

CYQAA Supplementary Report

Notes:

The template below was prepared by the College of Law in order to provide the CYQAA and its panel of experts with a framework within which to provide, in adherence with the Cabinet Regulation No. 793, specifically points 15, 16, and 17, supplementary information necessary for the Education Commission to make a decision for:

The study field “Management, Administration and Management of Real Property” together with the following programmes of study:

- **Human Resource Management (HRM),**
- **Real Estate Administration and Management, and**
- **Security and Personal Data Protection.**

The template, which is dully completed (please see blue lettering) and signed by the CYQAA panel of experts constitutes a **Supplementary Report and marks the conclusion of our contractual obligations with the College of Law**. CYQAA will not be obliged to undertake any further work for the College of Law unless a new contract is duly signed and brought into effect.

[5.3.5.1.] ([5.3.5.1.1] – 5.3.5.1.4))

Regulations Regarding Opening and Accreditation of Study Fields (Regulation No.793, 11.12.2018.)

15. The agency shall ensure that, within the scope of the assessment of a study field, a study field is assessed according to the following requirements:

15.1. whether higher education institutions or colleges, while implementing internal quality assurance systems in accordance with Section 5, Paragraph 2.¹ of the Law on Higher Education Institutions, shall guarantee constant improvement, development, and efficiency of the study field;

15.2. conformity of scientific research and artistic creation with the development level of science and artistic creation (if applicable);

15.3. co-operation implemented within the scope of the study field with various Latvian and foreign organisations ensures the achievement of the objectives of the study field;

15.4. elimination of the discovered deficiencies and shortcomings and implementation of the recommendations provided during previous assessment of the study field, if such has been carried out.

The Guidelines for the Preparation of the Joint Report by the Experts Group on the Assessment of a Study Direction

(APPROVED by Baiba Ramina, Chairperson of the Board of the Foundation “Academic Information Centre”, in Riga, on 4 March 2019, COORDINATED by Andrejs Rauhvargers, Head of the Accreditation Department of the Foundation “Academic Information Centre”, in Riga, on 4 March 2019)

Explanation of the evaluation

The experts’ evaluation on compliance is provided for each requirement according to the following grading: “fully compliant”, “partially compliant” or “non-compliant”, by taking into account the evaluation given to the relevant criteria. **Evaluation**

Fully compliant	The study direction or the study programme complies with the prescribed requirements.
Partially compliant	Whilst assessing the compliance of the study direction and the study programmes with the prescribed requirements, shortcomings and deficiencies have been identified, but they can be eliminated by the day on which the Study Quality Committee (hereinafter - the SQC) in its meeting is supposed to review the application on the accreditation of the study direction, or within the accreditation term of the study direction.
Non-compliant	Whilst assessing the compliance of the study direction and the study programmes with the prescribed requirements, significant deficiencies have been identified, and the identified shortcomings and deficiencies regarding the implementation of the study programme cannot be eliminated within the two-year accreditation term of the study direction.

**Assessment of requirements in the field of study and its corresponding
study programmes**

Assessment of requirements in the field of study and in the corresponding study programmes

Assessment of the requirements for the field of study

Requirement	Requirement's assessment <i>Fully compliant/ Partially compliant/ Non-compliant</i>	Comment
Requirement 1. higher education institutions or colleges, while implementing internal quality assurance systems in accordance with Section 5, Paragraph 2. ¹ of the Law on Higher Education Institutions, shall guarantee constant improvement, development, and efficiency of the study field	<i>Partially compliant</i>	The External Evaluation Committee (EEC) encourages the College of Law (CoL) to seek continuous improvement with respect to: - systematical (e.g. annual) in-depth evaluations of the study programmes with all its stakeholders; - strategies and tactics to avoid high drop-out rates and/or long study-completion times; - the focus on, deepening and expansion of the students' learning experience next and complementary to their working experience; - this experience of supplementing theoretical knowledge with the acquisition of practical skills and

		<p>competencies by e.g. promoting the involvement of guest lecturers, recognized professionals in their field of activity, as well as international specialists to support the delivery of lectures/programmes;</p> <ul style="list-style-type: none"> - stimulating students to take part in activities of the CoL networked Latvian and foreign industry partners, organizations of higher education (colleges and scientific institutions), such as (international) conferences, workshops, forums, internships, (Erasmus) exchanges, etc. ...i.e. to maintain “best experiences of knowledge transfer” to students; - the acquisition of critical thinking and even (applied, thematic, practice-relevant) research skills by the students reflected in reports/qualification papers. <p>(p. 26, Doc. 300.3.1)</p>
<p>Requirement 2. conformity of scientific research and artistic creation with the development level of science and artistic creation (if applicable)</p>	<p>Fully Compliant</p>	<p>The EEC commends the CoL for its connections to the world of practice (in both delivery, assessment and continuous improvement) and for the way the CoL (although an institution focused on professional/vocational programmes), motivates and stimulates applied, practice-oriented research by staff as well as by students. (p. 14, Doc. 300.3.1)</p>
<p>Requirement 3. co-operation implemented within the scope of the study field with various Latvian and foreign organisations ensures the achievement of the objectives of the study field</p>	<p>Partially Compliant</p>	<p>The EEC encourages the CoL to seek continuous improvement with respect to: [...]</p> <ul style="list-style-type: none"> - stimulating students to take part in activities of the CoL networked Latvian and foreign industry partners, organizations of higher education (colleges and scientific institutions), such as (international) conferences,

