State and society is interested. Research may also be conducted with the funds of other persons.

Section 62. Publishing of the Results of Research

(1) The academic staff of a higher education institution has a duty to publish the results of their research.

(2) A higher education institution shall regularly publish summarising informative materials regarding conducted research, indicating the specific structural units and authors of the research. These materials shall be regularly published on the website of the higher education institution in the official language and may also be published in other official languages of the European Union. *[14 July 2011]*

Section 63. Awarding the Doctoral Degree

(1) The doctoral degree conferral council of higher education institutions shall award the doctoral degree after the acquisition of an accredited academic doctoral study programme and the defence of the doctoral thesis.

(2) The procedures for awarding the doctoral degree, as well as all other matters related to scientific activity other than regulated by this Law, shall be regulated by the Law on Scientific Activity.

[1 February 2018]

Chapter VII¹ Artistic Creation [1 February 2018]

Section 63.1 Objective and Tasks of Artistic Creation

(1) Artistic creation shall be implemented in the following academic and vocational arts study programmes: music and stage art, visual plastic art, audio-visual art and media art, design, crafts, applied art, and creative industries. The process of arts studies shall include creative activity which is based on artistic creation.

(2) The objective of artistic creation shall be to ensure acquisition of skills for creation of highly valued works of art and develop practical skills for the implementation of unique artistic ideas within the framework of arts study programmes.

(3) The task of artistic creation shall be to ensure and develop the unity of study, research, and artistic creation work, to promote excellence and quality, competitiveness and export capacity in music and stage art, visual plastic art, audio-visual art and media art, design, crafts, applied art, and creative industries within the framework of arts study programmes.

[1 February 2018]

Section 63.2 Management of Artistic Creation Work

(1) A higher education institution shall manage artistic creation work and ensure planning, implementation, and development thereof. A senate of the higher education institution shall determine a direction and scope of the artistic creation work.

(2) Upon co-operation both amongst themselves and with culture authorities, culture education institutions, local governments, and other interested authorities, higher education institutions shall co-ordinate directions of artistic creation work, assess significance, artistic level thereof and decide on financing for such work.

(3) A higher education institution, State authorities, and other interested authorities shall promote and support artistic creation work by granting financing, and also attracting other sources of financing thereto.

[1 February 2018]

Section 63.³ Publishing of Results of an Artistic Creation Work

(1) A higher education institution has an obligation to inform the public on the results of an artistic creation work.

(2) A higher education institution shall publish compiled informative materials on carried out artistic creation projects by indicating the authors of these projects and implementers thereof on the website of the higher education institution in the official language, and also they may be published in other official languages of the European Union.

[1 February 2018]

Section 63.⁴ Awarding Vocational Ph. D. in Arts

(1) A vocational Ph. D. in Arts shall be awarded by a State examination commission after acquisition of the accredited vocational doctoral study programme in arts and development and defence of doctoral theoretic research and artistic creation work. The procedures for the establishment of the State examination commission and composition thereof shall be approved by the senate of the higher education institution.

(2) The main objectives and tasks of the vocational doctoral study programme in arts, main content of the study programme, basic principles for the evaluation of the acquired education, and also the procedures for awarding a vocational Ph. D. in Arts shall be determined by the Cabinet.

[1 February 2018]

Chapter VIII**Co-operation of a Higher Education Institution with State and Public Institutions****Section 64. Council of Rectors**

(1) For the co-ordination of co-operation and the organisation of the necessary common activities, higher education institutions shall form a collegial consultative council of higher education institutions – a Council of Rectors, in which the rectors of all accredited State higher education institutions are included.

(2) The Council of Rectors shall:

1) formulate proposals for the Minister for Education and Science regarding the development of higher education;

2) discuss issues regarding the establishment of common study programmes, the use of the academic staff and material base;

3) prepare proposals and opinions regarding draft laws and other laws and regulations in the field of higher education;

4) recommend experts for the accreditation of higher education institutions and particular academic disciplines;

5) formulate proposals for the accreditation of higher education institutions on the basis of the results of an expert-examination;

6) prepare proposals regarding the distribution of State budget resources to higher education institutions;

7) represent the higher education institutions of the Republic of Latvia in foreign states;

8) solve other issues related to the activities of higher education institutions within the scope of their competence.

(3) The procedures for the operation and competence of the Council of Rectors shall be prescribed by the by-law of the Council of Rectors. The Cabinet shall approve the by-law of the Council of Rectors.

[2 March 2006; 14 July 2011 / See Paragraph 31 of Transitional Provisions]

Section 64.¹ Colleges Association of Latvia

(1) The Colleges Association of Latvia unites colleges, which implement licensed first level higher vocational education programmes. The colleges in the association shall be represented by the directors.

(2) The Colleges Association of Latvia shall:

1) be concerned regarding the improvement of higher vocational education programmes in colleges;

2) develop proposals for a college development strategy;

3) promote co-operation between the higher education institutions of Latvia and other states;

4) represent the interests of colleges in relationships with State, local government and foreign institutions;

5) inform the public regarding colleges and the study opportunities therein.

[2 March 2006]

Section 64.² Student Union of Latvia

(1) For the representation of students and the expression of viewpoints, the student self-governance bodies of higher education institutions shall establish the Student Union of Latvia. The Student Union of Latvia is a collegial union of student self-governance bodies in which the representatives of student self-governance bodies of all accredited higher education institutions are included.

(2) The Student Union of Latvia shall:

1) provide opinions regarding draft laws and regulations that have an impact on the interests of students;

2) nominate student representatives to the Council of Higher Education and other institutions according to the procedures specified in laws and regulations;

3) ensure the representation of Latvian student self-governance bodies abroad;

4) within scope of its competence, resolve other issues associated with the representation of student interests.

(3) The Student Union of Latvia has the right to receive information from State and local government institutions and to participate in activities, which have an impact on studies, and the rights or interests of students.

[2 March 2006]

Chapter IX Council of Higher Education

Section 65. Status of the Council of Higher Education

(1) [23 November 2000]

(2) The Council of Higher Education shall have the status of a legal person. It shall have its own balance and an account in a bank. The Council of Higher Education shall have a seal with the name thereof.

[23 November 2000]

Section 66 Procedures for the Establishment of the Council of Higher Education

(1) The Council of Higher Education, which shall consist of 13 members, shall be approved by the *Saeima* on the basis of a proposal of the Minister for Education and Science. The Council of Higher Education shall include one delegated representative of the Latvian Academy of Sciences, the Latvian Association of Universities, the Association of Higher Education Institutions in Arts, the Latvian Association of Education Managers, the Chamber of Commerce and Industry, the Colleges Association of Latvia, the Council of Rectors, the Latvian Association of Professors of Higher Education Institutions, the Employers' Confederation of Latvia, the Latvian Trade Union of Education and Science Employees, a representative of the Student Union of Latvia, as well as a delegated representative of higher education institutions founded by local governments and other legal persons and natural persons. In accordance with the office held (*ex officio*), the Minister for Education and Science shall represent the Council of Higher Education as a member

thereof in government meetings. Representatives of the Latvian Lawyers Association, the Latvian Medical Association and other professional organisations may participate in the operations of the Council of Higher Education in the capacity of an advisor in the examination of matters, which are related to matters within the competence of these organisations.

(2) The *Saeima* may reject the nominations of members of the Council of Higher Education by submitting justified objections of the members of parliament (factions).

(3) The bodies referred to in Paragraph one of this Section have the right to recall a member of the Council of Higher Education by submitting a justified recall notice to the *Saeima*.

(4) The chairperson and vice-chairperson of the Council of Higher Education shall be elected by secret ballot by the Council within 14 days after the termination of the term of office of the previous chairperson and vice-chairperson.

(5) A representative of the Higher Education and Science Department of the Ministry of Education and Science shall participate in the meetings of the Council of Higher Education as an independent advisor.

[23 November 2000; 2 March 2006; 21 June 2018]

Section 67. Members of the Council of Higher Education

(1) The members of the Council of Higher Education shall receive remuneration on the basis of a contract of employment.

(2) The members of the Council of Higher Education shall be public officials.

(3) A person who has been punished for an intentional crime may not become a member of the Council of Higher Education if this person has not been rehabilitated or the criminal record has not been extinguished or withdrawn.

[18 October 2018]

Section 68. Term of Office of Members of the Council of Higher Education

The term of office of members of the Council of Higher Education shall be four years. The term of office of a student representative shall be two years. The Minister for Education and Science shall submit the nominations of members of the Council of Higher Education to the *Saeima* for approval not later than one month prior to the termination of the term of office of members of the Council of Higher Education.

[23 November 2000]

Section 69. Decisions of the Council of Higher Education

(1) All decisions taken by the Council of Higher Education shall be available to all interested persons.

(2) The Council of Higher Education has the right to take decisions, which are related to higher education only in cases prescribed by this Law. In accordance with this Law, the decisions taken by the Council of Higher Education shall be binding to higher education institutions.

[23 November 2000]

Section 70. Basic Tasks, Competence and Functions of the Council of Higher Education

The Council of Higher Education shall:

1) formulate a national concept for the development of higher education and higher education institutions, making provisions for the development of higher education institutions founded by the State, other legal persons and natural persons, and promote the equal and balanced development of higher education institutions of all types and higher academic and higher vocational education;

2) formulate long-term plans and proposals for the development of education and science in the system of higher education;

3) formulate proposals for the improvement of the quality of the scientific work of higher education institutions, staff qualification and study programmes;

4) forecast the number of students in the State as a whole necessary for the development of the State and formulate proposals for the number of students financed from the State budget in each branch;

5) formulate proposals for changes in the structure of higher education institutions in the State;

6) formulate proposals regarding the number of professors in higher education institutions and recommendations in other issues related to higher education;

7) formulate proposals for the improvement of higher education and the study fee;

8) provide an opinion to the Minister for Education and Science and the Cabinet regarding the draft State budget for the financing of higher education institutions;

9) take a decision on the accreditation of higher education institutions as a whole and submit it for approval to the Ministry of Education and Science;

10) [23 November 2000];

11) maintain relations with the institutions of other countries, which deal with issues of higher education.

