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in Riga, on 31 January 2019

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in Riga, on 31 January 2019

## **The Guidelines for the Preparation of the Description of a Study Programme**

The guidelines for the preparation of the description of a study programme (hereinafter – the guidelines) are developed in accordance with Subparagraph 2.3 of Cabinet Regulation No. 795 of 11 December 2018 “Regulations on Licensing of Study Programmes”.

The purpose of the guidelines is to provide the higher education institutions/ colleges<sup>1</sup> with a structured framework for the preparation of an application for licensing of and the description of a study programme. The guidelines prescribe the information to be included in the application for licensing of and the description of a study programme, as well as their structure, and form. The compliance with the unified guidelines for the preparation of the description of a study programme will facilitate the work of both the higher education institutions/ colleges in the process of the preparation of the description of a study programme, and the experts in the process of the assessment of a study programme.

### **The Description of a Study Programme Shall Be Developed:**

- in accordance with the sequence set forth in the guidelines, justifying the made statements and providing references and examples;
- in accordance with the literary and grammar rules of the official language, legal and academic terminology; and
- specifying future plans, projects, and prospects.

Preparing the description of a study programme, the higher education institution/ college shall provide information in accordance with the requirements and criteria set forth in the guidelines.

For description, analysis, and assessment purposes, an explanation therefore shall be given in italics. The higher education institution/ college may include additional information if it considers such information relevant for a meaningful assessment of the respective requirement and the relevant criterion.

The higher education institution/ college shall describe the compliance of the study programme to be evaluated with the requirements and the relevant **criteria**:

**Requirement [1]** The study programme complies with the study direction in which it is to be included.

### **Criteria:**

1. The development of the study programme is well-founded, and it complies with the strategy of the higher education institution/ college. The aim, objectives, and the intended learning outcomes are attainable and

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<sup>1</sup> The term “higher education institution/ college” used herein is applicable to all higher education and science institutions mentioned in the Law on Institutions of Higher Education which implement academic and professional study programmes, as well as deal with science, research activities, and artistic creation (universities, higher education institutions, academies, institutes, and colleges).

correlated. External experts, the teaching staff, students, employers, etc. were involved in the development of the study programme.

2. The performance indicators, as well as the dynamics and trends as to the number of students, etc. of the higher education institution/ college have been analysed and taken into account in the process of the development of the study programme.
3. The study programme keeps up with the sectoral trends of the European Union countries and worldwide. The higher education institution/ college has provided a justification of why the study programme is compared with the study programmes of the relevant higher education institutions/ colleges, as well as the main conclusions.
4. The prospects for the development of the study programme have been analysed and justified.

**Requirement [2]** The study provision, informative provision (including the library), financial provision, and the material and technical provision comply with the requirements for the implementation of the study programme.

**Criteria:**

1. The study provision, which includes the involved structural unit (department, group of professors, laboratory, institute, etc.) and the required ancillary staff, has been identified, and it complies with the requirements for the implementation of the study programme.
2. The informative and methodological provision, databases, and the literature available in the library comply with the requirements for the implementation of the study programme.
3. The financial provision and the costs of the study programme meet the needs of the study programme and comply with the requirements for the implementation of the study programme. The sources of funding of the study programme have been identified, and the financial resources are sufficient for the implementation of the study programme in order to achieve the learning outcomes.
4. The material and technical provision and its availability for the students and the teaching staff are sufficient as to the specific features and implementation of the study programme.

**Requirement [3]** The content of the study programme to be licensed and the mechanism for the implementation thereof comply with the aim, objectives, and the intended learning outcomes of the study programme.

**Criteria:**

1. The study content is relevant and in line with the latest sectoral trends and/or the trends in science, and it complies with the provisions of the relevant regulatory enactments. The content of the study courses is harmonised and allows achieving the learning outcomes of study courses and the study programme.
2. The mechanism for the implementation of the study programme allows achieving the learning outcomes, including the principles of student-centred learning. The requirements for the organisation of traineeships for the students (if applicable) and the support provided for the students have been determined and integrated in the content of the study programme (if applicable).
3. There is a quality assurance system in place at the higher education institution/ college, the principles of which are complied with also in the study programme to be licensed. The study programme meets the standards set forth in Part 1 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).
4. The students, graduates, employers and/or employer organisations in the relevant sector, and other sectoral organisations are involved in the development of the respective study programme, and such involvement is expected also for future improvement of the study programme (including the work with the outcomes of the surveys conducted among the students and employers).

