

APPROVED
by Baiba Ramaņa, Chairperson of the Board
of the Foundation “Academic Information Centre”,
in Riga, on 4 March 2019

COORDINATED
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of the Foundation “Academic Information Centre”,
in Riga, on 4 March 2019

The Guidelines for the Preparation of the Self-Assessment Report of a Study Direction

The guidelines for the preparation of the Self-Assessment Report of a study direction (hereinafter - the guidelines) have been developed in accordance with Cabinet Regulation No. 793 of 11 December 2018 “Regulations on Opening and Accreditation of a Study Direction”.

The purpose of the guidelines is to provide the higher education institutions/ colleges¹ with a structured framework for the preparation of the Self-Assessment Report. The guidelines prescribe the information to be included in the Self-Assessment Report, as well as its structure and form and also the information to be included in the application for the assessment of a study direction and the form thereof. The compliance with the unified guidelines for the preparation of the Self-Assessment Report will facilitate the work of both the higher education institutions/ colleges in the process of the preparation of the Self-Assessment Report, and the experts in the process of assessing the study direction.

The Purpose of the Self-Assessment Process

The purpose of the self-assessment process at the higher education institution/ college is to carry out a comprehensive and in-depth analysis of the study direction and the relevant study programmes, which shall be used for the future improvement of the performance thereof. During the self-assessment process, the higher education institution/ college carries out an analytical and critical assessment of its performance within the study direction.

The Purpose of the Self-Assessment Report

The Self-Assessment Report is prepared as an analytical reference material that consists of parts and chapters, which deal with the analysis of the information in accordance with the criteria that enable an appropriate assessment.

The quantitative indicators included in the Self-Assessment Report complement the qualitative analysis carried out by the higher education institution/ college.

The experts group for the assessment of the study direction (hereinafter - experts group) uses the Self-Assessment Report to obtain comprehensive information about the higher education institution/ college and the implemented study direction and to assess the quality of the study direction and the relevant study programmes.

¹ 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).

The Procedure of the Preparation of the Self-Assessment Report

In order to prepare the Self-Assessment Report, the higher education institution/ college shall establish a team for the preparation of the Self-Assessment Report, which shall be comprised of the representative of the administration, the persons responsible for the implementation of the study direction and the relevant study programmes of the higher education institution/ college, teaching staff² members, at least one representative of the students, as well as the representatives of the employers and/or social partners.

The Self-Assessment Report 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 provisions set forth in Part 1 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG);
- in accordance with the literary and grammar rules of the official language, legal and academic terminology;
- assessing the results achieved in the previous period; and
- specifying the future plans, projects, and prospects.

Preparing the Self-Assessment Report, the higher education institution/ college shall provide information in accordance with the criteria and the sequence set forth in the guidelines. If the relevant study programmes of the study direction are implemented in the form of distance learning or in a branch of the higher education institution/ college, the criteria shall be analysed in view of the form of distance learning and/ or the placement of the implementation within the branch.

The higher education institution/ college may include additional information if it considers such information relevant to a proper assessment of the respective criterion.

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 Self-Assessment Report, being present at the on-site visit by the experts group. The Self-Assessment Report forms an integral part of the application for the assessment of the study direction.

The application for the assessment of the study direction and the Self-Assessment Report of the study direction shall be submitted as follows:

- electronically, and they shall be signed with a secure electronic signature in compliance with the provisions of the Electronic Documents Law; and
- in the official language accompanied by a translation into English (translations of documents submitted by other organisations may contain a reference “Provisional translation”).

After the procedure for the assessment of the study direction of the higher education institution/ college is completed, the Self-Assessment Report (without the annexes thereto) shall be published in the Study Direction Register (svr.aic.lv).

² 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.

The Structure of the Self-Assessment Report:

Part I. Information on the Higher Education Institution/ College

Part II. Description of the Study Direction

1. Management of the Study Direction
2. Efficiency of the Internal Quality Assurance System
3. Resources and Provision of the Study Direction
4. Scientific Research and Artistic Creation
5. Cooperation and Internationalisation
6. Implementation of the Recommendations Received During the Previous Assessment Procedures

Part III. Description of the Study Programme “...”

1. Indicators Describing the Study Programme
2. The Content of Studies and Implementation Thereof
3. Resources and Provision of the Study Programme
4. Teaching Staff

Part IV. Annexes

Other documents which the higher education institution/ college considers relevant.

(On the official form of the Higher Education Institution/ College)

APPLICATION

Riga

Date and document number

Academic Information Centre

Application for the Assessment of the Study Direction “...”