[23 November 2000; 2 March 2006]

Section 71. Rights of the Council of Higher Education

The Council of Higher Education has the right to:

1) become acquainted with the assessment and accreditation materials of any academic discipline of a higher education institution;

2) request extraordinary accreditation for any higher education institution or an academic discipline thereof;

3) request from higher education institutions and State authorities the information necessary for the performance of the activities thereof.

[14 July 2011 / See Paragraph 31 of Transitional Provisions]

Section 72. Organisation of the Operations of the Council of Higher Education

(1) The operations of the Council of Higher Education shall be regulated by a by-law.

(2) Meetings of the Council of Higher Education shall take place as appropriate. Extraordinary meetings shall be convened within three days if they are requested by at least three members of the Council of Higher Education.

(3) The secretariat shall provide information regarding the agenda of a meeting of the Council of Higher Education and the decisions taken therein in the official newspaper *Latvijas Vēstnesis* and in the mass media. True copies of decisions shall be sent to higher education institutions and other institutions to which these decisions apply.

Section 73. Financing of the Council of Higher Education

(1) The Council of Higher Education shall be financed from the State budget.

(2) The Council of Higher Education shall publish a report once a year regarding the financial activities thereof in the official newspaper *Latvijas Vēstnesis*.

(3) A paid secretariat shall be established for ensuring the activities of the Council of Higher Education.

Section 74. Chairperson of the Council of Higher Education

(1) The Chairperson of the Council of Higher Education shall not concurrently hold another managerial position.

(2) The Chairperson of the Council of Higher Education shall be responsible for the operations of the Council of Higher Education and the fulfilment of the functions thereof.

(3) The Chairperson of the Council of Higher Education shall:

1) represent the Council of Higher Education in State authorities, as well as in relations with natural persons and legal persons in Latvia and abroad, participate in Cabinet meetings in the capacity of an advisor in the examination of issues within the competence of the Council;

2) handle the finances of the Council of Higher Education;

3) hire and dismiss from work the employees of the secretariat of the Council of Higher Education;

4) enter into agreements with natural persons and legal persons for ensuring the operations of the Council of Higher Education.

(4) The remuneration of the Chairperson of the Council of Higher Education shall be determined in accordance with the Law on Remuneration of Officials and Employees of State and Local Government Authorities.

[2 March 2006; 1 December 2009; 18 October 2018]

Section 75. Report on the Activities of Higher Education Institutions and Colleges

(1) Each year, for the promotion of co-operation among higher education institutions and colleges, State authorities and local government institutions and society, a higher education institution and college shall prepare a report on the activities thereof in the reporting year (a year-book) which shall be published as a separate issue and kept on the website of the higher education institution and college.

(2) In accordance with the procedures and the time period prescribed by the Cabinet, a higher education institution and college shall submit information regarding the activities thereof to the Ministry of Education and Science, and this information shall include data about:

- 1) the structure of the higher education institution and college;
- 2) the number and composition of students and other staff of the higher education institution and college;
- 3) options for studies and the number and composition of enrolled students;
- 4) the offered study courses, study modules and study programmes, as well as information regarding the academic disciplines;
- 5) the allocation and utilisation of State budget funds;
- 6) economic activity, own income and utilisation thereof;
- 7) international relations;
- 8) [23 November 2016].

[23 November 2000; 2 March 2006; 14 July 2011; 23 November 2016]

Chapter X

Property, Budget and Economic Activity of Higher Education Institutions

Section 76. Property of State Higher Education Institutions

(1) The property of a higher education institution which is a derived public person may be movable property, immovable property, and intellectual property, and also funds in Latvia and abroad in conformity with laws and regulations.

(2) The property of a State higher education institution which is a derived public person shall be comprised by:

- 1) movable property and immovable property which has been gifted to it, which it has inherited or also which it has purchased for its own funds;
- 2) property purchased with State budget funds. Immovable property shall be recorded in the Land Register as property of the higher education institution;
- 3) the intellectual property thereof;
- 4) immovable property which has been handed over thereto without remuneration by another derived public person or the State;
- 5) movable property which has been handed over thereto without remuneration by another derived public person or the State.

(3) A State higher education institution which is a derived public person has the right to make use of its property for achieving the aims indicated in the constitution thereof. Such property shall be managed separately from the State property or that of other derived public person handed over to it in possession.

(4) A decision-making body laid down in the constitution of a State higher education institution which is a derived public person has the right to propose alienation of the immovable property which has been handed over to it without remuneration by the State in accordance with the

procedures laid down in the Law on the Alienation of Public Person's Property in accordance with the plan for the development of immovable property of the State higher education institution.
[16 June 2016]

Section 76.¹ Plan for the Development of Immovable Property of the State Higher Education Institution

(1) A State higher education institution which is a derived public person shall develop a plan for the development of immovable property of the State higher education institution (hereinafter – the plan for the development of immovable property) in which the use of the immovable property of the State higher education institution, and also the immovable property in the possession or use thereof, shall be determined in accordance with the development strategy of the higher education institution in conformity with the functions necessary for the provision of basic activity of the higher education institution laid down in the constitution thereof.

(2) The time period of validity of the plan for the development of immovable property shall be five years.

(3) The plan for the development of immovable property shall be approved by a decision making body laid down in the constitution of the higher education institution. If the plan for the development of immovable property provides for alienation of the immovable property which has been handed over to the higher education institution without remuneration by the State, the plan for the development of immovable property shall be submitted for the examination to the Cabinet. The Cabinet shall approve the action with the immovable property which has been handed over to the higher education institution without remuneration by the State laid down in the plan for the development of immovable property.

(4) If a higher education institution plans to propose alienation of the immovable property which has been handed over to it without remuneration by the State, the need of the public person or institutions thereof for the relevant immovable property shall be found out within the framework of drawing up the plan for the development of immovable property.

(5) The Cabinet shall determine the content of the plan for the development of immovable property, the procedures for the drawing up, updating and invalidity thereof, and also the procedures for finding out the need of the public person or institutions thereof for the immovable property which has been handed over to the higher education institution without remuneration by the State intended for the alienation and included in the plan for the development of immovable property.

[16 June 2016]

Section 77. Financial Resources of Higher Education Institutions

(1) Higher education institutions shall be financed by the founders thereof. The founder of a higher education institution shall provide financial resources and the control of the utilisation thereof for the continuous operation of the higher education institution, as well as for the fulfilling of the tasks determined by the founder. The financial resources of State higher education institutions shall be formed from the resources of the State general budget, as well as other income, which higher education institutions earn by performing activities for the realisation of the aims specified in the constitutions thereof. Higher education institutions shall operate with this income, taking into account the regulations, which are applicable to non-profit-making organisations. A higher education institution has the right to receive and use the donations and gifts of banks, other credit institutions, as well as organisations and natural persons. A higher education institution has the right to receive and use credits from banks and other credit institutions. The structure of the financial resources of a higher education institution shall be determined by the senate thereof. The rector shall submit an annual report on the implementation of the budget to the senate, the Minister for Education and Science and the minister of the relevant sector or the founder of the higher education institution, and publish it on the website of the higher education institution.

(2) A higher education institution shall transfer the financial resources which natural persons and legal persons assign for the financing of separate target programmes and measures directly to that structural unit, natural person or legal person which implements such programme or measure.

(3) The financial resources of separate structural units of a higher education institution shall be included in the budget of the higher education institution as an independent part.

(4) A higher education institution shall open a special budget account if it has received a donation or gift with or without the aim indicated.

[27 December 1996; 23 November 2000; 2 March 2006; 14 July 2011; 18 October 2018]

Section 78. State Financing

(1) State-founded higher education institutions shall receive the following financing:

1) from the State general budget for education – financial reference amount which complies with the optimal list of study programmes and the number of students and which includes resources for payments of utilities, taxes, the maintenance of infrastructure, the purchase of inventory and equipment, scientific research work or artistic creation and the salaries of the staff;

2) from the study fee which is covered by the State or which is received in the form of repayable and non-repayable credits in accordance with the Cabinet regulations regarding the crediting of studies;

3) from resources which are anticipated for the implementation of definite goals.

(2) The State shall provide higher education institutions financially and materially to such an extent, which guarantees the reproduction of the potential of higher education and science therein and promotes the raising of the level of culture and education in Latvia.

(2¹) Provision of data by State-founded higher education institutions and colleges to the Register of Students and Graduates in accordance with Section 46.¹, Paragraph two of this Law shall be financed from the State budget in accordance with the procedures laid down by the Cabinet.

(3) State-founded higher education institutions may receive additional financing from other sources of science financing.

(4) The Ministry of Education and Science, other ministries and State authorities may enter into agreements with State-accredited higher education institutions founded by other legal persons and natural persons about the preparation of specific specialists or the conducting of research, allocating the respective State financing. Any State authority and private structure may enter into agreements independently with higher education institutions about the preparation of specific specialists or the conducting of research, paying for it from resources which are at the disposal thereof, if this does not contradict with the legislation in force.

(5) As taxpayers, higher education institutions and colleges shall be equated to foundations, and they have the right to receive tax relief in accordance with the legislation in force.

(6) Higher education institutions shall be released from customs duties and fees, as well as from taxes for the import of reconstruction materials and equipment.

(7) In submitting the annual draft law on the State budget to the *Saeima*, the Cabinet shall provide therein an annual increase of financing for studies in State-founded higher education institutions of not less than 0.25 per cent of the gross domestic product until the State-allocated financing for studies in State-founded higher education institutions reaches at least two per cent of the gross domestic product.

[27 December 1996; 23 November 2000; 2 March 2006; 14 July 2011; 23 November 2016]

Section 79. Crediting of Students and Studies

(1) Students in accredited study programmes have the right to qualify for:

1) a study loan – a loan from the resources of the State budget or credit institutions with a government guarantee for students in order to pay for studies;

2) a student loan – a loan from the resources of the State budget or credit institutions with a government guarantee for the provision of the social needs of students.

(2) The procedures for the allocation and repayment of a study loan and student loan from the State budget resources, as well as of study and student loans from the resources of credit institutions with a government guarantee, shall be determined by the Cabinet.

