

REGULATIONS OF THE BIA CAREER CENTRE

1. General provisions

The purpose of the Regulations is to determine the procedure for the establishment, structure, operational aims, tasks and organisation of the BIA Career Centre (hereinafter – the Centre) at the Baltic International Academy (hereinafter – the Academy). The Centre is a structural unit of the Academy that provides career development support for students and graduates, as well as strengthens cooperation between the Academy and employers. In its activity, the Centre complies with the regulatory enactments of the Republic of Latvia, the Constitution of the Academy, internal regulatory enactments and these Regulations.

2. Aims and tasks of the career centre

The aim of the centre is to facilitate the successful integration of students and graduates into the labour market by providing high-quality career support services and career education.

The tasks of the centre:

- 2.1. to provide students and graduates with consultations on career planning, job search strategies and labour market requirements;
- 2.2. to provide individual and group career consultations;
- 2.3. to develop students' transversal, digital and intercultural skills;
- 2.4. to organise career education events – seminars, workshops, guest lectures, etc.;
- 2.5. to provide information on internships and job opportunities;
- 2.6. to maintain cooperation with employers and industry organisations;
- 2.7. to monitor graduate employment indicators and provide recommendations for improvement of study programmes;
- 2.8. to provide digital career support tools;
- 2.9. to participate in local and international projects related to career development.

3. Structure and management

The Centre is managed by the Head of the Career Centre, who is approved by the Rector of the Academy. The Centre is subordinate to the Rector of BIA.

The Head of the Centre:

- 3.1. manages the work of the Centre and ensures the fulfillment of its tasks;
- 3.2. develops the Centre's work plan and reports;
- 3.3. represents the Centre in internal and external cooperation.

The Centre cooperates with study programme directors, the BIA Student Parliament, as well as with representatives of other BIA structural units.

4. Organisation and quality of activity

The Centre's activities are planned and implemented in accordance with a work plan approved by the Head of the Centre. The Centre ensures regular evaluation of the quality of its activity using student satisfaction indicators, graduate employment data and feedback from cooperation partners.

The Centre cooperates with:

- 4.1. heads of study programmes of the Higher Education Institution;
- 4.2. employers, enterprises and NGOs;
- 4.3. foreign partners and international organisations.

BIA students can be involved in the work of the centre on a voluntary basis as volunteers.

The Centre issues BIA certificates, which confirm participation in the work of the Centre and are signed by the BIA Rector and the Head of the Centre.

5. Funding

The activity of the Centre is funded from the budget of the Higher Education Institution, as well as from other sources of funding (projects, cooperation agreements, etc.).

The involvement of consultants and other specialists to ensure the Centre's activity is undertaken in accordance with the budgetary capacity of BIA and the demand for services.

6. Closing provisions

The Regulations enter into force upon their approval in accordance with the Academy's regulatory procedures. Amendments to these Regulations are made based on the proposal of the Head of the Centre and approved in accordance with the procedures established by the Higher Education Institution.