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 direction	
Person appointed by the higher education institution/ college entitled to deal with issues regarding the assessment of the study direction	<i>Name, surname, academic/ scientific degree, position, e-mail, and telephone number)</i>

Name of the study programme	Code of the study programme in accordance with the Latvian Education Classification	Duration and amount of the study programme	Type and form of the study programme	Language in which the study programme is implemented	Degree to be acquired or degree and qualification to be acquired	Admission requirements	Place of the implementation of the study programme
<i>Academic bachelor's study programme "Geography"</i>	<i>43440</i>	<i>3 years, 120 CP 4 years, 120 CP</i>	<i>Full-time, intramural form - 3 years Part-time, extramural form - 3 years and 4 months</i>	<i>Latvian, English</i>	<i>Bachelor of Natural Sciences in Geography</i>	<i>Secondary education</i>	<i>Meža iela 7, Riga, LV-5237</i>

Rector of the higher education institution or the director of the college

Name, surname, signature

[Logo of the higher education institution/ college]

Self-Assessment Report

STUDY DIRECTION “...”

Name of the Higher Education Institution/ College

CITY 20__

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I. Information on the Higher Education Institution/ College

- 1.1. Basic information on the higher education institution/ college and its strategic development directions, including the following information:
- a brief description of the higher education institution/ college;
 - mission and vision;
 - implemented study directions and the number of study programmes therein;
 - general information on the branches of the higher education institution/ college;
 - dynamics of the number of the students at the higher education institution/ college in the assessment period; and
 - development strategy of the higher education institution/ college - specify the key development aims and directions.

Provide an electronic link to a website on which the development strategy is available both in Latvian and in English. In the event that the relevant study programmes of the study direction subject to the assessment is implemented in the branches of the higher education institution/ college, detailed information on the branches shall be attached in the annex (see the recommended sample in Annex 1 to these guidelines).

- 1.2. Description of the management of the higher education institution/ college, the main institutions involved in the decision-making process, their composition (percentage depending on the position, for instance, the academic staff, administrative staff members, students), and the powers of these institutions.

Attach in the annex a list that contains the main internal regulatory enactments and regulations (for instance, the Constitution of the higher education institution or the Statutes of the college, the Code of Ethics, study regulations, etc.). Specify the institution (or institutions) which has (or have) approved the document, as well as the link to the website on which these documents are available electronically (it is recommendable that the information published on the website is available both in Latvian and in English).

A schematic management structure of the higher education institution/ college shall be attached in the annex.

- 1.3. Description of the mechanism for the implementation of the quality policy and the procedures for the assurance of the quality of higher education, as well as the stakeholders involved in the development and improvement of the quality assurance system and their role in these processes.

Provide an electronic link to a website on which the quality policy, the quality manual, and other binding internal regulatory enactments are available.

- 1.4. Fill in the table on the compliance of the internal quality assurance system of the higher education institution/ college with the provisions of Section 5, Paragraph 2¹ of the Law on Institutions of Higher Education by providing a justification for the given statement. In addition, it is also possible to refer to the respective chapter of the Self-Assessment Report, where the provided information serves as evidence for the full compliance, partial compliance or non-compliance.

No.	R [1] Pursuant to <u>Section 5, Paragraph 2¹ of the Law on Institutions of Higher Education</u> , the higher education institution/ college shall ensure continuous improvement, development, and efficient performance of the study direction whilst implementing their quality assurance systems:	Fully compliant	Partially compliant	Non-compliant	Justification
1	The higher education institution/ college has established a policy and procedures for assuring the quality of higher education.				
2	A mechanism for the creation and internal approval of the study programmes of the higher education institution/ college, as well as the supervision of their performance and periodic inspection thereof has been developed.				
3	The criteria, conditions, and procedures for the evaluation of students' results, which enable reassurance of the achievement of the intended learning outcomes, have been developed and made public.				
4	Internal procedures and mechanisms for assuring the qualifications of the academic staff and the work quality have been developed.				
5	The higher education institution/ college ensures the collection and analysis of the information on the study achievements of the students, employment of the graduates, satisfaction of the students with the study programme, efficiency of the work of the academic staff, the study funds available, and the disbursements thereof, as well as the key performance indicators of the higher education institution/ college.				
6	The higher education institution/ college shall ensure continuous improvement, development, and efficient performance of the study direction whilst implementing their quality assurance systems.				

II. Description of the Study Direction

1. Management of the Study Direction

- 1.1. Economic and/or social grounds for the creation of the study direction and the relevant study programmes, the assessment of the interrelation among the study programmes, as well as the analysis of the significance (singularity) of the study programmes in comparison with other similar study programmes in Latvia and abroad.
- 1.2. Aims of the study direction and their compliance with the scope of activities of the higher education institution/ college, the strategic development directions, as well as the needs and the development trends of the society and the national economy.