[23 November 2000]

Section 80. Economic Activities of Higher Education Institutions

(1) In fulfilling the tasks thereof, a higher education institution has the right to perform the following activities in Latvia and foreign states:

- 1) to open departments, branches and representative offices;
- 2) to enter into agreements with natural persons and legal persons, as well as to perform other legal activities in accordance with this Law and other laws;
- 3) to announce competitions, purchase and sell movable and immovable property, different goods and securities in accordance with the legislation in force and pursuant to the aims of the activities of the higher education institution;
- 4) to engage in economic activities pursuant to the profile of the higher education institution, the income from which shall be transferred into the budget of the higher education institution for the development thereof, as well as to invest the obtained resources in other undertakings in accordance with the aims of the higher education institution.

(2) An independent sworn auditor shall examine the compliance of financial and economic activities of a higher education institution with laws and regulations each year. A written opinion prepared by the sworn auditor regarding the financial and economic activity of a State-founded higher education institution or a report by the sworn auditor regarding the use of State budget funds by a higher education institution which has received funds from the State budget shall be submitted to the Ministry of Education and Science and to the ministry to which the relevant higher education institution is subordinated.

[23 November 2000; 2 March 2006; 14 July 2011]

Chapter XI

International Co-operation of Higher Education Institutions

Section 81. International Co-operation

(1) The Government of the Republic of Latvia and higher education institutions themselves shall promote international co-operation of higher education institutions, inter-state exchange programmes of students and academic staff, exchange programmes between higher education institutions and international co-operation programmes of higher education institutions for research.

(2) In determining the amount of financing of a higher education institution in the State budget, the participation of each higher education institution in European international co-operation programmes shall be taken into account. If international co-operation programmes of higher education institutions finance part of the study tasks or the work tasks of scientific research work of a higher education institution, the financing of a higher education institution from the State budget shall not be reduced.

(3) The agreements of the government on issues related to any higher education institution shall be binding to such institution. When drafting such an agreement, the implementing provisions of the agreement shall be co-ordinated with the higher education institution.

Section 82. Studies Abroad

(1) Latvian citizens and persons who have the right to a non-citizen passport issued by the Republic of Latvia, as well as persons who have been issued a permanent residence permit may enter and study in higher education institutions outside Latvia in accordance with the procedures specified by the Cabinet. Students studying in other countries may be allocated credits or scholarships, which are determined by the Cabinet.

(2) *[19 April 2007]*

[3 June 2004; 19 April 2007]

Section 83. Studies by Foreigners in Latvia

(1) Foreigners who are not referred to in Section 45, Paragraph two of this Law may be admitted to Latvian higher education institutions and colleges as full-time students in accordance with the Education Law and this Law on the basis of the general provisions. If other procedures are not prescribed in international agreements, foreigners may be admitted to Latvian higher education institutions and colleges, observing the following provisions:

1) the secondary education documents of foreigners shall be in conformity with the standards of Latvia. The secondary education documents of foreigners shall be checked following the procedures prescribed in Section 85 of this Law;

2) the knowledge of foreigners shall correspond to the admission regulations of the relevant higher education institution or college;

3) foreigners shall have a sufficient knowledge of the languages in which studies take place;

4) foreigners shall pay the study fees to a higher education institution or college in accordance with the agreement, which the higher education institution or college has entered into with them, however it may not be smaller than the study costs;

5) [14 July 2011].

(2) Foreigners who have not been issued a permanent residence permit may acquire a part of a study programme in Latvian higher education institutions and colleges in accordance with international exchange agreements (between higher education institutions) or within the framework of international co-operation programmes of higher education institutions and colleges in accordance with the admission regulations. If the studies of foreigners in Latvia take place within the framework of international exchange programmes and an equivalent number of students from Latvian higher education institutions and colleges study abroad, the studies of foreigners in Latvia shall be financed from the resources of the State budget of the Republic of Latvia assigned to a higher education institution or college.

(3) Persons who acquired a secondary education abroad may be admitted to Latvian higher education institutions and colleges taking into account Paragraph one, Clauses 1 and 2 of this Section.

[2 March 2006; 14 July 2011]

Section 83.¹ Scholarships for Foreigners

In accordance with the entered into international agreements and resources granted from the State budget the institution specified in laws and regulations may allocate funds to a higher education institution or college for ensuring a scholarship for the studies of a foreigner. The covering of other expenditure related to the maintenance of a foreigner shall also be included in the scholarship. The Cabinet shall regulate the conditions for allocating and the procedures for administrating scholarships, as well as the criteria by which a foreigner may apply for a scholarship.

[14 July 2011]

Section 84. Recognition of Part of the Higher Education Acquired Abroad

Recognition of part of the higher education acquired abroad shall be performed by that higher education institution in which the student continues his or her education. The higher education institution shall determine:

1) to which study programme the part of higher education acquired abroad corresponds;

2) in what way the student may continue his or her studies in the relevant study programme;

3) if necessary – what additional requirements shall be met in order to continue studies in the relevant study programme in Latvia.

Section 85. Academic Recognition in Latvia of Academic Degrees and Education Documents Acquired Abroad

(1) An expert-examination of academic degrees and education documents acquired abroad, as well as documents attesting to secondary education, shall be performed by the Academic Information Centre.

(2) During an expert-examination of submitted documents, the following shall be determined:

1) whether the education document acquired abroad conforms with any higher education document awarded in Latvia (hereinafter in this Section – the diploma);

2) to which academic degree or diploma awarded in Latvia it may be equated;

3) what additional provisions shall be met so that the education document obtained abroad could be equated to any academic degrees or diplomas awarded in Latvia, if the academic degree or education document obtained abroad does not meet the requirements of any academic degree or diploma awarded in Latvia.

(3) As a result of an expert-examination of an education document, the owner thereof shall be issued a statement regarding the academic degree or diploma awarded in Latvia to which the education document obtained abroad corresponds.

(4) The expenses related to an expert-examination of an academic degree or education document obtained abroad shall be covered by the owner of the education document.

(5) If education is continued in Latvia, the relevant higher education institution shall take a decision, on the basis of the statement of the Academic Information Centre, regarding the recognition of the academic degree or education document obtained abroad for the continuation of studies.

[23 November 2000]

Section 86. Operation of Foreign Higher Education Institutions in Latvia

(1) Foreign higher education institutions may open branches and representative offices in Latvia if the relevant higher education institution is accredited (nationally recognised) in the state thereof.

(2) Branches of foreign higher education institutions in Latvia shall operate in observance of the provisions of this Law and other laws and regulations. Studies in a branch of foreign higher education institution shall take place in study programmes, which are accredited in accordance with the procedures prescribed by this Law.

(3) Diplomas awarded by branches of foreign higher education institutions shall be recognised in Latvia in observance of the provisions of Section 85 of this Law and in accordance with the Lisbon Convention and the documents of the European Council, European Union and UNESCO in the field of transnational education.

(4) A consent of the Cabinet shall be obtained for opening and operation of a representative office of a foreign higher education institution in accordance with the procedures laid down by the Cabinet.

(5) The representative office of a foreign higher education institution may perform only the following activities in Latvia:

1) advertising of the foreign higher education institution;

2) dissemination of information and teaching aids;

3) transferral of documentation to the relevant foreign higher education institution and the receiving of documentation therefrom.

[23 November 2000; 18 October 2018]

Section 87. Academic Staff Register

(1) In the Academic Staff Register shall be recorded information regarding persons who occupy academic positions in higher education institutions and colleges. The Academic Staff Register shall be a component of the State Education Information System, and shall be managed by an official authorised by an institution specified by the Ministry of Education and Science (hereinafter – the official responsible for the Academic Staff Register).

(2) The following information shall be recorded in the Academic Staff Register regarding a person:

1) given name and surname of the person;

2) personal identity number;

3) the name of the academic position to which the person is elected;

4) the name of the higher education institution or college in which such person occupies an academic position (indicating if the position is occupied in a branch thereof);

5) the name of the structural unit if there is such;

6) the commencement time period of fulfilling the academic position in the relevant higher education institution or college;

7) the name of the field of science, sub-field and educational programme group in conformity with the academic position.

(3) Information regarding their academic staff shall be submitted to the Academic Staff Register by higher education institutions or college. The rector of a higher education institution or director

of a college shall be responsible for the preciseness and conformity to reality of the information submitted to the Register.

(4) Updated information regarding changes in the information requested in Paragraph two of this Section shall be submitted by a higher education institution or college to the Academic Staff Register not later than one week after changes, entering it into the Academic Staff Register electronically.

(5) The official responsible for the Academic Staff Register shall publish the information referred to in Paragraph two, Clauses 1, 3, 4, 5, 6 and 7 of this Section on the Internet not later than within two weeks from the receipt of such changes.

[2 March 2006; 14 July 2011 / The new wording of Paragraph four shall come into force on 1 September 2012. See Paragraph 36 of Transitional Provisions]

Chapter XII **Integration of Higher Education Institutions and Scientific Institutions** [23 November 2000]

Transitional Provisions

1. Higher education institutions shall co-ordinate the constitutions thereof with the requirements of the Law on Higher Education Institutions and submit them to the Ministry of Education and Science by 1 October 2001. In a case of non-compliance with this requirement, the provisions of Section 10, Paragraph four or Section 11 of the Law on Higher Education Institutions shall be applied.

[23 November 2000]

2. Within three months after the approval of the constitution of higher education institution in the *Saeima* or the Cabinet, higher education institutions shall co-ordinate all the laws and regulations thereof (by-laws, regulations, rules of procedure, etc.) with the constitutions thereof and this Law.

[23 November 2000]

3. The terms of office of all elected positions and bodies shall not be changed if they do not exceed six years beginning with the day of election.

4. Higher education institutions whose constitutions have been approved by 2 December 1995 shall be equated to accredited higher education institutions until accreditation, but not later than by 17 November 2001, and they have the right to issue an education document in accordance with the provisions of Section 7, Paragraph three of this Law, as well as to participate in the work of the Council of Rectors.