		workshops, forums, internships, (Erasmus) exchanges, etc ...i.e. to maintain “best experiences of knowledge transfer” to students; (p. 26, Doc. 300.3.1)
Requirement 4. elimination of the discovered deficiencies and shortcomings and implementation of the recommendations provided during previous assessment of the study field, if such has been carried out.	Partially Compliant	According to “Report on the implementation of Recommendations” of the Assessment Expert Group for the Study Field (Sent to the EEC before the site visit)

Evaluation of study programme requirements relevant to the field of study *

Requirements	Real estate administration and management	Human resource management	Security and personal data protection
	Requirement’s assessment <i>Fully compliant/ Partially compliant/ Non-compliant</i>	Requirement’s assessment <i>Fully compliant/ Partially compliant/ Non-compliant</i>	Requirement’s assessment <i>Fully compliant/ Partially compliant/ Non-compliant</i>
Requirement 5. conformity of the study programme with the requirements of the Law on Higher Education Institutions and other laws and regulations	<i>Fully compliant</i> Granted that the external evaluation conducted was carried out as a peer-review of experts according to the ESG (2015), a process used in academia and scientific research, where work is evaluated by others who are experts or peers in the same field this conclusion, is rendered in good faith and stems from a thorough review of the institution's application (ANNEXES 25 and 30) and the feedback collected during the interviews with all the relevant parties at the site visit.	<i>Fully compliant</i> Granted that the external evaluation conducted was carried out as a peer-review of experts according to the ESG (2015), a process used in academia and scientific research, where work is evaluated by others who are experts or peers in the same field this conclusion, is rendered in good faith and stems from a thorough review of the institution's application (ANNEXES 32 and 37) and the feedback collected during the interviews with all the relevant parties at the site visit.	<i>Fully compliant</i> Granted that the external evaluation conducted was carried out as a peer-review of experts according to the ESG (2015), a process used in academia and scientific research, where work is evaluated by others who are experts or peers in the same field this conclusion, is rendered in good faith and stems from a thorough review of the institution's application (ANNEXES 40 and 41) and the feedback collected during the interviews with all the relevant parties at the site visit.

<p>Requirement 6. conformity of the study base, scientific base (if applicable), informative base (including the library), facilities, and financial base with the conditions for the implementation of the study programme and for ensuring the achievement of study results</p>	<p><i>Fully compliant</i></p>	<p>Fully compliant</p>	<p><i>Fully compliant</i></p>
<p>Requirement 7. 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 the requirements of the laws and regulations</p>	<p>Fully compliant</p>	<p>Fully compliant</p>	<p>Fully compliant</p>
<p>Requirement 8. the study programme for the acquisition of a master's or doctoral degree based upon achievements and findings of the respective field of science or artistic creation</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

The Guidelines for the Preparation of the Joint Report by the Experts Group on the Assessment of a Study Direction
(APPROVED by Baiba Ramaņa, Chairperson of the Board of the Foundation "Academic Information Centre",
in Riga, on 4 March 2019, COORDINATED by Andrejs Rauhvargers, Head of the Accreditation Department of the
Foundation "Academic Information Centre", in Riga, on 4 March 2019)