**Requirement [4]** The qualification of the academic staff members, visiting professors, visiting associate professors, visiting docents, visiting lecturers, and visiting assistants complies with the requirements for the implementation of the study programme and the provisions set out in the respective regulatory enactments.

**Criteria:**

1. The criteria for the selection of the teaching staff involved in the implementation of the study programme comply with the specific features of the study programme and the study courses.
2. The qualification of the teaching staff members allows achieving the learning outcomes of the study programme.

3. The higher education institution/ college ensures further training of the teaching staff as to raise their qualification, as well as promotes scientific and research activities.

**Requirement [5]** The study programme complies with the provisions set forth in the Law on Institutions of Higher Education and other regulatory enactments.

**Requirement [6]** The non-compliances with the provisions set forth in the regulatory enactments, as identified by the competent authorities and regarding the performance of the higher education institution/ college in the previous year, have been eliminated prior to the decision in line with the deadline set by the mentioned authorities; and **Requirement [7]** The factual circumstances comply with the information provided by the higher education institution/ college - there are no certain criteria set for these requirements.

The higher education institution/ college shall provide a description of each criterion by preparing the information according to the explanation specified in italics.

The annexes to these guidelines containing the reference “SAMPLE” are only indicative. The higher education institution/ college may submit the relevant information in the form it sees fit.

The higher education institution/ college shall be obliged to provide only verifiable information, and it must be ready to produce evidence as to the facts set out in the description of the study programme, being present at the on-site visit by the experts. The description of the study programme forms an integral part of the process of the licensing of the study programme.

The application for licensing of a study programme and the description of a study programme shall be submitted electronically, and they shall be signed with a secure electronic signature in compliance with the provisions of the Electronic Documents Law.

### **The Structure of the Description of a Study Programme**

Table of contents

- I. Compliance of the study programme with the study direction
- II. Resources and provision of the study programme
- III. Study content and the mechanism for the implementation of the study programme
- IV. Teaching staff
- V. Compliance of the study programme with the provisions of regulatory enactments
- VI. Annexes

Other documents which the higher education institution/ college shall provide at its own discretion.

(On the official form of the higher education institution/ college)

Place

Date (dd/mm/yyyy) and document number

Academic Information Centre

## APPLICATION

for Licensing of the Study Programme “Name”

Name of the higher education institution/ college	
Number of the certificate on registration with the Register of Educational Institutions	
Legal address of the higher education institution/ college	
Telephone number	
E-mail	
Name of the study programme	<i>Academic bachelor's study programme "Geography"</i>
Name of the relevant study direction of the study programme	<i>Geography and Earth Sciences</i>
Other study programmes included in the study direction	
Code of the study programme in accordance with the Latvian Education Classification	<i>43440</i>
Amount (CP) and duration of the study programme	<i>3 years or 3 years and 6 months, 120 CP</i>
Type and form of the study programme ( <i>also distance learning, if applicable</i> )	<i>Full-time, intramural form - 3 years Part-time, intramural form - 3 years and 6 months</i>
Language in which the study programme is implemented	<i>Latvian, English, Russian</i>
Admission requirements	<i>Secondary education</i>
Degree or professional qualification to be acquired, or degree and professional qualification to be acquired (specifying the code in accordance with the Latvian Education Classification)	<i>Bachelor of Natural Sciences in Geography</i>
Name and code of the occupation in the classification of occupations, the relevant Cabinet Regulations ( <i>to be filled in if it is a professional study programme</i> )	<i>Name of the occupation (code in the classification of occupations)</i>
Place of the implementation of the study programme ( <i>by specifying whether the study programme is to be implemented by the higher education institution or its branch, or the college or its branch</i> )	<i>Rīgas iela 17, Rīga, LV-1010 Branches: Vaļņu iela 2, Cēsis, LV-1050</i>
Director of the study programme ( <i>name, surname, degree and/or professional qualification, position, e-mail, and telephone number</i> )	<i>Dr.oec., professor Ance Ance, <a href="mailto:Ance.Ance@aic.lv">Ance.Ance@aic.lv</a>, 29XXXXXX</i>
Person appointed by the higher education institution/ college entitled to deal with issues related to the licensing of the study programme ( <i>name, surname, degree, position, e-mail, and telephone number</i> )	<i>Dr.oec., professor Jānis Jānis, <a href="mailto:Janis.Janis@aic.lv">Janis.Janis@aic.lv</a>, 29XXXXXX</i>