[23 November 2000]

5. The Council of Higher Education shall, in co-operation with the Latvian Council of Science and the Academy of Science, formulate proposals to the Minister for Education and Science regarding the list of staff positions for professors and the schedule for the announcement of the competition within one year after the coming into force of this Law.

6. The Minister for Education and Science shall submit to the *Saeima* the candidatures for the personnel of the Council of Higher Education not later than within two months after the coming into force of the amendments to Section 66, Paragraph one of this Law (regarding the proposal to approve 12 members of the Council of Higher Education in the *Saeima*).

[23 November 2000]

7. Within three months, the Council of Higher Education shall formulate and submit to the Cabinet for approval a reform programme for universities, prescribing therein the consecutive integration of higher education and science (founding of scientific research institutes or inclusion of the existing institutes in the main study and research disciplines), in-service training of academic staff, attraction of the new generation of scientists, new procedures for financing and work remuneration.

8. The Cabinet shall provide annual additional financial resources for the implementation of university reform.

[2 March 2006]

9. Within two months from the day of the coming into force of this Law, the Cabinet shall accept provisions for the licensing and accreditation of higher education institutions, which comply with the requirements of this Law.

10. Licensed higher education institutions shall have to renew their licence within six months from the day of the coming into force of this Law.

11. The Cabinet shall, by 1 December 2014, issue the regulations referred to in Section 7, Paragraph 2.¹, Clause 1 of this Law and by 1 June 2015 approve the constitution of the National Defence Academy of Latvia. The National Defence Academy of Latvia shall submit the constitution for the co-ordination to the Minister for the Education and Science by 1 April 2015.

[16 October 2014]

11.¹ In relation to the colleges existing within the system of the Ministry of the Interior, the Cabinet is entitled to specify other procedures regarding issues of the representation of such colleges (Section 10.¹), the admission of students (Section 45) and the approval of study programmes (Section 55) if it is required by the professional specificity of such educational institution.

[2 March 2006]

12. Enrolment in study programmes on the basis of the results of centralised examinations (Section 46, Paragraph three) shall be initiated in the year 2004.

[23 November 2000]

13. Higher education institutions shall announce admissions requirements by 1 April 2001 in those study programmes which are already implemented on the day of the coming into force of this provision and in which admission is also planned in the time period up to the year 2004.

[23 November 2000]

14. Section 55, Paragraph two of this Law regarding the number of full-time students in study programmes of academic education shall not relate to those study programmes which are already being implemented on the day of the coming into force of this provision – until the moment when the relevant study programme is to be accredited in accordance with the requirements of this Law.

[23 November 2000]

15. Section 55, Paragraph six of this Law regarding the licensing of every study programme shall not relate to those study programmes, which are already being implemented on the day of the coming into force of this provision. These study programmes shall be regarded as licensed study programmes.

[23 November 2000]

16. Doctor Habilitus have the rights of a doctor of the relevant field.

[23 November 2000]

17. By 1 November 2004, the Cabinet shall determine the mandatory provisions to be included in the study agreement (Section 46, Paragraph two), the procedures for the drawing up and updating of the personal file of a student (Section 46, Paragraph eight), the procedures for the initiation of studies in further stages of studies (Section 47, Paragraph three) and the procedures for the registration of persons studying outside of Latvia (Section 82, Paragraph two).

[3 June 2004]

18. Higher education institutions shall co-ordinate the constitutions thereof with the requirements of Section 13, Paragraph three and Section 15, Paragraph four of this Law about the changes of the proportion of students in the constitutional assembly and the senate of a higher education

institution and submit them for approval to the Ministry of Education and Science by 10 June 2005. The Constitutional Assemblies and senates of higher education institutions, which have been elected by 10 June 2004, shall continue to operate until the termination of the term of office of the relevant constitutional assembly or senate, preserving the proportion of students determined in the constitution of the higher education institution.

[3 June 2004]

19. A higher education institution shall ensure the conformity of the constitution thereof to the requirements specified in the Law on Higher Education Institutions and by 1 September 2006 shall submit the constitution to the Ministry of Education and Science. A State-founded higher education institution shall become a derived public person after the approval of the constitution by the *Saeima*. Up to the approval of its constitution by the *Saeima*, the higher education institution shall continue to operate in its current status – a State budget institution. State-founded universities and higher education institutions the constitutions of which have been approved by the *Saeima* shall be deemed to be derived public persons. A college shall ensure the conformity of by-laws to the requirements specified in the Law on higher education institutions and by 1 May 2007 shall submit the by-laws thereof to the Ministry of Education and Science. The Cabinet shall issue regulations regarding the by-law of the relevant college by 1 September 2007. Until the issuance of such Cabinet regulations, but not later than until 1 September 2007, the provisions of Section 9, Paragraph two, Clause 3 of this Law shall not apply to the relevant college.

[2 March 2006; 15 February 2007; 19 April 2007]

20. The rectors of higher education institutions after agreement with the representatives of academic staff shall, by 1 February 2006, submit to the Ministry of Education and Science the list of elected academic staff of the relevant higher education institution.

[2 March 2006]

21. The criteria specified in Section 3, Paragraph three of this Law shall come into force on 1 September 2007. Up to 31 August 2007 in Latvia there are the following universities: Daugavpils University, University of Latvia, Latvia University of Life Sciences and Technologies, Riga Stradiņš University and Riga Technical University.

[2 March 2006]

22. Employment contracts which have been entered into with the academic staff of higher education institutions up to 31 August 2005 shall be in effect until the end of the time period specified in the relevant employment contract.

[2 March 2006]

23. Section 48 and Section 49, Paragraph three of this Law shall be repealed after the revocation of mandatory military service.

[2 March 2006]

24. *[19 April 2007]*

25. The provision of Section 3, Paragraph one of the Law on Higher Education Institutions regarding the proportion of persons with the doctoral degree in higher education institutions shall come into force on 1 July 2010.

[2 March 2006]

26. The provision included in the third sentence of Section 3, Paragraph five of this Law shall not apply to higher education institutions, which up to the coming into force of this Law have been registered in the Register of Higher Education Institutions and in the names of which (as well as the names of institutes established by them) is included the word "institūts" [institute].

[2 March 2006]

27. In accordance with this Law the remuneration determined by State and local government institutions (monthly salary, bonuses, gratuities, allowances, etc.) in 2009 shall be determined in

accordance with the Law on Remuneration of Officials and Employees of State and Local Government Authorities in 2009.

[12 December 2008]

28. Bonuses shall not be paid to the academic staff of higher education institutions and colleges founded by the State in 2011, but the material incentive thereof shall be performed and allowances paid in accordance with the Law on Remuneration of Officials and Employees of State and Local Government Authorities.

[23 December 2010]

29. Amendments to Section 3, Paragraph one and Paragraph three, Clause 2 of this Law providing that in higher education institutions at least 40 per cent of persons elected to academic positions shall have doctoral degrees, in academies at least 50 per cent, but in the universities at least 65 per cent, as well as amendments to Section 55, Paragraph one, Clause 3 of this Law determining that not less than five doctors shall take part in the implementation of the doctoral study programme, of which at least three are experts in the relevant field approved by the Latvian Council of Science, shall come into force on 1 September 2013.

[14 July 2011]

30. The provision of Section 3, Paragraph seven of this Law shall come into force on 1 September 2014. From 1 September 2013 higher education institutions shall ensure that, during the preceding five years, the number of foreign visiting professors, visiting associate professors, visiting docents, visiting lecturers and visiting assistants in a higher education institution, employed in academic position in one of the higher education institutions of the European Union states, except Latvia, shall be at least 3 per cent, calculating from the number of the academic staff.

[14 July 2011]

31. Amendments regarding the licensing of study programmes and the accreditation of academic disciplines shall come into force:

1) in respect of academic disciplines for which the corresponding study programmes of higher education institutions or colleges fall within the thematic groups specified in Section 3, Paragraph one, Clauses 1, 2, and 3 of this Law – on 1 September 2012;

2) in respect of academic disciplines for which the corresponding study programmes of higher education institutions or colleges fall within the thematic groups specified in Section 3, Paragraph one, Clauses 4, 5, and 6 of this Law – on 15 November 2012;

3) in respect of academic disciplines for which the corresponding study programmes of higher education institutions or colleges fall within the thematic groups specified in Section 3, Paragraph one, Clauses 7 and 8 of this Law – on 31 December 2012.

[14 July 2011]

32. The authority determined by the Cabinet shall, by 30 June 2013, take a decision to accredit the academic discipline of a higher education institution or college or a decision to refuse to accredit the relevant academic discipline of the higher education institution or college. If a decision is taken on the refusal to accredit any academic discipline of a higher education institution or college, the study programmes corresponding to such discipline, which have been accredited in accordance with the existing laws and regulations and the accreditation time period of which has not expired until the day of taking the decision, shall be considered to be accredited until the expiry of the time period specified in the accreditation form of the relevant study programme. A decision to accredit the academic discipline or a decision to refuse to accredit the relevant academic discipline shall come into force on the day of taking thereof.

[14 July 2011; 21 February 2013; 9 May 2013]

33. The accreditation time period for study programmes which are accredited until 1 August 2011, shall be extended until the moment when a decision is taken to accredit the academic discipline of a higher education institution or college or decision to refuse to accredit the academic discipline of the relevant higher education institution or college, if the accreditation time period of the study programme has expired in the referred to time period.

[14 July 2011]

34. *[16 June 2016]*

35. The provision of Section 78, Paragraph seven of this Law regarding the action of the Cabinet when submitting the draft annual State budget to the *Saeima*, shall come into force on 1 June 2013.

[14 July 2011]

36. The provision of Section 87, Paragraph four of this Law regarding the submission of information to the Academic Staff Register not later than week after the changes, entering them into the Academic Staff Register electronically, shall come into force on 1 September 2012.

[14 July 2011]

37. In 2012, bonuses shall not be paid to the academic staff of higher education institutions and colleges founded by the State, but the material incentive thereof shall be performed and allowances paid in accordance with the Law on Remuneration of Officials and Employees of State and Local Government Authorities.

[15 December 2011]

38. In 2013, a severance pay shall be disbursed to the academic staff of State-founded higher education institutions and colleges in accordance with the Law on Remuneration of Officials and Employees of State and Local Government Authorities.