Assessment of the Compliance of the Study Programme

Requirements	Real estate administration and management	Human resource management	Security and personal data protection
	Requirement's assessment <i>Fully compliant/ Partially compliant/ Non-compliant</i> <i>Justification</i>	Requirement's assessment <i>Fully compliant/ Partially compliant/ Non-compliant</i> <i>Justification</i>	Requirement's assessment <i>Fully compliant/ Partially compliant/ Non-compliant</i> <i>Justification</i>
The sample of the diploma to be issued for the acquisition of the study programme complies with the procedure by which state-recognised documents of higher education are issued.	<i>Fully compliant ANNEX_31_NP_Diploma in the institution's application</i>	<i>Fully compliant ANNEX_31_NP_Diploma in the institution's application</i>	<i>Fully compliant ANNEX_31_NP_Diploma in the institution's application</i>
Documents confirming that the higher education institution/ college will provide the students with the options to continue the acquisition of education in another study programme or at another higher education institution/ college (a contract with another accredited higher education institution/ college), in case the implementation of the study programme is discontinued.	<i>Fully compliant (ANNEX 21-Cooperation Agreements of the institution's application) indicating that the College of Law will provide the students with the options to continue education in other study programme in case the implementation of the study programme is discontinued.</i>	<i>Fully compliant (ANNEX 21-Cooperation Agreements of the institution's application) indicating that the College of Law will provide the students with the options to continue education in other study programme in case the implementation of the study programme is discontinued.</i>	<i>Fully compliant (ANNEX 21-Cooperation Agreements of the institution's application) indicating that the College of Law will provide the students with the options to continue education in other study programme in case the implementation of the study programme is discontinued.</i>
Document confirming that the higher education institution/ college guarantees to the students a compensation for losses if the study programme is not accredited or the licence	<i>Fully compliant ANNEX 20_3_NP_Guarantee in the institution's application.</i>	<i>Fully compliant ANNEX 20_1_CRV_Guarantee in the institution's application.</i>	<i>Fully compliant ANNEX 20_2_DR_Guarantee in the institution's application.</i>

<p>of the study programme is revoked due to the actions of the higher education institution/ college (actions or failure to act) and the student does not wish to continue the studies in another study programme.</p>			
<p>The teaching staff members involved in the implementation of the study programme are proficient in the official language in accordance with the regulations on the level of the official language knowledge and the procedures for testing official language proficiency for performing professional duties and office duties.</p>	<p>Fully compliant ANNEX_17 Certifies_State Language in the institution's application.</p>	<p>Fully compliant ANNEX_17 Certifies_State Language in the institution's application.</p>	<p>Fully compliant ANNEX_17 Certifies_State Language in the institution's application.</p>
<p>The teaching staff members to be involved in the implementation of the study programme have at least B2-level knowledge of a related foreign language, if the study programme or any part thereof is to be implemented in a foreign language.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>At least five teaching staff members with a doctoral degree are among the academic staff of an academic doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field of science. At least five teaching staff members with a doctoral degree are among the academic staff of a</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

<p>professional doctoral study programme in arts.</p>			
<p>The academic staff of the academic study programme complies with the requirements set forth in Section 55, Paragraph one, Clause 3 of the Law on Institutions of Higher Education.</p>	<p>Fully compliant</p>	<p>Fully compliant</p>	<p>Fully compliant</p>
<p>The sample of the study agreement complies with the mandatory provisions to be included in the study agreement.</p>	<p>Fully Compliant ANNEX_19_Agreement_on obtaining of education</p>	<p>Fully Compliant ANNEX_19_Agreement_on obtaining of education</p>	<p>Fully Compliant ANNEX_19_Agreement_on obtaining of education</p>
<p>The descriptions of the study courses and the study materials have been prepared in all languages in which the study programme is implemented, and they comply with the requirements set forth in Section 561, Paragraph two and Section 562, Paragraph two of the Law on Institutions of Higher Education.</p>	<p>Partially compliant ANNEX_28_NP_Study Course Descriptions</p> <p>Course descriptions were submitted in the English Language due to the international composition of the panel of experts.</p>	<p>Partially compliant ANNEX_35_CRV_Study Course Descriptions</p> <p>Course descriptions were submitted in the English Language due to the international composition of the panel of experts.</p>	<p>Partially compliant ANNEX_44_DR_Study Course Descriptions</p> <p>Course descriptions were submitted in the English Language due to the international composition of the panel of experts.</p>
<p>The study programme complies with the valid professional standard or the requirements for the professional qualification</p>	<p>Fully Compliant</p>	<p>Fully Compliant</p>	<p>Partially Compliant</p> <p>The EEC strongly recommends for the programme Security and Personal Data Protection to update core reading texts related to cybersecurity modules to more recent titles. With respect to student certification, the EEC strongly recommends to immediately address the tensions between the requirements for certification with respect to “Security Specialist – level 5” (as set by the</p>

			<p>Latvian government) and the requirements for successful programme completion given the CoL's mission, vision and aspirations with respect to the provision of content related to (cyber)security and personal data protection (management). The EEC finds partial compliance with respect to student certification. The EEC finds that that the current title of the programme is not adequate as it does not reflect what the CoL wants to achieve with the programme on top of or complementary the requirements with respect to "Security Specialist – level 5". Tensions arising from the desire to serve multiple purposes also result in the programme having 123 ECTS instead of the normal stylized 120 ECTS. (p. 19-20 Doc. 300.3.1/1)</p>
<p>Academic study programmes provided for less than 250 full-time students may be implemented and less than five professors and associated professors of the higher education institution may be involved in the implementation of the mandatory and limited elective part of these study programmes provided that the relevant opinion of the Council for Higher Education has been received in accordance with Section 55, Paragraph two of the</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

