

Statute of the Fire Safety and Civil Protection College

*Issued in accordance with the first part of
Article 15 of the Vocational Education Law*

I. General Questions

1. The Fire Safety and Civil Protection College (hereinafter – the College) is a state-founded professional higher education institution under the authority of the State Fire and Rescue Service.
2. The College is a state direct administration institution.
3. Full name of the College:
 - 3.1.in Latvian – Ugunsdrošības un civilās aizsardzības koledža;
 - 3.2.in English – Fire Safety and Civil Protection College;
 - 3.3.in German – College für Brandschutz und Zivilschutz.
4. The College may have its own flag, coat of arms, emblem, logo, anthem, and motto.

II. Collage Strategic Specialization, Main Areas of Activity, and Tasks

5. The College's strategic specialization is in the thematic field "Civil and Military Protection" (education program group – Fire Safety and Protection). The College implements study and applied research activities in accordance with the strategic specialization area.
6. The main directions of the Collage's activities are as follows:
 - 6.1.development and implementation of short-cycle professional higher education programs;
 - 6.2.preparation of students for work in the fields of fire safety, firefighting and rescue, civil protection, and the unified emergency call number 112.;
 - 6.3.providing an educational process that promotes students' personal development and ensures the opportunity to acquire short-cycle professional higher education and fifth-level professional qualification;
 - 6.4.ensuring opportunities for students to prepare for continuing education to acquire first-cycle professional higher education and sixth-level professional qualification;
 - 6.5.implementation of professional further education and professional development education programs.

7. Tasks of the College are as follows:

- 7.1.in cooperation with the State Fire and Rescue Service, to develop professional education programs in accordance with professional standards and state professional education standards, and to organize their implementation.;
- 7.2.in cooperation with the State Fire and Rescue Service, to develop and implement professional further education and professional development education programs for employees of the Service;
- 7.3.to develop examination content and methods, as well as organize professional qualification examinations in cooperation with the State Fire and Rescue Service;
- 7.4.to ensure the quality of the educational process and examinations so that the professional education and professional qualification acquired at the College are recognized in Latvia and abroad;
- 7.5.to promote research activity at the College and conduct applied research related to the tasks of the State Fire and Rescue Service;
- 7.6.to organize events corresponding to the main directions of the College's activities (for example, public courses, lectures, conferences);
- 7.7.to cooperate with educational institutions and employers in Latvia and abroad;
- 7.8.to inform the public about the College's activities and opportunities for acquiring professional education;
- 7.9.to undertake measures to popularize the image of the College and the State Fire and Rescue Service;
- 7.10.to support professional competence development of academic staff;
- 7.11.to participate in the execution of tasks delegated to the State Fire and Rescue Service in the procedure determined by the Chief of the State Fire and Rescue Service;
- 7.12.to perform other activities in accordance with regulatory acts.

III. Education Programs Implemented at the College

- 8. The College implements licensed and accredited short-cycle professional higher education programs, as well as licensed professional further education and professional development education programs in the thematic areas of person and property protection, and civil and military defence.
- 9. The collage may implement non-formal education programs.
- 10. In the area of strategic specialization implemented by the College, it provides individuals, after acquiring secondary education, with the opportunity to:
 - 10.1.Acquire a fifth-level professional qualification by mastering a short-cycle professional higher education program.
 - 10.2.Acquire a fourth or third-level professional qualification by mastering a professional further education program.

10.3. Master professional development education programs necessary for the performance of the functions of the State Fire and Rescue Service.

IV. Organization of the Education Process

11. The implementation of professional education programs takes place in accordance with the study (learning) plans and study (learning) process calendar schedules included in the professional education program, which are approved by the College Director (hereinafter – the Director).
12. The development of professional education programs is organized in accordance with the internal regulations of the College, observing the procedure stipulated in the regulatory acts governing the field of education.
13. The College departments are responsible for the content and implementation of professional education programs.
14. The College organizes the running of practices and work environment-based learning in the manner specified by regulatory acts, corresponding to the specifics of the respective professional education program.