- 1.3. SWOT analysis of the study direction with regard to the set aims by providing explanations on how the higher education institution/ college expects to eliminate/ improve weaknesses, prevent threats, and avail themselves of the given opportunities, etc. The assessment of the plan for the development of the study direction for the next six years and the procedure of the elaboration thereof. In case there is no development plan elaborated or the aims/ objectives are set for a shorter period of time, information on the elaboration of the plan for the development of the study direction for the next assessment period shall be provided.

The plan for the development of the study direction (if applicable) shall be attached in the annex.

- 1.4. The structure of the management of the study direction and the relevant study programmes, and the analysis and assessment of the efficiency thereof, including the assessment of the role of the director of the study direction and the heads of the study programmes, their responsibilities, and the cooperation with other heads of the study programmes, as well as the assessment of the support by the administrative and technical staff of the higher education institution/ college provided within the study direction.

A schematic management structure of the study direction shall be attached in the annex.

- 1.5. Description and assessment of the requirements and the system for the admission of students by specifying, inter alia, the regulatory framework of the admission procedures and requirements. The assessment of the study period, professional experience, and the options for the students to have their previously acquired formal and non-formal education recognised within the study direction by providing specific examples of the application of these procedures.

Provide an electronic link to a website on which the internal regulatory framework prescribing the admission procedures and requirements and the regulatory framework prescribing the recognition procedures are available.

- 1.6. Assessment of the methods and procedures for the evaluation of students' achievements, as well as the principles of their selection and the analysis of the compliance of the evaluation methods and procedures with the aims of the study programmes and the needs of the students.

Specify where the students can gain access to the criteria, conditions, and the binding procedures for the evaluation of the study achievements.

- 1.7. Description and assessment of the academic integrity principles, the mechanisms for the compliance with these principles, and the way in which the stakeholders are informed. Specify the plagiarism detection tools used by providing examples of the use of these tools and mechanisms.

- 1.8. Specify the websites (e.g. the homepage) on which the information on the study direction and the relevant study programmes is published (in all languages in which the study programmes are implemented) by indicating the persons responsible for the compliance of the information available on the website with the information published in the official registers.

2. Efficiency of the Internal Quality Assurance System

- 2.1. Assessment of the efficiency of the internal quality assurance system within the study direction by specifying the measures undertaken to achieve the aims and outcomes of the study programmes and to ensure continuous improvement, development, and efficient performance of the study direction and the relevant study programmes.
- 2.2. Analysis and assessment of the system and the procedures for the development and review of the study programmes by providing specific examples of the procedures for the development of new study programmes within the study direction (including the approval of study programmes), the review of the study programmes, the aims, and regularity, as well as the stakeholders and their responsibilities.

Description of the mechanism for obtaining and providing a feedback, including with regard to the work with the students, graduates, and employers.

Provide an electronic link to a website on which the internal regulatory framework prescribing the procedures and measures for the development and review of the study programmes are available.

- 2.3. Description of the procedures and/or systems according to which the students are expected to submit complaints and proposals (except for the surveys to be conducted among the students). Specify whether and how the students have access to the information on the possibilities to submit complaints and proposals and how the outcomes of the examination of the complaints and proposals and the improvements of the study direction and the relevant study programmes are communicated by providing the respective examples.
- 2.4. Provide information on the mechanism for collecting the statistical data, as developed by the higher education institution/ college. Specify the type of the data to be collected, the collection frequency, and the way the information is used to improve the study direction.
- 2.5. Description and assessment of the integration of the standards set forth in Part 1 of the ESG. Specify which of the standards are considered a challenge and which require special attention.

3. Resources and Provision of the Study Direction

The information included in this chapter may be used to analyse the compliance of the resources with the conditions and learning outcomes of each relevant study programme of the study direction (see Part III, Chapter 3 of the Self-Assessment Report).

