
Kristaps Zariņš
_____._____.2022

**ART ACADEMY OF LATVIA
Student Career Support Centre
BYLAWS**

Issued in compliance with Article 20(2) of the Law on Higher Education Institutions

1. General terms

- 1.1. These Bylaws (hereinafter — Bylaws) determine the objective, tasks, functions and rights of the Student Career Support Centre (hereinafter — Career Centre) of the Art Academy of Latvia (hereinafter — Academy). The Career Centre is a structural unit of LMA. The Career Centre is not a legal entity.
- 1.2. The Career Centre operates under the laws and regulations of the Republic of Latvia, internal legislation of LMA and these Bylaws.
- 1.3. The Career Centre's funds are part of the LMA's budget. The property of the Career Centre is the property of the LMA.
- 1.4. The Career Centre's address is: 13 Kalpaka Boulevard, Riga, Latvia.

2. Objective, function and tasks of the Career Centre

- 2.1. The objective of the Career Centre is to promote cooperation and communication between students, employers of the LMA and graduates of the LMA, to help young people integrate into the labour market and develop their professional careers, and to provide career and psychological support.
- 2.2. The Career Centre aims to support and promote the development and employability of prospective and current students and graduates of the LMA through a diverse career development support system — high-quality counselling system, labour market information, career education and communication with employers.
- 2.3. The main tasks of the Career Centre are as follows:
 - 2.3.1. provide students and graduates with comprehensive support in their job and finding traineeship opportunities;
 - 2.3.2. inform and search for a job more efficiently;
 - 2.3.3. advise students and graduates on how to design and adapt their CVs and cover letters;
 - 2.3.4. help students and graduates develop job search strategies and prepare for job interviews;
 - 2.3.5. support career decision-making through a comprehensive analysis of the situation.

3. Structure, governance, rights and responsibilities of the Career Centre

- 3.1.** The Career Centre is headed by the Head of the Career Centre, who is hired and dismissed by the Rector.
- 3.2.** The Head of the Career Centre ensures compliance with the entity's objective, delivery of functions and tasks thereof.
- 3.3.** The Career Centre is entitled to:
 - 3.3.1. receive information necessary for the performance of their tasks from the LMA's management and structural units;
 - 3.3.2. organise meetings for students with potential employers, at the LMA or elsewhere;
- 3.4.** The Career Centre is obliged to:
 - 3.4.1. carry out tasks specified in these Bylaws in order to achieve the objectives of structural unit's operation;
 - 3.4.2. collaborate with structural units of the LMA;
 - 3.4.3. initiate and, at the Rector's decree, organise various meetings, conferences and events to promote the careers and employability of the LMA students and graduates.

4. Sources of funding and procedure of use thereof

- 4.1.** The sources of funding of the Career Centre are:
 - 4.1.1. LMA budget;
 - 4.1.2. funds from LMA projects;
 - 4.1.3. other sources of funding provided for by the laws of the Republic of Latvia and the Constitution of the LMA;
- 4.2.** The funds of the Career Centre are spent on the implementation of the tasks under the Bylaws and on the provision of the material and technical base of the Career Centre.

5. Procedure for reorganisation and termination of activity

- 5.1.** The Bylaws of the Career Centre, its amendments and supplements shall be confirmed by the Rector of the LMA.
- 5.2.** The Career Centre shall be reorganised or its activity terminated by the Supervisory Board of the LMA according to the laws and regulations of LR.

6. Other provisions

- 6.1.** The Career Centre Bylaws enter into force on the date of their confirmation.

The Head of the Career Centre