V. The Council

15. The Council consists of 11 members:
 - 15.1. the Director;
 - 15.2. two Deputy Directors;
 - 15.3. four representatives of the academic staff;
 - 15.4. one representative of the general staff;
 - 15.5. three representatives of the student self-government.
16. The Director organizes the Council elections. Representatives for work in the Council are elected from among the academic staff, general staff, and student self-government. Council members from the academic and general staff are elected for three years by the personnel of the respective category by secret ballot. Council members from the representatives of the student self-government are elected by the members of the student self-government. The Director and Deputy Directors are included in the Council without election.
17. The Director approves the composition of the Council.
18. At its first meeting, the Council elects the Council Chairman, Deputy Chairman, and Secretary.
19. The Council meetings are chaired by the Council Chairman, but in his absence, the duties of the Council Chairman are performed by the Council Deputy Chairman. The Council Secretary protocols the Council meetings, but in his absence, a Council member elected from among the present Council

members protocols the Council meeting. The Council Chairman plans and organizes the work of the Council, approves the agenda of the Council meetings, and signs the Council's decisions and other documents developed by the Council.

20. The Council may establish working groups and invite experts to resolve specific issues.
21. The Council performs the tasks specified in the Vocational Education Law.
22. In addition to the provisions of the Vocational Education Law, the Council:
 - 22.1. approves the admission rules and the statute of the admission commission developed by the College;
 - 22.2. examines and approves the sketches of the College flag, emblem, logo, and breast badge;
 - 22.3. develops and submits proposals for the establishment, reorganization, and liquidation of the College's structural units on education and research matters;
 - 22.4. examines and coordinates the College's public report.
 - 22.5. The Council is convened by its Chairman, the Director, or no less than five Council members. Council meetings take place no less than once every six months.
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24. Council meetings take place in person (including in online videoconference mode).
25. The Council is quorate if at least two-thirds of the Council members participate in the meeting. The Council adopts decisions by a simple majority, by open ballot. If the votes of the Council members are equally divided, the vote of the Council Chairman is decisive.
26. The Director has the right of a suspensive veto regarding the decisions of the Council. After applying the veto, the issue is considered by the conciliation commission. The conciliation commission is formed by the Council from its members. The conciliation commission consists of the Director, the Council Chairman, and one representative each from the academic staff, general staff, and students. The decision of the conciliation commission is approved at the next Council meeting.
27. The duty of Council members is to actively participate in working groups, in the preparation of issues and the development of decisions, as well as in Council meetings.

- 28.If a Council member has not participated in a Council meeting twice in a row without a valid reason, the Council may decide to recall the respective Council member.
- 29.The decisions of the Council are binding on the College personnel.

VI. Director

30. The Director manages the work of the College, implements the competencies of the educational institution head stipulated in the regulatory acts governing the field of education, and performs other functions of the head of a direct administration institution stipulated in the State Administration Structure Law.
31. In addition to the duties specified in the regulatory acts governing the field of education and the State Administration Structure Law, the Director:
- 31.1.coordinates the College structure and the number of posts in the College with the State Fire and Rescue Service;
 - 31.2.cooperates with Latvian and foreign educational institutions.
32. The Director is appointed to and released from the position in accordance with the requirements of the Law on the Course of Service of Officials with Special Service Ranks of the Institutions and Places of Confinement of the Ministry of the Interior System.

VII. Convent

33. The Convent is composed of six advisors: Director, two Deputy Directors, a representative of the Ministry of the Interior, two officials (employees) authorized by the Chief of the State Fire and Rescue Service, as well as the Convent Secretary.
34. The Convent Chairman is an official of the State Fire and Rescue Service determined by the Chief of the State Fire and Rescue Service. The composition of the Convent is approved by the Chief of the State Fire and Rescue Service.
35. The Convent is convened by its Chairman, the Director, or no less than four Convent members. Convent meetings take place no less than once a year.
36. The Convent operates within the scope of the competence specified in the Vocational Education Law.

VIII. Student Self-Government

37. Members of the student self-government are elected by the College students in open elections. Members of the student self-government are elected for the duration of mastering the study program, observing that their term of office ends no later than two months before the end of the study program period. A member of the student self-government serves until the election of the new member of the student self-government.
38. The student self-government consists of seven members, including the Chairman, Deputy Chairman, and Secretary.
39. The student self-government operates within the scope of the competence specified in the Vocational Education Law.

IX. College Structural Units

40. Structural units are formed at the College to ensure the educational process, research work, and basic activities.
41. The structural unit of the College for conducting the educational process and research work is the department.
42. The College may also form other structural units (for example, divisions, sectors) to ensure basic activities.
43. The decision on the establishment, reorganization, or liquidation of College structural units, taking into account the College's proposal, is made by the Chief of the State Fire and Rescue Service.
44. The tasks, functions, and rights of the structural units are determined in the structural unit regulations.