- 3.1. Provide information on the system developed by the higher education institution/ college for determining the financial resources required for the implementation of the study direction and the relevant study programmes. Provide data on the available funding for the relevant study programmes, as well as the sources of the funding for the scientific research and/or artistic creation activities and their use for the development of the study direction. Provide information on the costs per one student (for each relevant study programme of the study direction) by specifying the headings indicated in the calculation of costs and the percentage of the funding among the indicated headings.
- 3.2. Provide information on the infrastructure and the material and technical provision required for the implementation of the study direction and the relevant study programmes. Specify whether the required provision is available to the higher education institution/ college, availability to the students, and the teaching staff (*the specific equipment required for the relevant study programme shall be indicated in Part III, Chapter 3 below the respective study programme*).
- 3.3. Provide information on the system and procedures for the improvement and purchase of the methodological and informative provision. Description and assessment of the availability of the library and the databases to the students (including in digital environment) and their compliance with the needs of the study direction by specifying whether the opening times of the library are appropriate for the students, as well as the number/ area of the premises, their suitability for individual studies and research work, the services provided by the library, the available literature for the implementation of the study direction, the databases available for the students in the respective field, the statistical data on their use, the procedures for the replenishment of the library stock, as well as the procedures and options for the subscription to the databases.
- 3.4. Provide information on the procedures for attracting and/or employing the teaching staff (including the call for vacancies, employment, election procedure, etc.), and the assessment of their transparency.

Provide an electronic link to a website on which the internal regulatory framework prescribing the procedures for attracting and/or employing the teaching staff is available.

- 3.5. Specify whether there are common procedures for ensuring the qualification of the academic staff members and the work quality in place and provide the respective assessment thereof. Specify the options for all teaching staff members to improve their qualification (including the information on the involvement of the teaching staff in different activities, the incentives for their involvement, etc.). Provide the respective examples and specify the way the added value of the possibilities used for the implementation of the study process and the improvement of the study quality is evaluated.
- 3.6. Provide information on the number of the teaching staff members involved in the implementation of the relevant study programmes of the study direction, as well as the analysis and assessment of the academic and research workload. Provide the assessment of the incoming and outgoing mobility of the teaching staff over the reporting period, the mobility dynamics, and the issues which the higher education institution/ college must tackle with regard to the mobility of the teaching staff.

Attach in the annex:

- *Table (in Excel) containing the basic information on the teaching staff members involved in the implementation of the study direction by specifying the degree/ qualification, the electable status at the higher education institution/ college, as well as the study programmes and study courses, in the implementation of which they are involved, and a document certifying the proficiency of the official and the respective foreign language (if applicable).*
- *Biographies (Curriculum Vitae in Europass format) of all teaching staff members.*
- *Statistical data on the incoming and outgoing mobility of the teaching staff over the reporting period.*

- 3.7. Assessment of the support available for the students, including the support provided during the study process, as well as career and psychological support by specifying the support to be provided to specific student groups (for instance, students from abroad, part-time students, distance-learning students, students with special needs, etc.).

4. Scientific Research and Artistic Creation

Scientific research and, if the study direction “Arts” is assessed, also artistic creation

- 4.1. Description and assessment of the directions of scientific research and/or artistic creation in the study direction, their compliance with the aims of the higher education institution/ college and the study direction, and the development level of scientific research and artistic creation (provide a separate description of the role of the doctoral study programmes, if applicable).
- 4.2. The relation between scientific research and/or artistic creation and the study process, including the description and assessment of the use of the outcomes in the study process.
- 4.3. Description and assessment of the international cooperation in the field of scientific research and/or artistic creation by specifying any joint projects, researches, etc. Specify those study programmes, which benefit from this cooperation. Specify the future plans for the development of international cooperation in the field of scientific research and/or artistic creation.
- 4.4. Specify the way how the higher education institution/ college promotes the involvement of the teaching staff in scientific research and/or artistic creation. Provide the description and assessment of the activities carried out by the academic staff in the field of scientific research and/or artistic creation relevant to the study direction by providing examples and the summary of the quantitative data on the activities in the field of scientific research and/or artistic creation relevant to the study direction over the reporting period, for instance, the publications, participation in conferences, activities in the field of artistic creation, participation in projects by the academic staff members, etc., by listing the aforementioned according to the relevance.

Attach in the annex the list of scientific publications of the teaching staff (separately specifying those prepared by the academic staff members) related to the study programme, which have been published

in reviewed editions, or the list of their achievements in the field of artistic creation and the patents over the last six years.

- 4.5. Specify how the involvement of the students in scientific research and/or artistic creation activities is promoted. Provide the assessment and description of the involvement of the students of all-level study programmes in the relevant study direction in scientific research and/or artistic creation activities by giving examples of the opportunities offered to and used by the students.
- 4.6. Provide a brief description and assessment of the forms of innovation (for instance, product, process, marketing, and organisational innovation) generally used in the study direction subject to the assessment, by giving the respective examples and assessing their impact on the study process.

5. Cooperation and Internationalisation

- 5.1. Provide the assessment as to how the cooperation with different institutions from Latvia and abroad (higher education institutions/ colleges, employers, employers' organisations, municipalities, non-governmental organisations, scientific institutes, etc.) within the study direction contributes to the achievement of the aims and learning outcomes of the study direction. Specify the criteria by which the cooperation partners suitable for the study direction and the relevant study programmes are selected and how the cooperation is organised by describing the cooperation with employers. In addition, specify the mechanism for the attraction of the employers.