(Signature of the rector of the higher education institution/ the director of the college)

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## **I. Compliance of the Study Programme with the Study Direction**

- 1.1 *The justification of the creation of the study programme and the compliance with the strategy and the study direction of the higher education institution/ college. Specify the aims, objectives, and the intended learning outcomes of the study programme and assess their attainability and correlation.*

*The electronic link to the strategy of the higher education institution/ college shall be provided.*

- 1.2 *Description of the process of the development of the study programme by analysing the data used in the development process. Specify the stakeholders involved in the development of the study programme (e.g. external experts, the teaching staff<sup>2</sup>, employers, students, etc.) and the form of their involvement.*
- 1.3 *Assessment of the compliance of the study programme with the sectoral trends in the European Union countries and worldwide. Provide a comparison of the study programme with at least two study programmes of the same level and of the relevant sector, which are implemented by higher education institutions/ colleges recognised in the European Union countries (except for the Republic of Latvia), as well as a justification of why the study programme is compared with the study programmes of the relevant higher education institutions/ colleges, and providing the main conclusions.*

*The comparison of the study programmes (in a tabular format) shall be attached in the annex. See the recommended sample in Annex 1 to these guidelines.*

- 1.4 *Description and analysis of the prospects for the development of the study programme by specifying the sources of the justification.*

## **II. Resources and Provision of the Study Programme**

- 2.1 *Assessment of the study provision required for the implementation of the study programme, including the structural units involved in the implementation of the study programme (departments, groups of professors, laboratories, institutes, etc.) and the ancillary staff by specifying their objectives in the implementation of the study programme.*
- 2.2 *Assessment of the informative and methodological provision (e-learning environment, guidelines, methodology, manuals, etc.), including their use to ensure the study process. Provide information on the library and database resources, their availability for the students and the teaching staff, the suitability of the library premises for independent studies and research work, the literature available in the library for the implementation of the study programme, as well as the potential for upgrading and improving the informative and methodological provision.*
- 2.3 *Information on the financial provision required for the implementation of the study programme. Provide the description of the sources of financial resources and a calculation of the study programme costs (including the amount of the required funding and the number of students required to ensure a high-quality study process) by specifying whether the financial provision is sufficient for the implementation of the study programme.*

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<sup>2</sup> The term “teaching staff” used herein refers to the academic staff of the relevant higher education institution/ college and its visiting professors, visiting associate professors, visiting docents, visiting lecturers, and visiting assistants.

2.4 *Assessment of the material and technical provision by including information on its availability for the students and the teaching staff, as well as its compliance with the specific features and the implementation of the study programme.*

*\* If the study programme is to be implemented in the form of distance learning and/or in a branch of the higher education institution/ college, provide an analysis of the criteria set out in sub-paragraphs 2.1 to 2.4 in view of the form of distance learning and/or the branches.*

*In case of a joint study programme, a table with information regarding the compliance of the study programme with the requirements for the implementation of the joint study programme (see Section 55<sup>1</sup> of the Law on Institutions of Higher Education) shall be attached in the annex. See the recommended sample in Annex 2 to these guidelines.*

### **III. Study Content and the Mechanism for the Implementation of the Study Programme**

3.1 *Description of the content of the study programme by analysing and assessing the study courses/ modules of the study programme, their relevance, correlation, and compliance with the sectoral trends and/or the trends in science, as well as the provisions of regulatory enactments. Provide the assessment of the correlation between the learning outcomes of the study courses/ modules and those of the study programme (based on the mapping carried out).*

