



APPROVED
At the College of Accountancy and Finance
Council meeting
in October, 2009
minutes Nr. 2/09

College of Accountancy and Finance Branch By-Laws

1. The branch of the College of Accountancy and Finance is a college structural unit established outside Riga and without legal person status, acting in accordance with the By-Laws of the College of Accountancy and Finance (hereinafter - College).
2. The College branch is organisationally, administratively and methodically subjected to the College director.
3. The basic task of the branch is to implement the College-licensed and accredited study programmes and co-ordination of the study process in the regions of the Republic of Latvia in conformity with regulatory enactments
4. The branch performs the following functions:
 - prepares proposals for the distribution of the College advertising materials to local mass media;
 - provides information to applicants on the possibility of studies at the College, on the admission procedure;
 - carry out organisational work with reflexantes;
 - performs organisational activities with applicants;
 - completes study groups;
 - ensures effective exchange of information between the College and students;
 - informs students about the Internal Rules for the College Students;
 - instructs students on matters of fire safety, electrical safety and first medical aid;
 - participates in the development and accreditation of self-assessment reports for study directions and programmes;
 - provides technical, informative support to academic staff;
 - ensures the renewal of the Branch Library collection and the modernisation of the material and technical basis;
 - prepares proposals for the College Administration to improve the organisation of the study process;
 - performs other activities according to the College Statutes.
5. The Head of the College branch is hired by the College director.
6. The head of the branch has the right:
 - to get acquainted with student personal files at the College, study programmes and other documents governing the study process;
 - to submit proposals to the College Board on the development of the quality of the study programme, strengthening the functioning of the branch;
 - in accordance with the procedures specified by the College Council, to participate in the development of management decisions and internal rules, as well as in the taking of decisions affecting the interests of staff, to participate in the meetings of the college's collegial management bodies and to be heard, as well as to submit proposals on the functioning of the College.
7. The College branch is established, reorganised and liquidated by the College Board.

Director