X. College Staff

45. The College personnel consists of:
 - 45.1. academic staff;
 - 45.2. general staff;
 - 45.3. students.
46. The College personnel has the right to use the College premises, equipment, inventory, library, and other objects for performing service (work) duties in the procedure stipulated in the College's internal regulations.
46. The College personnel has the right to participate in decision-making, as well as to submit proposals related to the College's activities.

47. The duty of the College personnel is to promote the College's activities and support openness in its management.
48. The academic staff consists of:
 - 47.1. docents;
 - 47.2. lecturers;
 - 47.3. assistants.
49. Persons are elected to academic positions in an open competition in accordance with the procedure established at the College. The competition is announced at least one month before the elections by publishing an announcement in the official publication "Latvijas Vēstnesis," the State Employment Agency's vacancy portal, and the College's website.
50. Elections to academic positions are secret.
51. The academic staff is elected by the Council for six years.
52. The academic staff has the right to:
 - 51.1. freely choose teaching methods within the implemented professional education programs;
 - 51.2. freely choose research methods, evaluate, and publish research results when conducting research work;
 - 51.3. submit proposals for organizing events corresponding to the College's goal;
 - 51.4. submit proposals for the improvement of the education program and the implementation of new study courses and programs.
 - 51.5. submit proposals for the development of the College and the ensuring of internal order.
 - 51.6. be elected to the College's representative, management, and decision-making institutions.
54. The academic staff has the following duties:
 - 54.1. to creatively and responsibly participate in the implementation of education programs;
 - 54.2. to promote learning, study, and research work;
 - 54.3. to constantly improve their professional competence and promote professional growth;
 - 54.4. to participate in the development of the College's material and technical base for learning;
 - 54.5. to observe professional ethical norms;
 - 54.6. to be responsible for their activities and their results;
 - 54.7. to independently improve education programs, introduce innovations in the educational process, cooperate with institutions subordinate to the Ministry of the Interior, structural units of the State Fire and Rescue Service, state and local government institutions, foreign law

- enforcement educational institutions, and attract resources for the development of education programs;
- 54.8. to ensure opportunities for students and learners to exercise their rights at the College.
55. The admission of applicants (students) to the College is organized by the Admission Commission. The Admission Commission operates in accordance with the statute approved by the Director.
56. An applicant is included in the College's student list based on the Director's order.
57. College students and learners have the following rights:
- 57.1. to acquire a licensed and duly accredited professional education program;
 - 57.2. to become acquainted with the College's professional education program, its content, and requirements;
 - 57.3. to interrupt and resume studies (learning) in the manner specified by regulatory acts;
 - 57.4. to receive information about all changes in the professional education program and the organization of the learning process, the accreditation and licensing data of the College or the respective professional education program;
 - 57.5. to receive a state-recognized document certifying professional education or professional qualification after successful completion of the professional education program;
 - 57.6. to receive a document on the completion of a part of the respective professional education program after interrupting the acquisition of the professional education program.
58. College students and learners have the following duties:
- 58.1. to complete the professional education program in full and successfully;
 - 58.2. to observe the terms of the study or learning agreement, this statute, work procedure and labour protection regulations, as well as other internal regulations of the College;
 - 58.3. to handle the uniform, College premises, equipment, inventory, and devices with care.

XI. College Economic Activity and Sources of Funding

59. The College, in accordance with its main directions of activity and regulatory acts, may provide paid services, engage in economic activity, and provide other services.
60. The College's financial resources consist of:

- 60.1. state budget subsidy from general revenues;
- 60.2. revenues from services provided by the College and other own revenues;
- 60.3. foreign financial assistance;
- 60.4. transfers;
- 60.5. donations and gifts.

XII. Adoption of Internal Regulations and Amendment Procedures

- 61. The College's internal regulations are prepared, coordinated, and adopted in accordance with the State Administration Structure Law.
- 62. Amendments to the College Statute may be initiated by:
 - 62.1. one-tenth of the total number of College personnel;
 - 62.2. the Director;
 - 62.3. the Council;
 - 62.4. the Convent;
 - 62.5. the State Fire and Rescue Service.

XIII. College Reorganization and Liquidation, Ensuring the Legality of Operations, and Reports on College Activities

- 63. The College is reorganized and liquidated in accordance with the requirements of the regulatory acts governing the field of education.
- 64. Administrative acts or factual actions issued by the Director may be contested with the State Fire and Rescue Service. Decisions of the State Fire and Rescue Service may be appealed to court.
- 65. The Director submits a report on the execution of the College's tasks and the use of the state budget funds allocated to the College to the Chief of the State Fire and Rescue Service no less than once a year.

Prime Minister E. Siliņa
Minister of the Interior R. Kozlovskis