*Attach in the annex:*

- Assessment of the compliance of the study programme with the State Education Standard (see the recommended sample in Annex 3).*
- Assessment of the compliance of the study programme with the Professional Standard (if applicable) (see the recommended sample in Annex 4).*
- Assessment of the compliance of the doctoral study programme with the provisions of regulatory enactments (if applicable) (see the recommended sample in Annex 5).*
- Curriculum of the study programme for all intended forms of the implementation of the study programme (see the recommended sample for full-time studies in Annex 6).*
- Descriptions of study courses/ modules arranged sequentially according to the curriculum (descriptions of study courses shall be attached in all languages in which the study programme is to be implemented).*
- Mapping of the study courses/ modules in tabular format (see the recommended sample in Annex 8).*

3.2 *Assessment of the mechanism for the implementation (including the mechanism for the evaluation) of the study programme by including an analysis as to what extent they ensure the achievement of the learning outcomes. Provide an explanation as to what extent the principles of student-centred learning are taken into consideration whilst implementing the study process by including information on the organisation of the study process.*

3.3 *Description and analysis of the provision of traineeships for students by specifying the support provided for the students. Information on the aims of students' traineeship and its role in achieving the general aims of the study programme. Principles for selecting cooperation institutions and their contribution to achieving the general aims of the study programme.*

*The regulations on the traineeship shall be attached in the annex.*

- 3.4 *Assessment as to what extent the quality assurance system in place at the higher education institution/ college and its relevant principles are complied with whilst implementing the study programme by giving specific examples. Specify to what extent the standards set forth in Part 1 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) have been met. In case of a joint study programme, provide the description and assessment of the joint quality assurance system.*

*Description of the compliance of the study programme with the standards set forth in Part 1 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) shall be attached in the annex (see the recommended sample in Annex 9).*

- 3.5 *Assessment of the involvement of the students, graduates, employers and/or employer organisations in the relevant sector, and other sectoral organisations in the development of the study programme. Specify how the higher education institution/ college has planned to involve the stakeholders in future improvement of the study programme (including the intended work by the higher education institution/ college with the outcomes of the surveys conducted among the students and employers).*

*A table specifying the contracts of intent (confirmations) of the employers with regard to the provision of traineeships for students shall be attached in the annex (see the recommended sample in Annex 10).*

*\*If the study programme is to be implemented in the form of distance learning and/or in a branch (or branches) of the higher education institution/ college, provide the description of the criteria set out in subparagraphs 3.1 to 3.5 in view of the form of distance learning and/or the branches.*

## **IV. Teaching Staff**

- 4.1 *Justification of the selection of the teaching staff involved in the implementation of the study programme, the criteria set during the selection process of the teaching staff, and their analysis by justifying the compliance of these criteria with the specific features of the study programme and the study courses.*
- 4.2 *Compliance of the qualification of the teaching staff members with the provisions of regulatory enactments. Provide an analysis of the compliance of the qualification of the teaching staff members in view of the attainability of the learning outcomes of the study programme.*
- 4.3 *Describe the appropriate mechanisms and procedures developed by the higher education institution/ college for further training of the teaching staff as to raise their professional qualification and promoting of scientific and research activities, and provide examples of scientific and research activities (artistic creation, if applicable) carried out by the teaching staff.*

*Attach in the annex:*

- List of all teaching staff members to be involved in the implementation of the study programme (see the recommended sample in Annex 11).*
- Creative and scientific biographies (Curriculum Vitae in the Europass format) of all teaching staff members to be involved in the implementation of the study programme.*
- List of teaching staff's scientific publications that are related to the study programme and published in reviewed editions within the last six years, or a list of achievements in research or artistic creation.*