[15 November 2012]

39. The Cabinet shall issue the regulations referred to in Section 76.¹, Paragraph five of this Law by 1 November 2016.

[16 June 2016]

40. State higher education institutions which are derived public persons shall, in accordance with Section 76.¹ of this Law, draw up the plan for the development of immovable property of the State higher education institution by 1 April 2017.

[16 June 2016]

41. The Cabinet shall, not later than by 1 January 2017, make amendments to Cabinet Regulation No. 788 of 17 August 2010, Content of the State Education Information System and Procedures for Maintaining and Updating Thereof, by determining the scope of the information to be submitted to the Register of Students and Graduates and the procedures for the submission of information, and also the amount of the information available for the general public and the procedures for the publishing thereof, and the amendments to Cabinet Regulation No. 994 of 12 December 2006, Procedures for Financing Institutions of Higher Education and Colleges from the Funds of the State Budget, by determining the procedures for financing the provision of data of the State-founded higher education institutions and colleges to the Register of Students and Graduates.

[23 November 2016]

42. If on the basis of solutions developed by the responsible institutions according to the assignment of the Cabinet until 31 May 2017 with a view to increase and equalise the requirements for the acquisition of the lawyer qualification the Cabinet takes the decision to introduce the State exam as a part of the State examination in law study programmes and determines the procedures for the course of the State exam in conformity with the requirements of Section 58, Paragraphs four, five, and six of this Law by 31 December 2017, then, upon providing the procedures for financing necessary for the course of such exam, the provisions of Section 58, Paragraph six, Clause 3 of this Law need not be applied.

[20 April 2017]

43. The Cabinet shall issue the regulations referred to in Section 59.², Paragraph five and Section 59.³, Paragraph two of this Law by 30 June 2018. Until the day of coming into force of

Cabinet Regulation, Cabinet Regulation No. 36 of 10 January 2012, Regulations Regarding Recognition of the Study Results Achieved in Previous Education or Professional Experience, shall be applied.

[16 November 2017]

44. Submissions of persons for the recognition of learning outcomes which have been submitted by 31 December 2017 on the basis of Section 59.², Paragraph five of this Law shall be examined by taking into account the provisions of Section 59.² of this Law which were in force by 31 December 2017.

[16 November 2017]

45. By 31 January 2024, professors in the art sector may also participate in the implementation of the vocational doctoral study programme in arts.

[1 February 2018]

46. The Cabinet shall issue Cabinet regulations referred to in Section 63.⁴, Paragraph two of this Law by 30 November 2018.

[1 February 2018]

47. The Cabinet shall, by 30 November 2018, make amendments to Cabinet Regulation No. 202 of 16 April 2013, Procedures for Issuing State-Recognised Documents Attesting Higher Education, and to Regulation No. 322 of 13 June 2017, Regulations Regarding Latvian Education Classification, in conformity with the amendments to Sections 3 and 59 of this Law which come into force on 1 April 2018.

[1 February 2018]

48. Academic disciplines which are to be accredited in 2019 shall be accredited in accordance with the following schedule for the accreditation of academic disciplines:

1) the academic disciplines "Psychology", "Law", "Economics", "Information and Communication Sciences" and "Management, Administration and Management of Real Property" shall be accredited by 31 December 2020. The time period for the accreditation of the abovementioned academic disciplines shall be extended until the time when the decision to accredit the academic discipline or decision to refuse to accredit the academic discipline is taken, however not later than by 31 December 2020;

2) the academic disciplines "Mechanics and metal processing, heat power engineering, heat technology and mechanical engineering", "Power Industry, Electrical Engineering and Electrical Technologies", "Manufacture and Processing", "Architecture and Construction", "Agriculture, Forestry, Fishery, Veterinary Medicine and Food Hygiene", "Health Care" and "Social Welfare" shall be accredited by 31 December 2021. The time period for accreditation of the abovementioned academic disciplines shall be extended until the time when the decision to accredit the academic discipline or decision to refuse to accredit the academic discipline is taken, however not later than by 31 December 2021;

3) the academic disciplines "Arts", "Religion and Theology", "History and Philosophy", "Geography and Earth Sciences", "Wildlife Sciences", "Chemistry, Chemistry Technologies and Biotechnology", "Physics, Material Science, Mathematics and Statistics", and "Information Technology, Computer Hardware, Electronics, Telecommunications, Computer Management and Computer Science" shall be accredited by 31 December 2022. The time period for accreditation of the abovementioned academic disciplines shall be extended until the time when the decision to accredit the academic discipline or decision to refuse to accredit the academic discipline is taken, however not later than by 31 December 2022;

4) the academic disciplines "Education, Pedagogy and Sports", "Language and Culture Studies, Mother Tongue Studies and Language Programmes", "Translation", "Sociology, Political Science and Anthropology", "Hotel and Restaurant Service, Tourism and Recreation Organisation", "Transport Services", "Environmental Protection", "Internal Security and Civil Protection" and "Military Defence" shall be accredited by 31 December 2023. The time period for accreditation of the abovementioned academic disciplines shall be extended until the time when the decision to accredit the academic discipline or decision to refuse to accredit the academic discipline is taken, however not later than by 31 December 2023.

[21 June 2018]

49. Amendments to Section 56, Paragraph three of this Law in respect to the language of implementation of study programmes shall come into force on 1 January 2019. Higher education institutions and colleges the language of implementation of study programmes of which fails to comply with the provisions of Section 56, Paragraph three of this Law have the right to continue the implementation of study programmes in the relevant language until 31 December 2022. After 1 January 2019, admission of students in study programmes with the language of implementation which fails to comply with the provisions of Section 56, Paragraph three of this Law shall not be allowed.

[21 June 2018]

Informative Reference to European Union Directives

[14 July 2011]

This Law contains legal norms arising from:

1) Council Directive 2003/109/EC of 25 November 2003 concerning the status of third-country nationals who are long-term residents;

2) Directive 2004/38/EC of the European Parliament and of the Council of 29 April 2004 on the right of citizens of the Union and their family members to move and reside freely within the territory of the Member States amending Regulation (EEC) No 1612/68 and repealing Directives 64/221/EEC, 68/360/EEC, 72/194/EEC, 73/148/EEC, 75/34/EEC, 75/35/EEC, 90/364/EEC, 90/365/EEC and 93/96/EEC. Text with EEA relevance;

3) Council Directive 2004/114/EC of 13 December 2004 on the conditions of admission of third-country nationals for the purposes of studies, pupil exchange, unremunerated training or voluntary service.

This Law has been adopted by the *Saeima* on 2 November 1995.

President

G. Ulmanis

Rīga, 17 November 1995



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Cabinet Regulation No. 716

Riga, 21 November 2018 (Minutes No. 53, 29. §)

Regulations

on Guidelines for State Pre-School Education and Model Pre-school Educational Programmes

Issued pursuant to Section 14, Paragraph 18.¹ of the Education Law

I. General Information

1. The regulations lay down the guidelines for State pre-school education and model educational programmes corresponding to the requirements of such guidelines.

II. Objective, tasks and model educational programmes of pre-school education content

2. The implementation of the pre-school education content is aimed at a curious, creative and happy child with a healthy, safe and active lifestyle, who works independently and with interest and enjoys learning by gaining experience about himself/herself, others, the surrounding world and the interactions in it.

3. Tasks of implementation of the pre-school education content:

3.1. to facilitate a comprehensive development of the child, taking into account his/her needs, interests, abilities and experiences, and laying the foundations for value-based behaviour;

3.2. to develop the child's social and emotional skills, which include identifying himself/herself, his/her emotions, thoughts and behaviours, the ability to understand others and to develop positive relationships;

3.3. to developing critical thinking, decision-making skills, creativity and entrepreneurship, collaboration, civic engagement and digital skills;

3.4. to form the basic competencies in the areas of learning – understanding of language, social, civic and cultural understanding,

expression in arts, natural sciences, mathematics, technology, health and physical activity;

3.5. to enable the child to prepare for basic education.

4. Pre-school education shall be implemented in accordance with the model pre-school educational programmes annexed to these regulations. The pre-school education content is included in the pre-school educational programme (Annex 1), the minorities' pre-school educational programme (Annex 2), the special pre-school educational programme (Annex 3) and the minorities' special pre-school educational programme (Annex 4).

III. Values to be included in the pre-school education content and process

5. The values to be included in the pre-school education content and process are life, human dignity, freedom, family, work, nature, the Latvian language and the Latvian State, as well as other values mentioned in *Satversme* [the National Constitution] and Cabinet regulations on educational guidelines and the procedure or assessment of teaching and education methods.

6. The combination of the upbringing and learning process promotes the development of the values referred to in these regulations and habits based on such values, as well as the development of the following virtues – responsibility, courage, initiative, determination, dedication, restraint, moderation, tolerance, kindness, compassion, justice, solidarity.

7. The child's attitude to the values referred to in these regulations is formed in everyday communication and interaction both in the family, in the educational institution and in the wider society.