Information on the cooperation agreements concluded with other institutions, as well as the subject of the agreement and the validity period of these agreements shall be attached in the annex (see the recommended sample in Annex 2 to these guidelines).

- 5.2. Specify the system or mechanisms, which are used to attract the students and the teaching staff from abroad and provide a description of the dynamics of the number of the attracted students and the teaching staff.

The statistical data on the students and the teaching staff from abroad, as well as the outgoing and incoming mobility over the reporting period regarding all study programmes shall be attached in the annex.

- 5.3. In the event that the study programme entails a traineeship, provide a description of the traineeship options offered to the students, as well as the provision, and work organisation. Specify whether the higher education institution/ college provides assistance in finding traineeships.

The description of the organisation of the traineeship (traineeship regulations) shall be attached in the annex.

Information on the agreements and other confirmations regarding the provision of the traineeship for the students shall be attached in the annex.

- 5.4. In the event that joint study programmes are implemented in the study direction, provide the justification of the creation of the joint study programmes and a description and assessment of the selection of the partnering higher education institutions by including information on the principles and the procedures for the creation and implementation of these joint study programmes. In the event that no joint study programmes are implemented in the study direction, provide a description and assessment of the plans of the higher education institution/ college for the creation of such study programmes within the study direction.

6. Implementation of the Recommendations Received During the Previous Assessment Procedures

- 6.1. Assessment of the fulfilment of the plan regarding the implementation of the recommendations provided by the experts during the previous accreditation of the study direction, as well as the assessment of the impact of the given recommendations on the study quality or the improvement of the study process within the study direction and the relevant study programmes.
- 6.2. Implementation of the recommendations given by the experts during the evaluation of the changes to the relevant study programmes in the respective study direction or licensed study programmes over the reporting period or recommendations received during the procedure for the inclusion of the study programme in the accreditation form of the study direction (if applicable).

The overview of the implementation of the given recommendations shall be attached in the annex (see the recommended sample in Annex 3 to these guidelines).

III. DESCRIPTION OF THE STUDY PROGRAMME “...”

1. Indicators Describing the Study Programme

- 1.1. Indicators of the study programme “Name” (*specify only the indicators, which are applicable to the study programme*)

Name of the study programme	
Name of the study programme in English	
Code of the study programme in accordance with the Latvian Education Classification	
Field of science of the study programme (applicable to the doctoral study programmes)	<i>In accordance with Cabinet Regulation No. 49 “Regulations on the Fields and Sub-Fields of Science in Latvia”, as adopted on 23 January 2018</i>
Type and level of the study programme	<i>Example: Professional Bachelor’s Study Programme</i>
Level of qualification to be acquired (NQF/EQF)	
Code of the occupation in the classification of occupations	
Amount of the study programme (CP, preferably also ECTS)	
Form, type, and duration of the study programme (in case the duration cannot be measured in full years, specify the number of months), as well as the language in which the study programme is implemented	
Full-time, intramural form	<i>Example: 4 years and 6 months</i>
Full-time, extramural form	<i>Example: Latvian and English</i>
Full-time, extramural form (distance-learning)	
Part-time, intramural form	
Part-time, extramural form	
Part-time, extramural form (distance-learning)	
Place of implementation of the study programme	<i>If the study programme is implemented also in the branches of the higher education institution/ college, specify both the place of implementation and the</i>

	<i>reference to the annex, which contains the information on the activities of the branch.</i>
Director of the study programme	<i>Name, surname, degree</i>
Admission requirements	
The degree, professional qualification to be awarded or the degree and professional qualification to be awarded	
Aim of the study programme	
Objectives of the study programme	
Learning outcomes of the study programme to be achieved	
Final examination upon the completion of the study programme	<i>Example: examination or qualification work, etc.</i>

Fill in the table below if, depending on the admission requirements, a different degree and/or qualification is to be awarded or the duration or the amount of the study programme in credit points differ.

Amount in credit points	
Duration in years	
Degree and/or qualification to be acquired	
Admission requirements	

If a joint study programme is implemented within the study direction, the respective part of the joint study programme implemented by the higher education institution/ college subject to the assessment shall be assessed within the study direction assessment.

A table containing the information on the joint study programme shall be attached in the annex (see the recommended sample in Annex 4 to these guidelines).

- 1.2. Analysis and assessment of the statistical data on the students of the respective study programme, the dynamics of the number of the students, and the factors affecting the changes to the number of the students. The analysis shall be broken down in the different study forms, types, and languages.