## V. List of Annexes

Annex	Annex No. (the recommended sample has been provided)*
<b>I. Compliance of the Study Programme with the Study Direction</b>	
Comparison of the study programme with the study programmes of other higher education institutions/ colleges	Annex 1
<b>II. Resources and Provision of the Study Programme</b>	
Compliance of the study programme with the requirements for the implementation of the joint study programme (see Section 55 <sup>1</sup> of the Law on Institutions of Higher Education) (if applicable)	Annex 2
<b>III. Study Content and the Mechanism for the Implementation of the Study Programme</b>	
Assessment of the compliance of the study programme with the State Education Standard	Annex 3
Assessment of the compliance of the study programme with the Professional Standard (if applicable)	Annex 4
Assessment of the compliance of the doctoral study programme with the provisions of regulatory enactments	Annex 5
Curriculum of the study programme for all intended forms of implementation of the study programme	Annex 6
Descriptions of study courses/ modules (arranged sequentially according to the curriculum) (A list of mandatory information to be included in the annex)	Annex 7
Mapping of the study courses/ modules	Annex 8
Regulations on the traineeship (if applicable)	
Compliance of the study programme with the standards set forth in Part 1 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)	Annex 9
Contracts of intent of the employers with regard to the provision of traineeships for students ( <i>if applicable</i> )	Annex 10
<b>IV. Teaching Staff</b>	
List of all teaching staff members involved in the implementation of the study programme	Annex 11
Biographies of all teaching staff members ( <i>Curriculum Vitae</i> in the <i>Europass</i> format)	
List of teaching staff's scientific publications that are related to the study programme and published in reviewed editions within the last six years, or a list of achievements in research or artistic creation	
<b>Compliance of the Study Programme with the Provisions of Regulatory Enactments</b>	
Information according to the list attached in Annex 12 shall be indicated.	Annex 12

\* Reference to the numbers of annexes, the samples of which are attached in the annex to these guidelines.

## VI. Samples of Annexes

### Samples Recommended by the Academic Information Centre

The samples are only indicative. The higher education institution/ college may submit the relevant information in the form it sees fit.

#### ANNEX 1

#### Comparison of the Study Programme with the Study Programmes of Other Higher Education Institutions/ Colleges

#### SAMPLE

	Study programme	Study programmes implemented at higher education institutions/ colleges in the European Union	
		Study programme of the 1 <sup>st</sup> higher education institution/ college	Study programme of the 2 <sup>nd</sup> higher education institution/ college
Name of the higher education institution/ college			
Name of the study programme			
Duration of studies			
Amount			
Comparison of the study courses and amount thereof			
Learning outcomes			
Final examinations			

**Compliance of the Study Programme with the  
Requirements for the Implementation of the Joint Study Programme  
(see Section 55<sup>1</sup> of the Law on Institutions of Higher Education) (if applicable)**

<b>No.</b>	<b>Criteria</b>	<b>Compliance</b>
1.	The higher education institution/ college and a partnering institution (or institutions) have entered into a written agreement on the development and implementation of the joint study programme.	<i>Copy of the agreement shall be attached in the annex.</i>
2.	The study programme shall consist of the parts of study programmes of the same level of the higher education, as implemented by the higher education institution/ college and the partnering institutions.	<i>Explanation</i>
3.	The higher education institution/ college and the partnering institutions involved in the implementation of the study programme shall each implement at least one tenth of the entire relevant study programme.	<i>Explanation</i>
4.	Unified requirements regarding the implementation of the joint study programme, the final examinations, and granting of degrees to be acquired in studies and professional qualifications. In terms of the content, the parts of the joint study programme together form a unified and consecutive joint study programme.	<i>Explanation</i>
5.	The higher education institution/ college and the partnering institutions have jointly developed a quality assurance system for the joint study programme.	<i>Explanation</i>
6.	Mobility of students is ensured, which also allows for the acquisition of a commensurate and essential part of the joint study programme in one or several partnering institutions.	<i>Explanation</i>
7.	Mobility of the academic staff members is ensured, which allows them to teach in at least one partnering institution.	<i>Explanation</i>
8.	A degree or professional qualification to be granted as a result of the acquisition of the joint study programme has been specified in compliance with the system of degrees or professional qualification to be acquired in studies, as set forth in the regulatory enactments of Latvia.	<i>Explanation</i>
9.	The content of the diploma, as well as of the annex appended to the diploma to be issued jointly by the higher education institution/ college and partnering institutions has been specified, and it complies with Cabinet Regulation "Procedure by which State-Recognised Documents of Higher Education Are Issued".	<i>Explanation and a sample shall be attached in the annex.</i>