IV. The mandatory pre-school education content, its expected outcomes in learning areas and implementation principles

8. The mandatory pre-school education content consists of:

8.1. the values and virtues referred to in these regulations;

8.2. transversal skills, which form the basis of mandatory pre-school education. These include the child's activities, thinking, emotional and social aspects, which help to acquire knowledge, understanding and basic skills in different contexts;

8.3. knowledge, understanding and basic skills in the learning areas of languages, social, civic and cultural understanding, expression in arts, natural sciences, mathematics, technology, health and physical activity;

9. The child acquires the following transversal skills in the pre-school education:

9.1. critical thinking and problem solving. The child uses the algorithms of everyday activities in familiar situations, formulates simple connections and sequence of actions, identifies the causes and consequences of familiar situations and events, learns to evaluate the reliability of information, to make decisions, to make choices and to evaluate the results of the activities;

9.2. creativity and entrepreneurship. The child develops several solutions for routine activities, takes initiative, learns to be aware of himself/herself as an active and creative person, wants to acquire new skills;

9.3. self-directed learning. The child distinguishes emotions and determines their causes, learns to manage his/her behaviour, observes the daily schedule, is able to wait, is able to fully complete the activity, dresses and arranges his/her belongings independently, learns to set the goal of his/her activity, to plan the activity to achieve the goal, works independently, overcomes obstacles with help, learns to perform the assigned duties, takes pride in achievements, regards failure and mistakes as part of learning, assesses own and others' actions and outcomes, explains his/her assessment;

9.4. cooperation. The child expresses his/her thoughts and feelings, learns to listen to others and express his/her opinion, begins to understand how his/her emotions and behaviour influence others, learns to resolve conflict situations, to coordinate the actions with others, acts politely and compassionately, learns to build reliable relationships and his/her own understanding of friendship, helps and receives help, learns to work towards a common goal, to take and share responsibility;

9.5. civic involvement. The child participates in development and discussion of the rules of conduct and safety and understands, accepts and respects them, learns to observe and respect the needs and rights of others, learns to act in an environmentally friendly manner, to choose resources appropriate to the task and to use them sparingly;

9.6. digital skills. The child learns to distinguish between the virtual and real world and understand the role of digital technology, knows the rules to be followed when using various media, including digital devices.

10. Having completed pre-school education, the child has acquired the following basic competencies, which include values and virtues, transversal skills and knowledge, understanding and basic skills:

10.1. in the field of language learning:

10.1.1. using the language in which the educational programme is implemented, the child explains why people use the language in communication, listens to text, names its characters, retells events, invents the continuation of the text, asks about unclear points and answers specific questions, explains what he/she has seen, heard, experienced in a clear and coherent manner, participates in conversation, does not interrupt the speaker, uses various speech intonations, distinguishes and names sounds, represents a sound with an appropriate letter, reads words and understands text, writes in cursive;

10.1.2. a child who has completed a minority pre-school educational programme uses the Latvian language to answer questions about

what he/she has seen or heard, ask for information, express his or her needs, engage in conversation on topics related to everyday life and the learning process; learns to pronounce sounds correctly, recognises printed letters, reads short words that are commonly used in everyday situations and in the learning process;

10.2. in the area of social and civic education, the child is aware of himself/herself, being a part of a family and educational institution, explains and distinguishes good and bad behaviour, assesses activity chosen and performed independently, anticipates the consequences of various activities in everyday situations related to health and safety (interaction with known persons and strangers, reduction of the risks of substance abuse and domestic injuries at home, at school, in the street, during outdoor play, near water bodies and in playgrounds, as well as fire safety, traffic safety and electrical safety regulations), complies with the regulations, understands who and when to ask for help in case of feeling unwell or unsafe, knows the emergency number 112; can explain that Latvia is part of the world; can recognise and name the state symbols of Latvia – the flag, the coat of arms and the anthem, learns to treat them with respect;

10.3. in the cultural understanding and artistic self-expression area of learning, the child observes, listens to and uses imagination, creates and implements ideas in a variety of activities, purposefully uses artistic means of expression and, where necessary, combines them, chooses and creatively uses different materials, discovers the cultural characteristics of the Latvian and other cultures; recites folk songs, recites short poems, plays out a self-invented or literary storyline, sings, plays music, dances, improvises freely and confidently with movement or sound instruments, sings individually and with others, with and without musical accompaniment, tells about his/her creative experience, describes the impression created by visual art, music and literature;

10.4. in the area of natural science learning, the child observes, compares and experiments to discover the features of typical living organisms in the surroundings – plants, animals and fungi, properties of rocks and water, compares properties and potential uses of objects made of various materials – glass, wood, plastic, paper, stone, observes celestial bodies and their movements, observes the diversity of the Earth's surface (flat, uneven) in the surrounding area, tells about the observed changes in nature, change of seasons, time of day, weather, understands the basics of safe behaviour in contact with animals (including insects), plants and fungi (including unknown ones), understands the need to preserve nature and its resources, engages in clean-up activities of the nearby environment;

10.5. in the area of mathematical learning, the child determines composition of numbers up to ten, makes variations of composition of a number, makes assumptions about quantities in pictures and sets of objects and checks it, matches quantity with a corresponding number symbol, writes numbers, determines length, area and volume using relative measures, measures length using a ruler, learns geometric shapes including three-dimensional shapes, describes their shape and relates them to familiar objects, sorts objects by multiple attributes and compares them by number and size (using the words "more", "less", "larger", "smaller"), names the location of objects in space and plane (using the words "above", "below", "at", "behind", "beside", "to the right", "to the left"), creatively creates rhythmic rows and arrays of objects and geometric shapes according to certain conditions;

10.6. in the area of technology learning, the child talks about his/her idea, plans the steps of implementation of his/her idea, selects the necessary materials, carries out the planned task and evaluates the result, learns various techniques, methods and safety rules for the use of materials and tools for his/her idea, creates and connects parts to obtain the desired shape from the available or selected materials, holds and uses stationery and tools with a correct grip, participates in the preparation of simple and healthy food thus learning about the importance of a healthy diet;

10.7. in the health and physical activity area of learning, the child is happy to engage in indoor and outdoor activities and develops healthy lifestyle behaviours, is aware of health risks and learns how to prevent them, navigates obstacle courses without endangering himself/herself or others, participates in movement play combining walking, jogging, crawling, climbing, balancing, moves objects and overcomes obstacles, choosing the activity most suited to the situation, displays a diversity of fine motor skills, is aware of his/her own gender and bodily integrity, routinely follows the requirements of personal hygiene, is able to tell what personal protective equipment should be used in various movement activities such as riding a bicycle.

11. The principles of implementation of the pre-school education content are as follows:

11.1. a uniform upbringing and learning process in which the child acquires knowledge, understanding and basic skills in a variety of areas of learning by practice, develops transversal skills and establishes values-based behaviours;

11.2. the main form of learning is play. To achieve the intended results, it is implemented:

11.2.1. throughout all day;

11.2.2. indoors and outdoors;

11.2.3. by including free and independent play by the child and purposefully organized and indirectly guided learning through a play-based class by the teacher;

11.2.4. by ensuring a steady load, rest and the child's activity according to his/her individual abilities;

11.3. the learning is immersive. The learning process:

11.3.1. sets clear learning goals and the results to be achieved;

11.3.2. offers a variety of tasks and time for modelling activities;

11.3.3. ensures supportive and developing feedback and the opportunity for the child to explain the course of action and to reflect on their own learning and outcomes;

11.4. the learning is personally important to the child. The learning process ensures:

11.4.1. a connection with his/her experience and daily life and involvement in decision-making about his/her life;

11.4.2. an opportunity to become interested and involved in the creation of culture of the educational institution, the processes taking place in the community, in the country

and in the world and to look to the future by exploring and evaluating topics that are important for personal development as well as for society;

11.5. children's diversity in terms of sex, ethnicity, religion, health, language, intellectual development and other characteristics is respected in accordance with the principle of non-discrimination and equal treatment, and the child's individual abilities and talents are appreciated;

11.6. the individual needs of the child are ensured taking into account the principles of environmental accessibility, thus increasing the chances of participation for every child, as well as promoting mutual dialogue and providing collaborative professional support;

11.7. a purposeful, supportive, child-centred learning and development cooperation between the child, teachers, parents or legal representatives is implemented by involving child's parents or legal representatives in the learning process and providing regular feedback on the child's performance and achievements;

11.8. the learning environment is physically and emotionally safe, supportive and fosters development, is flexible and adapted to the learning and development needs of every child.

V. Basic principles of assessment of pre-school education

12. Assessment of learning performance is based on observations of the child's performance or the final results. Assessment is an integral part of the learning process, providing the child and the educator with effective feedback that is aimed at improving learning and teaching.

The teacher periodically informs the child's parents or the child's legal representative of their observations.

13. The basic principles of assessment of pre-school education are as follows:

13.1. the principle of openness and clarity – the child is aware of and understands the expected results and the criteria of assessment of his/her performance;

13.2. the principle of methodological diversity – a variety of methodological assessment methods are used to evaluate the learning performance;

13.3. the systemic principle - child's performance assessment is based on a system characterized by a set of regular, reasonable and consecutive activities;

13.4. the principle of inclusivity – assessment is adapted to the various learning needs of every child;

13.5. the principle of growth – assessment of learning performance, especially at the end of the learning phase, takes into account the individual learning performance curve.

14. The methodological tools and criteria for the assessment of learning performance are determined by the teacher, taking into account the expected

results defined in the respective field of learning and the procedure for assessment of the child's learning achievements developed in the educational institution in accordance with the basic principles of pre-school education assessment set forth in these regulations.

15. At the end of pre-school education, the teacher shall assess and describe the child's achievements in relation to the expected results of acquisition of the mandatory content set forth in these regulations. The teacher shall make this known to the child's parents or legal representative in writing.

VI. Final provisions

16. Cabinet Regulation No. 533 of 31 July 2012, "Regulations on Guidelines for State Pre-school Education" (*Latvijas Vēstnesis*, 2012, No. 129) is repealed.

17. An educational institution which, prior to the date of entry into force of these regulations, has licensed a pre-school education programme shall ensure its implementation in accordance with the relevant pre-school education model programme.

18. This Regulation shall come into force on 1 September 2019.

Prime Minister Māris Kučinskis
Minister of Science and Education Kārlis Šadurskis

Model Programme of Pre-school Education

Educational Programme Code 0101 11 11

I. The objective and tasks of implementation of the educational programme

1. The objective of implementation of the general pre-school educational programme (hereinafter referred to as the educational programme) is to facilitate the comprehensive development of the child and the strengthening of health, as well as to ensure the preparation for the acquisition of basic education. The tasks are to be implemented in accordance with the guidelines for state pre-school education.

II. Content of education

2. The content of education is defined in the guidelines for state pre-school education.

III. Organisational principles and implementation plan of the pedagogical process

3. The educational programme shall be implemented in accordance with the bylaws of the educational institution.

4. The child acquires the educational programme until the beginning of the basic education programme.

5. The educational programme is implemented according to the child's abilities, interests, individual experience and needs, contributing to the individual achievements of every child.