Well-structured statistical data on the students over the reporting period shall be attached in the annex (see the recommended sample in Annex 5 to these guidelines).

- 1.3. Analysis and assessment of the interrelation between the name of the study programme, the degree or professional qualification to be acquired or the degree and professional qualification to be acquired, the aims, objectives, learning outcomes, and the admission requirements.

2. The Content of Studies and Implementation Thereof

- 2.1. Assessment of the relevance of the content of the study course/ module and the compliance with the needs of the relevant industry and labour market and with the trends in science. Provide information on how and whether the content of the study course/ module is updated in line with the development trends of the relevant industry, labour market, and science. In case of master's and doctoral study programmes, specify and provide the justification as to whether the degrees are awarded in view of the developments and findings in the field of science or artistic creation.

- 2.2. Assessment of the interrelation between the information included in the study courses/ modules, the intended learning outcomes, the set aims and other indicators, the relation between the aims of the study course/ module and the aims and intended outcomes of the study programme. In case of a doctoral study programme, provide a description of the main research roadmaps and the impact of the study programme on research and other education levels.
- 2.3. Assessment of the study implementation methods (including the evaluation methods) by providing the analysis of how the study implementation methods (including the evaluation methods) used in the study courses/ modules are selected, what they are, and how they contribute to the achievement of the learning outcomes of the study courses and the aims of the study programme. Provide an explanation of how the student-centred principles are taken into account in the implementation of the study process.
- 2.4. If the study programme entails a traineeship, provide the analysis and assessment of the relation between the tasks of the traineeship included in the study programme and the learning outcomes of the study programme. Specify how the higher education institution/ college supports the students within the study programme regarding the fulfilment of the tasks set for students during the traineeship.
- 2.5. Analysis and assessment of the topics of the final theses of the students, their relevance in the respective field, including the labour market, and the evaluations of the final theses.

Attach in the annex:

- *Table containing the information on the compliance of the study programme with the State Education Standard³ (see the recommended sample in Annex 6 to these guidelines).*
- *Table containing the information on the compliance of the qualification to be acquired after the completion of the study programme “...” with the professional standard (see the recommended sample in Annex 7).*
- *Table containing the information on the compliance of the study programme with the specific regulatory framework applicable to the respective field, for instance, the Law on Psychologists, Medical Treatment Law, etc. (if applicable).*
- *Mapping of the study courses for the achievement of the learning outcomes of the study programme (see the recommended sample in Annex 8).*
- *Curriculum of the study programme (for each type and form of the implementation of the study programme) (see the recommendable sample in Annex 9).*
- *Descriptions of the study courses (modules) of the study programme (the information to be included in the study courses/ modules is attached in the annex).*

- 2.6. Analysis and assessment of the outcomes of the surveys conducted among the students, graduates, and employers, and the use of these outcomes for the improvement of the content and quality of studies by providing the respective examples.
- 2.7. Provide the assessment of the options of the incoming and outgoing mobility of the students, the dynamics of the number of the used opportunities, and the recognition of the study courses acquired during the mobility.

3. Resources and Provision of the Study Programme

- 3.1. Assessment of the compliance of the resources and provision (study provision, scientific support (if applicable), informative provision (including libraries), material and technical provision, and financial provision) with the conditions for the implementation of the study programme and the learning outcomes

³ Cabinet Regulation No. 141 “Regulations Regarding the National 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 on the National Academic Education Standard”, as adopted on 13 May 2014. See: <https://likumi.lv/doc.php?id=266187>
 Cabinet Regulation No. 512 “Regulations Regarding the National Standard for Second-Level Professional Higher Education”, as adopted on 26 August 2014. See: <https://likumi.lv/doc.php?id=268761>.

to be achieved by providing the respective examples. Whilst carrying out the assessment, it is possible to refer to the information provided for in the criteria set forth in Part II, Chapter 3, sub-paragraphs 3.1 to 3.3.

- 3.2. Assessment of the study provision and scientific support, including the resources provided within the cooperation with other science institutes and institutions of higher education (applicable to the doctoral study programmes).