## Compliance of the Study Programme with the State Education Standard

- *Cabinet Regulation No. 141 “Regulations Regarding the State Standard for First-Level Professional Higher Education”, as adopted on 20 March 2001. See: <http://likumi.lv/doc.php?id=6397>.*
- *Cabinet Regulation No. 240 “Regulations Regarding the State Academic Education Standard”, as adopted on 13 May 2014. See: <https://likumi.lv/doc.php?id=266187>.*
- *Cabinet Regulation No. 512 “Regulations Regarding the State Standard for Second-Level Professional Higher Education”, as adopted on 26 August 2014. See: <https://likumi.lv/doc.php?id=268761>.*

Requirements*	As specified in the standard	Programme indicators
Amount of the study programme (CP)		
Duration of the study programme		
Parts of the study programme and their amount (mandatory, limited elective, and elective part), including the amount of the thesis		
Number of contact hours (%)		
Mandatory content in compliance with the requirements set forth in the standard		
Compliance with the requirements set out in the Environmental Protection Law and Civil Protection and Disaster Management Law ( <i>not applicable to the first-level professional higher education study programmes</i> ). <i>Specify to what extent the minimum requirements for the content of the mandatory course in civil protection and the training of employees in civil protection issues are complied with in the implementation of the study programme.</i>		
Degree or professional qualification, or degree and professional qualification to be awarded.		
Basic principles and procedures for the evaluation of the acquisition of the study programme.		
Description of the traineeship ( <i>if applicable</i> )		

\* In compliance with the applicable State Education Standard.

## ANNEX 4

Compliance of the Study programme with the Professional Standard (Specify the Professional Standard Relevant to the Study Programme) (*if applicable*)

Knowledge required to carry out the basic tasks of the professional activities	Relevant study courses of the study programme "Name"	Amount of CP
Level of perception		
Level of comprehension		
Level of usage		

## ANNEX 5

Compliance of the Study Programme with the Requirements if a Doctoral Study Programme is Implemented (*if applicable*)

No.	Criterion	Justification
1.	At least five teaching staff members with a doctoral degree are among the academic staff of a 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 professional doctoral study programme in arts.	<i>Explanation</i>
2.	The scientific and pedagogical qualification of the persons with a doctoral degree complies with the criteria set forth in the regulatory enactments regarding the assessment of the scientific and pedagogical qualification of a person applying for the position of a professor and associate professor.	<i>Explanation</i>

## Curriculum of the Study Programme (“Name”) for Full-Time Studies

SAMPLE

Name of the course/ module	Name and surname of the responsible teaching staff member	CP	Curriculum					
			1 <sup>st</sup> year of studies		2 <sup>nd</sup> year of studies		3 <sup>rd</sup> year of studies	
			Study semester					
			1	2	3	4	5	6
<b>Part A</b>		<b>8</b>						
		4	4					
		4		4				
<b>Part B</b>		<b>6</b>						
		4			4			
		2				2		
<b>Part C</b>		<b>2</b>				2		
		2					2	
	<b>Total:</b>		4	4	4	4	4	

## Mandatory Information to be Included on the Descriptions of Study Courses/ Modules

The following information shall be included in the descriptions of the study courses:

- Requirements for the commencement of the acquisition of the study course.
- Aim of the implementation of the study course and the intended learning outcomes.
- Content of the study course required for achieving the learning outcomes.
- Calendar of the study course (thematic schedule).
- Mandatory and supplementary literature and other sources of information.
- Description of the organisation and tasks for the independent work of students.
- Criteria for the assessment of the learning outcomes.
- Amount of credit points to be acquired and preferably also the amount of the European Credit Transfer and Accumulation System (ECTS).

Information to be additionally included:

- Amount (number of contact hours per semester).
- Authors of the study course (name/ surname, structural unit, and position).

If the study programme is implemented in the form of study modules, the following information shall be included:

- Learning outcomes achievable as a result of the acquisition of the study module.
- Schedule of the study work time.
- Content of the study module.