6. When organising the pedagogical process, the educational institution shall ensure:

6.1. a supportive environment for cooperation between the child and the teacher;

6.2. an opportunity to get to know other children and adults, to understand similarities and differences;

6.3. an opportunity to observe positive examples of cooperation between children and adults, developing an understanding of values (such as life (including health), human dignity, freedom, family, marriage, work, nature, culture, the Latvian language and the state of Latvia) referred to in these regulations and laws and regulations regarding guidelines for the upbringing of learners and procedures for the evaluation of information, teaching aids, materials and learning and upbringing methods;

6.4. an opportunity to be involved in setting up and preserving the environment of the educational institution, to learn to make decisions and take responsibility for specific activities.

7. Appropriate for the pre-school age period, the mandatory pre-school education content which includes values and virtues, transversal skills and knowledge, understanding and basic skills in various learning areas (language, social and civic, cultural understanding and artistic expression, natural sciences, mathematics, technology, health and physical activity) is an entirety that is implemented in play-based classes as an integrated learning process throughout the day.

8. The implementation of the mandatory education content is planned and organised:
 - 8.1. in two stages. From 1 September until 31 May, the learning process is provided to implement the mandatory pre-school education content set forth in the guidelines for state pre-school education and the achievement of the expected results; from 1 June until 31 August, the learning process is provided to reinforce the general development of the child and the knowledge, understanding, basic skills and transversal skills, as well as the value-based virtues and behaviours acquired during the previous period;
 - 8.2. as integrated learning of a subject relevant for the child (over a period of at least one month):
 - 8.2.1. a key message that is relevant, specific and clear to the child is formulated and complex expected results in all learning areas are selected, ensuring the acquisition of knowledge, understanding, basic and transversal skills, as well as value-based virtues and behaviours;
 - 8.2.2. achievement of mutually coordinated expected results is envisaged on a weekly and daily basis;
 - 8.2.3. daily play-based classes shall include activities for the achievement of specific expected results in an environment suitable for the child's play;
 - 8.2.4. to improve the child's educational performance according to his/her needs or due to other circumstances, if necessary, the expected results and activities can be changed;
 - 8.3. providing the child with the opportunity to learn part of the education content outdoors each day;
 - 8.4. ensuring regular physical activity and healthy habits on a daily basis;
 - 8.5. including various activities, such as those related to public holidays, seasonal customs and traditions, to achieve the expected results of acquiring the mandatory education content.
9. Children with special needs are included in the pre-school education group by implementation of the special pre-school education programme, according to the regulatory framework and developing an individual education programme acquisition plan for them.
10. The acquisition of the pre-school education content is planned and implemented by the pre-school teacher or pre-school teacher in regular collaboration with other professionals, involving the child's parents or legal representatives to support the child's learning.
11. The child is admitted to and discharged from the educational programme in accordance with the regulatory framework.

IV.

Description of the learning environment

12. The learning environment of the educational institution, both indoors and outdoors, is conducive to the child's development and learning of the.
13. The physical environment of the educational institution is suitable for every child, including children with functional disorders. The environment is safe, multifunctional and comfortable (children can work in groups and individually, it is possible to organise learning centres or organisational areas, there are child-friendly instructions and an easy access to learning materials, objects and spaces, contributing to the achievement of the planned learning results, there is space for movement and relaxation), aesthetic, meets the norms of hygiene and is equipped with a variety of exercise activities within the premises of the educational institution.

14. The socio-emotional environment offers security, encourages mutual trust and respect, and a willingness to help and support each other in the learning process and personal difficulties. According to the child's needs, specialist groups are formed, which, according to their competence, provide pedagogical assistance and coordinate psychological and social support by involving the child's parents, teachers, specialists and other staff of the educational institution.

v. Procedures for assessment of the child's learning achievements

15. The educational institution independently develops the procedure of assessment of the child's learning achievements in accordance with the basic principles of assessment of pre-school education specified in the guidelines for state pre-school education.

16. The educational institution shall include information on the frequency, extent and form of informing the child's parents or legal representatives, as well as on forms of cooperation with the child's parents or legal representatives to facilitate the child's development, in its procedure of assessment of the child's learning achievements.

vi. Assessment and justification of the staff, financial and material resources required for the implementation of the educational programme

17. The founder of the educational institution (hereinafter referred to as the founder) shall ensure suitable teaching staff required for the implementation of the educational programme in accordance with the Cabinet regulations establishing the list of teaching professions and positions and the Cabinet regulations establishing the education and professional qualification requirements for the teachers.

18. Taking into account the working hours and the number of groups in the educational institution, the founder shall recruit the teaching and teaching support staff that is required to implement the educational programme.

19. The founder shall establish the positions of medical, management and technical staff required for the implementation of the educational programme.

20. The acquisition of the educational programme shall be funded from the founder's resources.

21. The costs of the implementation of the educational programme shall be covered by the founder in accordance with the Cabinet regulations regarding the minimum costs of the implementation of pre-school educational programmes per one student.

22. The founder shall distribute the state funding intended for the salaries of teachers employed in the education of children aged five and six in accordance with the Cabinet regulations regarding earmarked state budget for salaries of teachers in local government educational institutions or the Cabinet regulations regarding the procedure of state funding of educational programmes at private educational institutions. Salaries of the other teachers shall be provided from the founder's financial resources.

23. The salaries of the teachers (including the number of standard and extra rate hours per position per week, as well as the amount of salary) shall be ensured by the founder in accordance with the Cabinet regulations regarding the salaries of teachers.

24. The salaries of the medical, management and technical staff shall be paid from the founder's financial resources.

25. The implementer of the educational programme shall ensure the compliance with hygiene requirements and maintenance of the premises, facilities, equipment and inventory in accordance with the Cabinet regulations establishing hygiene requirements for educational institutions where pre-school educational programmes are being implemented.

26.

27. The founder shall provide the material and technical resources required for implementation of the educational programme and encouraging self-development and creativity.

Minister of Education and Science Kārlis Šadurskis

Annex 2
to the 21 November 2018 Cabinet Regulation No. 716

Model Programme of National Minority Pre-school Education

Educational Programme Code 0101 11 21

I. The objective and tasks of implementation of the educational programme

1. The objective of implementation of the national minority pre-school educational programme (hereinafter referred to as the educational programme) is to facilitate the comprehensive development and the strengthening of health of the child, to ensure the acquisition of ethnic culture and preparation for the acquisition of basic education. The tasks are to be implemented in accordance with the guidelines for state pre-school education.

II. Content of education

2. The content of education is defined in the guidelines for state pre-school education.

III. Organisational principles and implementation plan of the pedagogical process

3. The educational programme is implemented in accordance with the bylaws of the educational institution, providing a supportive environment for learning of the official language.

4. The child acquires the educational programme until the beginning of the basic education programme.

5. The educational programme is implemented according to the child's abilities, interests, individual experience and needs, contributing to the individual achievements of every child.

6. When organising the pedagogical process, the educational institution shall ensure:

6.1. a supportive environment for cooperation between the child and the teacher;

6.2. an opportunity to get to know other children and adults, to understand similarities and differences;

6.3. an opportunity to observe positive examples of cooperation between children and adults, developing an understanding of values (such as life (including health), human dignity, freedom, family, marriage, work, nature, culture, the Latvian language and the state of Latvia) referred to in these regulations and laws and regulations regarding guidelines for the upbringing of learners and procedures for the evaluation of information, teaching aids, materials and learning and upbringing methods;

6.4. an opportunity to be involved in setting up and preserving the environment of the educational institution, to learn to make decisions and to take responsibility for specific activities.

7. Appropriate for the pre-school age period, the mandatory pre-school education content which includes values and virtues, transversal skills and knowledge, understanding and basic skills in various learning areas (language, social and civic, cultural understanding and artistic expression, natural sciences, mathematics, technology, health and physical activity) is an entirety that is implemented in play-based

lessons as an integrated learning process throughout the day.

8. The implementation of the mandatory education content is planned and organised:

8.1. in two stages. From 1 September until 31 May, the learning process is provided to implement the mandatory pre-school education content set forth in the guidelines for state pre-school education and the achievement of the expected results; from 1 June until 31 August, the learning process is provided to reinforce the general development of the child and the knowledge, understanding, basic skills and transversal skills, as well as the value-based virtues and behaviours acquired during the previous period;

8.2. as integrated learning of a subject relevant for the child (over a period of at least one month):

8.2.1. a key message that is relevant, specific and clear to the child is formulated and complex expected results in all learning areas are selected, ensuring the acquisition of knowledge, understanding, basic and transversal skills, as well as value-based virtues and behaviours;

8.2.2. achievement of mutually coordinated expected results is set on a weekly and daily basis;

8.2.3. daily play-based lessons shall include activities for the achievement of specific expected results in an environment suitable for the child's play;

8.2.4. to improve the child's educational performance according to his/her needs or due to other circumstances, if necessary, the expected results and activities can be changed;

8.3. providing the child with the opportunity to learn part of the education content outdoors each day;

8.4. ensuring regular physical activity and healthy habits on a daily basis;

8.5. including various activities, such as those related to public holidays, seasonal customs and traditions, to achieve the expected results of acquiring the mandatory education content.

9. Learning of the Latvian language is promoted throughout the entire pre-school education period by using a bilingual approach, which, depending on the child's development, is implemented in collaboration between teachers, specialists and other staff of the educational institution, as well as using the Latvian language in everyday communication. For children aged five and above, Latvian is the main means of communication in play-based lessons, except specially organised activities with the aim of learning the national minority's language and ethnic culture.

10. By implementation of the special pre-school education programme, children with special needs are included in the pre-school education group in accordance with the regulatory framework and developing an individual education programme acquisition plan for them.

11. The acquisition of the pre-school education content is planned and implemented by the pre-school teacher or the pre-school teacher in regular collaboration with other professionals, involving the child's parents or legal representatives to support the child's learning.

12. The child is admitted to and discharged from the educational programme in accordance with the regulatory framework.

IV.

Description of the learning environment

13. The learning environment of the educational institution, both indoors and outdoors, is conducive to the child's development and learning.