4. Teaching Staff

- 4.1. Analysis and assessment of the changes to the composition of the teaching staff over the reporting period and their impact on the study quality.
- 4.2. Assessment of the compliance of the qualification of the teaching staff members (academic staff members, visiting professors, visiting associate professors, visiting docents, visiting lecturers, and visiting assistants) involved in the implementation of the study programme with the conditions for the implementation of the study programme and the provisions set out in the respective regulatory enactments. Provide information on how the qualification of the teaching staff members contributes to the achievement of the learning outcomes.
- 4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of the doctoral study programme, as published during the reporting period by listing the most significant publications published in Scopus or WoS CC indexed journals. As for the social sciences, humanitarian sciences, and the science of art, the scientific publications published in ERIH+ indexed journals may be additionally specified (if applicable).
- 4.4. Information on the participation of the academic staff, involved in the implementation of the doctoral study programme, in scientific projects as project managers or prime contractors/ subproject managers/ leading researchers by specifying the name of the relevant project, as well as the source and the amount of the funding. Provide information on the reporting period (if applicable).
- 4.5. Provide examples of the involvement of the academic staff in the scientific research and/or artistic creation activities both at national and at international level (in the fields related to the content of the study programme), as well as the use of the obtained information in the study process.
- 4.6. Assessment of the cooperation between the teaching staff members by specifying the mechanisms used to promote the cooperation and ensure the interrelation between the study courses/ modules. Specify also the proportion of the number of the students and the teaching staff within the study programme (at the moment of the submission of the Self-Assessment Report).

IV. ANNEXES

The annexes shall be numbered and included in the table of contents of the Self-Assessment Report.

Annex	Annex No. (the recommended sample has been provided)*
I. Information on the Higher Education Institution/ College	
List of the governing regulatory enactments and regulations of the higher education institution/ college	
Information on the implementation of the study direction in the branches of the higher education institution/ college (if applicable)	Annex 1
Management structure of the higher education institution/ college	
II. Description of the Study Direction	
1. Management of the Study Direction	
Plan for the development of the study direction (if applicable)	
Management structure of the study direction	
3. Resources and Provision of the Study Direction	
Basic information on the teaching staff involved in the implementation of the study direction	
Biographies of the teaching staff members (in Europass Curriculum Vitae format)	
Summary of the statistical data on the incoming and outgoing mobility of the teaching staff over the reporting period	
4. Scientific Research and Artistic Creation	
List of the publications, patents, and artistic creations of the teaching staff over the reporting period	
5. Cooperation and Internationalisation	
List of cooperation agreements	Annex 2
Statistical data on the teaching staff and the students from abroad	
Statistical data on the mobility of students (by specifying the study programmes)	
Description of the organisation of the traineeship of the students	
Information on the agreements and other documents confirming the traineeship of the students in companies	
6. Implementation of the Recommendations Received During the Previous Assessment Procedures	
Overview of the implementation of the provided recommendations	Annex 3
II. Description of the Study Programme “...”	
1. Indicators Describing the Study Programme	
Compliance of the joint study programme with the provisions of the Law on Institutions of Higher Education (table)	Annex 4
Statistics on the students over the reporting period	Annex 5
2. The Content of Studies and Implementation Thereof	
Compliance of the study programme with the State Education Standard	Annex 6
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)	Annex 7
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)	

Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	Annex 8
Curriculum of the study programme (for each type and form of the implementation of the study programme)	Annex 9
Descriptions of the study courses/ modules	Annex 10
Compliance of the Study Programme with the Provisions of the Regulatory Enactments	
Information according to the list attached in Annex 9 shall be indicated.	Annex 11

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

V. 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

Implementation of the Study Programme in the Branch XXX

In the event that the relevant study programmes of the study direction are implemented also in the branches of the higher education institution/ college, the description of the procedure for the implementation of the relevant study programmes of the study direction, the available resources, and the provision available in the branches shall be attached in the ANNEX to the Self-Assessment Report.

A separate document describing each branch of the higher education institution/ college shall be prepared by specifying the information as follows:

1. Justification of establishing the branch of the higher education institution/ college, the inclusion of the branch in the development strategy of the higher education institution/ college, and the prospects for further development thereof.
2. Management of the branch and its placement in the management structure of the higher education institution/ college.
3. Justification of the implementation of the relevant study programmes of the study direction in the branch of the higher education institution/ college.
4. Resources and the material and technical provision available in the branch for the implementation of the relevant study programmes of the study direction, separately specifying:
 - financial resources;
 - infrastructure resources;
 - methodological support;
 - informative provision;
 - provision of the administrative and the technical staff; and
 - provision of the study programmes with the teaching staff.

In cases where the study programmes are fully or partially implemented by the teaching staff which implements the relevant study programmes of the study direction in the main place of implementation of the higher education institution/ college, provide an explanation of the organisation of the work of the teaching staff (workload, transport, etc.).

In cases where the resources and the material and technical provision can be specified separately for each study programme, please provide a description of the resources for each study programme.

5. Description and assessment of the organisation of the study process by outlining the functions and responsibilities of the administrative and the teaching staff within the branch.

List of Cooperation Agreements

SAMPLE

No.	Institution with which the agreement has been concluded	Subject of the agreement	Term of validity of the agreement
1.			
2.			