Law on Institutions of Higher Education.			
The study programme complies with the State Academic Education Standard or the Professional Higher Education Standard.	<p>Fully Compliant ANNEX_25_NP_compliance state standard of the institution's application</p> <p>The EEC finds that the programme design incorporates the mandatory government professional standards as well as the subject specialist areas (part A of the syllabus covering "general courses", part B covering "subject specialist areas and part C relevant "optional modules".</p> <p>Noting that most of the students are already in employment (with lectures and tutorials timetabled in the weekday evening and weekend), the EEC finds that the programme is more than adequately focused on the practical skills required and that the outcome is a well-balanced mix of theory and practice preparing the students for their chosen career: there is a logical sequence and coherence to the course content. (p. 6 Doc. 300.3.1/1)</p>	<p>Fully Compliant ANNEX_37_CRV_compliance state standard of the institution's application</p>	<p>Partially Compliant</p> <p>[...] the EEC finds that the main negative finding concerns the current title of the programme (does not adequately fit with the programme content). There is a question on whether the programme is tailored to those who see themselves as managers of cybersecurity or whether those taking the course see themselves as security specialists. In fact given the depth of cybersecurity content, a more fitting title is along the lines of cybersecurity and personal data protection management. (p. 7 Doc. 300.3.1/1)</p> <p>The reason for partial compliance with respect to student certification for the Security and Personal Data Protection programme concerns the inadequate title of the programme, probably due to the tensions between the requirements for "Security Specialist – level 5" certification and the vision & mission of the programme as designed by the CoL. This issue requires immediate attention and clarification. (p. 18 Doc. 300.3.1/1)</p>
The joint study programmes comply with the requirements prescribed in Section 551, Paragraphs one, two, and	N/A	N/A	N/A

seven of the Law on Institutions of Higher Education (if applicable).			
Each member of the academic staff has either publications published in reviewed editions within the last six years, including international editions (if they have worked for a shorter period of time, the number of publications shall be in proportion to the work period), or artistic creation achievements (for instance, exhibitions, films, theatre performances, and concert activity), or a five-year practical work experience (except for the experience in the implementation of the study programme)	Fully Compliant ANNEX 8_Publications of the institution's application provides evidence of staff publications and participation in conferences, over the last 6 years.	Fully Compliant	Fully Compliant

[5.3.5.2] ([5.3.5.2.1] – 5.3.5.2.3])

**Regulations Regarding Opening and Accreditation of Study Fields (Regulation No.793, 11.12.2018.)*

"16. The agency shall ensure that within the scope of the assessment of a study field each study programme appropriate to the study field is assessed according to the following requirements:

16.1. conformity of the study programme with the requirements of the Law on Higher Education Institutions and other laws and regulations;

16.2. conformity of the study base, scientific base (if applicable), informative base (including the library), facilities, and financial base with the conditions for the implementation of the study programme and for ensuring the achievement of study results;

16.3. 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 the requirements of the laws and regulations;

16.4. the study programme for the acquisition of a master's or doctoral degree based upon achievements and findings of the respective field of science or artistic creation."

[5.3.5.3]

Regulations Regarding Opening and Accreditation of Study Fields (Regulation No.793, 11.12.2018.)

"17. The agency shall ensure that each study programme appropriate to the study field is assessed as follows:

- 17.1. "excellent" - if the study programme conforms to the requirements referred to in Paragraph 16 of this Regulation;
- 17.2. "good" - if insignificant deficiencies are discovered while assessing the conformity of the study programme with the requirements referred to in Paragraph 16 of this Regulation;
- 17.3. "average" - if deficiencies and shortcomings to be eliminated within the scope of the accreditation term of the study field are discovered while assessing the conformity of the study programme with the requirements referred to in Paragraph 16 of this Regulation;
- 17.4. "unsatisfactory" - if significant deficiencies are discovered while assessing the conformity of the study programme with the requirements referred to in Paragraph 16 of this Regulation and the deficiencies and shortcomings discovered in the implementation of the study programme cannot be eliminated within the scope of the two-year accreditation term."

STUDY PROGRAMME ASSESSMENT

Study programme	Assessment "excellent"/"good"/"average"/"unsatisfactory"
Real estate administration and management	Excellent
Human resource management	Excellent
Security and personal data protection	Good

Name

Signature

Philip Vergauwen, chair

Na Fu

Norman Hutchison

Kevin Curran

Platonas Michaelides

Date: 29 April 2024