14. The physical environment of the educational institution is suitable for every child,

including children with functional disorders. The environment is safe, multifunctional and comfortable (children can work in groups and individually, it is possible to organise learning centres or organisational areas, there are child-friendly instructions and an easy access to learning materials, objects and spaces, contributing to the achievement of the planned learning results, there is space for movement and relaxation), aesthetic, meets the norms of hygiene and is equipped with a variety of exercise activities within the premises of the educational institution.

15. The socio-emotional environment offers security, encourages mutual trust and respect, and a willingness to help and support each other in the learning process and personal difficulties. According to the child's needs, specialist groups are formed, which, according to their competence, provide pedagogical assistance and coordinate psychological and social support by involving the child's parents, teachers, specialists and other staff of the educational institution.

v. Procedures for assessment of the child's learning achievements

16. The educational institution independently develops the procedure of assessment of the child's learning achievements in accordance with the basic principles of assessment of pre-school education specified in the guidelines for state pre-school education.

17. The educational institution shall include information on the frequency, extent and form of informing the child's parents or legal representatives, as well as on forms of cooperation with the child's parents or legal representatives to facilitate the child's development, in its procedure of assessment of the child's learning achievements.

vi. Assessment and justification of the staff, financial and material resources required for the implementation of the educational programme

18. The founder of the educational institution (hereinafter referred to as the founder) shall ensure suitable teaching staff required for the implementation of the educational programme in accordance with the Cabinet regulations establishing the list of teaching professions and positions and the Cabinet regulations establishing the education and professional qualification requirements for the teachers.

19. Taking into account the working hours and the number of groups in the educational institution, the founder shall recruit the teaching and teaching support staff that is required to implement the educational programme.

20. The founder shall establish the positions of medical, management and technical staff required for the implementation of the educational programme.

21. The acquisition of the educational programme shall be funded from the founder's resources.

22. The costs of the implementation of the educational programme shall be covered by the founder in accordance with the Cabinet regulations regarding the minimum costs of the implementation of pre-school educational programmes per one student.

23. The founder shall distribute the state funding intended for the salaries of teachers employed in the education of children aged five and six in accordance with the Cabinet regulations regarding earmarked state budget for salaries of teachers in local government educational institutions or the Cabinet regulations regarding the procedure of state funding of educational programmes at private educational institutions. Salaries of the other teachers shall be provided from the founder's financial resources.

24. The salaries of the teachers (including the number of standard and extra rate hours per position per week, as well as the amount of salary) shall be ensured by the founder in accordance with the Cabinet regulations regarding the salaries of teachers.

25. The salaries of the medical, management and technical staff shall be paid from the founder's financial resources.

26. The implementer of the educational programme shall ensure the compliance with hygiene requirements and maintenance of the premises, facilities, equipment and inventory in accordance with the Cabinet regulations establishing hygiene requirements for educational institutions where pre-school educational programmes are being implemented.

27. The founder shall provide the material and technical resources required for implementation of the educational programme and encouraging self-development and creativity.

Minister of Education and Science Kārlis Šadurskis

Annex 3

to the 21 November 2018 Cabinet Regulation No. 716

Model Programme for Special Pre-school Education

Educational Programme Code: 0101 51 11, 0101 52 11, 0101 53 11, 0101 54 11, 0101 55 11, 0101 56 11, 0101 57 11, 0101 58 11, 0101 59 11

I. The objective and tasks of implementation of the educational programme

1. The objective of implementation of the special pre-school educational programme (hereinafter referred to as the educational programme) is to facilitate the comprehensive development of the child and the strengthening of health, as well as to ensure the child's preparation for the acquisition of basic education. The tasks are to be implemented in accordance with the guidelines for state pre-school education.

II. Content of education

2. The content of education is defined in the guidelines for state pre-school education.

III. Organisational principles and implementation plan of the pedagogical process

3. The educational programme is implemented in accordance with the bylaws of the educational institution, providing a supportive environment for children with special needs.

4. The child acquires the educational programme until the beginning of the basic education programme.

5. The educational programme is implemented according to the child's abilities, level of development, state of health, interests, individual experience and needs, contributing to the individual achievements of every child.

6. Children with special needs are included in the pre-school education group according to the regulatory framework and developing an individual plan for the acquisition of the education programme for them.

7. The implementation of the educational programme is based on purposeful and profound assessment, research and correction of the child's abilities by teachers and specialists.

8. When organising the pedagogical process, the educational institution shall ensure:

8.1. a learning process that is appropriate to the child's abilities, level of development and state of health;

8.2. the pedagogical and psychological support required for the child;

8.3. experience of basic skills and activities enabling the child to deal with both familiar and new situations;

8.4. a supportive environment for cooperation between the child and the teacher;

8.5. an opportunity to get to know other children and adults, to understand similarities and differences;

8.6. an opportunity to observe positive examples of cooperation between children and adults, developing an understanding of values (such as life (including health), human

dignity, freedom, family, marriage, work, nature, culture, the Latvian language and the state of Latvia) referred to in these regulations and laws and regulations regarding guidelines for the upbringing of learners and procedures for the evaluation of information, teaching aids, materials and learning and upbringing methods;

8.7. an opportunity to be involved in setting up and preserving the environment of the educational institution, to learn to make decisions and to take responsibility for specific activities.

9. Appropriate for the pre-school age period, the mandatory pre-school education content which includes values and virtues, transversal skills and knowledge, understanding and basic skills in various learning areas (language, social and civic, cultural understanding and artistic expression, natural sciences, mathematics, technology, health and physical activity) is an entirety that is implemented in play-based lessons as an integrated learning process throughout the day.

10. The implementation of the mandatory education content is planned and organised:

10.1. in two stages. From 1 September until 31 May, the learning process is provided to implement the mandatory pre-school education content set forth by the guidelines for state pre-school education and the achievement of the expected results; from 1 June until 31 August, the learning process is provided to reinforce the general development of the child and knowledge, understanding, basic skills and transversal skills, as well as the value-based virtues and behaviours acquired during the previous period;

10.2. as integrated learning of a subject relevant for the child (over a period of at least one month):

10.2.1. a key message that is relevant, specific and clear to the child is formulated and complex expected results in all learning areas are selected, ensuring the acquisition of knowledge, understanding, basic and transversal skills, as well as value-based virtues and behaviours;

10.2.2. envisaging the achievement of mutually coordinated expected results on a weekly and daily basis;

10.2.3. daily play-based lessons shall include activities for the achievement of specific expected results in an environment suitable for the child's play;

10.2.4. improving the child's educational performance according to his/her needs or due to other circumstances, if necessary, the expected results and activities can be changed;

10.3. providing the child with the opportunity to learn part of the education content outdoors each day;

10.4. providing daily Latvian language learning content, regular physical activity and development of healthy habits;

10.5. including various activities, such as those related to public holidays, seasonal customs and traditions, to achieve the expected results of the mandatory education content.

11. The planning and implementation of acquisition of the pre-school education content is ensured by the pre-school teacher or pre-school teacher in regular collaboration with other professionals, involving the child's parents or legal representatives to support the child's learning.

12. The child is admitted to and discharged from the educational programme in accordance with the regulatory framework.

IV. Description of the learning environment

13. The learning environment of the educational institution, both indoors and outdoors, is conducive to the child's development and learning.

14. The physical environment of the educational institution is suitable for the needs of every child, including children with functional disorders. The environment is safe, multifunctional and comfortable (children can work in groups and individually, it is possible to organise learning centres or organisational areas, there are child-friendly instructions and an easy access to learning materials, objects and spaces, contributing to the achievement of the planned learning results, there is space for movement and relaxation), aesthetic, meets the norms of hygiene and is equipped with a variety of exercise activities within the premises of the educational institution.

15. The socio-emotional environment offers security, encourages mutual trust and respect, and a willingness to help and support each other in the learning process and personal difficulties. According to the child's needs, specialist groups are formed which, according to their competence, provide pedagogical assistance and coordinate psychological and social support by involving the child's parents, teachers, specialists and other staff of the educational institution.

V. Procedures for assessment of the child's learning achievements

16. The educational institution independently develops the procedure of assessment of the child's learning achievements in accordance with the basic principles of assessment of pre-school education specified in the guidelines for state pre-school education.

17. The educational institution shall include information on the frequency, extent and form of informing the child's parents or legal representatives, as well as on forms of cooperation with the child's parents or legal representatives to facilitate the child's development, in its procedure of assessment of the child's learning achievements.

VI. Assessment and justification of the staff, financial and material resources required for the implementation of the educational programme

18. The founder of the educational institution (hereinafter referred to as the founder) shall ensure suitable teaching staff required for the implementation of the educational programme in accordance with the Cabinet regulations establishing the list of teaching professions and positions and the Cabinet regulations establishing the education and professional qualification requirements for the teachers.

19. Taking into account the working hours and the number of groups in the educational institution, the founder shall recruit the teaching and teaching support staff that is required to implement the educational programme.

20. The founder shall establish the positions of medical, management and technical staff required for the implementation of the educational programme.

21. The acquisition of the educational programme shall be funded from the founder's resources.

22. The costs of the implementation of the educational programme shall be covered by the founder in accordance with the Cabinet regulations regarding the minimum costs of the implementation of pre-school educational programmes per one student.

23. The founder shall distribute the state funding intended for the salaries of teachers in accordance with the Cabinet regulations regarding the procedure of funding of special education institutions, boarding schools and general education institution classes (groups) or the Cabinet regulations regarding the procedure of state funding of educational programmes at private educational institutions.

24. The salaries of the teachers (including the number of standard and extra rate hours per position per week, as well as the amount of salary) shall be ensured by the founder in accordance with the Cabinet regulations regarding the salaries of teachers.

25. The salaries of the medical, management and technical staff shall be paid from the

founder's financial resources.

26. The implementer of the educational programme shall ensure the compliance with hygiene requirements and maintenance of the premises, facilities, equipment and inventory in accordance with the Cabinet regulations establishing hygiene requirements for educational institutions where pre-school educational programmes are being implemented.

27. The founder shall provide the material and technical resources required for implementation of the educational programme and encouraging self-development and creativity.

Minister of Education and Science Kārlis Šadurskis