*If the study programme includes traineeship, then the traineeship schedule shall be attached.*

## Mapping of the Study Courses

SAMPLE

	Learning outcomes to be achieved in the study programme (1)	Learning outcomes to be achieved in the study programme (2)	Learning outcomes to be achieved in the study programme (3)	Learning outcomes to be achieved in the study programme (4)	
Intended learning outcomes (1) of the study course A					
Intended learning outcomes (2) of the study course B	X			X	
Intended learning outcomes (3) of the study course C			X		
Intended learning outcomes (4) of the study course D		X			
Intended learning outcomes (5) of the study course E				X	

ANNEX 9

Compliance of the Study Programme with the Standards Set forth in Part 1 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)

SAMPLE

<b>Part 1 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)</b>	<b>Extent to which the ESG Standards will be complied within the study programme</b>
1.1 Policy for quality assurance	
1.2 Design and approval of programmes	
1.3 Student-centred learning, teaching, and assessment	
1.4 Student admission, progression, recognition, and certification	
1.5 Teaching staff	
1.6 Learning resources and student support	
1.7 Information management	
1.8 Public information	
1.9 On-going monitoring and periodic review of programmes	

Contracts of Intent of the Employers with Regard to the Provision of Traineeships for Students

SAMPLE

Contracting party	Subject of the contract	Term of validity of the contract



List of All Teaching Staff Members Involved in the Implementation of the Study Programme

*The list shall be signed by all teaching staff members referred to in the list. The involvement of the teaching staff from abroad may be confirmed by the signature of the director of the study programme by attaching documents certifying their involvement in the implementation of the study programme. The list shall specify that 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 according to European language levels (see the levels under [www.europass.lv](http://www.europass.lv)), if the study programme or any part thereof is to be implemented in a foreign language, or at least B2-level knowledge of the Latvian language, if the study programme or any parts thereof is to be implemented in the Latvian language, and a teaching staff member has not acquired the secondary or higher education in the Latvian language.*

SAMPLE

No.	Name, surname	Degree and/or professional qualification	Electable status at the higher education institution/ college (Yes/no)	Position	Implemented study courses/ modules	<i>Level of the knowledge of foreign language (if the study programme is implemented in a foreign language) or the Latvian language (if the study programme is implemented in the Latvian language, and a teaching staff member has not acquired the secondary or higher education in the Latvian language)</i>		Signature

## Compliance of the Study Programme with the Provisions of Regulatory Enactments

For the purpose of the assessment of the compliance of the study programme with the provisions of regulatory enactments, the following documents shall be attached:

1. Decision by the Senate of the higher education institution or the Council of the college on the creation of the study programme.
2. Opinion of the institution which performs the certification of persons in the field of regulated professions and at which the higher education institution/ college implements their study programmes (if applicable).
3. Document 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.
4. 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 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.
5. If the study programme subject to the assessment is an academic study programme, opinion of the Council for Higher Education provided for that less than 250 full-time students will be admitted, will be attached in compliance with Section 55, Paragraph two of the Law on Institutions of Higher Education.
6. If the study programme subject to the assessment is an academic study programme, a document confirming that the academic staff of the academic study programme complies with the provisions set out in Section 55, Paragraph one, Clause three of the Law on Institutions of Higher Education, shall be attached.
7. Confirmation of the higher education institution/ college that 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 according to European language levels (see the levels under [www.europass.lv](http://www.europass.lv)), if the study programme or any part thereof is to be implemented in a foreign language, or at least B2-level knowledge of the Latvian language, if the study programme or any part thereof is to be implemented in the Latvian language, and a teaching staff member has not acquired the secondary or higher education in the Latvian language.
8. Sample of the study agreement.
9. Sample of the diploma to be issued for the acquisition of the study programme.
10. Procedures/ regulations developed by the higher education institution/ college for the recognition of competences acquired outside formal education or through professional experience and learning outcomes achieved in previous learning.
11. If the study programme subject to the assessment is a doctoral study programme, a confirmation that at least five teaching staff members with doctoral degree are among the academic staff of a doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field or sub-field of science, in which the study programme has intended to award a scientific degree, shall be attached.
12. If the study programme subject to the assessment is a doctoral study programme, a confirmation that the scientific and pedagogical qualification of the persons with a doctoral degree complies with the criteria set forth in the regulatory enactments regarding the assessment of the scientific and pedagogical qualification of a person applying for the position of a professor and associate professor, shall be attached.
13. If the study programme subject to the assessment is a joint study programme, a written agreement on the development and implementation of the joint study programme with the higher education institution/ college involved in the implementation of the study programme, shall be attached.