Overview of the Implementation of the Provided Recommendations

SAMPLE

No.	Recommendation by the experts group	Activity of the higher education institution/ college	Outcomes to be achieved	Term of implementation	Implementation of the recommendation
1.	<i>Please provide the precise wording of the recommendation for the study direction given by the experts group.</i>	<i>Please provide an explanation/ description as to how the recommendations given by the experts are implemented.</i>	<i>Please specify the intended outcomes.</i>	<i>Please specify the term (or alternatively the provisional term, if the recommendation is to be implemented in several stages)</i>	
	<i>Please provide the precise wording of the recommendation for each study programme given by the experts group by specifying the name of the study programme.</i>				

Compliance of the Joint Study Programme with the Provisions of the Law on Institutions of Higher Education

If a joint study programme is implemented within the study direction, the respective part of the joint study programme implemented by the higher education institution/ college subject to the assessment shall be assessed within the assessment of the study direction.

Criteria set forth in Section 55¹ - Joint Study Programme - of the Law on Institutions of Higher Education	Compliance of the study programme
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.	
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.	
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.	
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.	
The higher education institution/ college and the partnering institutions have jointly developed a quality assurance system for the joint study programme.	
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.	
Mobility of the academic staff members is ensured, which allows them to teach in at least one partnering institution.	
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.	
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.	
Confirmation, which states that the joint study programme implemented by the partnering institution has been recognised in accordance with the relevant procedures applicable in the respective country (<i>applicable in cases where the study programme is implemented jointly with the foreign institution</i>).	

Statistical Data on the Students of the Study Programme “Name”

Well-structured statistical data (table or chart) arranged by study types and forms (e.g. full-time, intramural form) over the reporting period.

- Dynamics of the number of the admitted students (by study courses and study years).
- Dynamics of the number of graduates.
- Drop-out rate of the students (by study courses and study years) by specifying also the drop-out reasons.
- Breakdown of the number of the students by the language in which the study programmes are implemented (e.g. Latvian, Russian, English, etc.).
- Breakdown of the number of the students by funding sources (state-funded places, own funding).
- Statistics on the full-time students from abroad (except for those studying in the framework of the exchange programmes) by specifying the home country of these students.

Compliance of the Study Programme “Name” with the State Education Standard

Specify with which State Education Standard the study programme complies.

- 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		
Degree to be awarded		
Options to continue studies		
Basic principles and procedures for the evaluation of the acquisition of the study programme		
Description of the traineeship (if applicable)		

*In accordance with the applicable State Education Standard.

ANNEX 7

Compliance of the Study Programme “Name” with the Professional Standard
(If Applicable)

Basic information on the relevant professional standard and the link to the relevant professional standard.

SAMPLE

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

Mapping of the Study Courses of the Study Programme “Name”

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		X			
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			

ANNEX 9

Curriculum of the Study Programme “Name”

The curriculum regarding each type and form of implementation of the study programme shall be attached.

SAMPLE

Name of the study course/ module	Name and surname of the responsible teaching staff member	CP	Curriculum						
			1 st year of studies		2 nd year of studies		3 rd year of studies		
			Study semester						
			1	2	3	4	5	6	
Part A		8							
		4	4						
		4		4					
Part B		6							
		4			4				
		2				3			
Part C		2				3			
		2					3		
Total:		32	4	4	4	6	3		

Descriptions of the Study Courses/ Modules of the Study Programme “Name”

Please specify the number of the study course descriptions attached in the annex and their division among Part A (number of courses), Part B (number of courses), and Part C (number of courses), as well as attach the list - index of the study courses.

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.*
- *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).*

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.*

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 includes traineeship, then the traineeship schedule shall be attached.

Compliance of the Study Direction and the Relevant Study Programmes with the Provisions of Regulatory Enactments

For the purpose of the assessment of the compliance of the study direction and the relevant study programmes with the provisions of regulatory enactments, the following documents shall be attached:

1. Sample of the diploma to be issued for the acquisition of the study programme.
2. 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.
3. 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.
4. Confirmation signed by the rector, director or the head of the study programme or the study direction of the higher education institution/ college which states that the official language proficiency of the teaching staff involved in the implementation of the relevant study programmes of the study direction complies 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.
5. 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), if the study programme or any part thereof is to be implemented in a foreign language.
6. If the study programmes in the study direction subject to the assessment are doctoral study programmes, 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.
7. If academic study programmes are implemented within the study direction, 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.
8. Sample (or samples) of the study agreement shall be attached.
9. If academic study programmes for less than 250 full-time students are implemented within the study direction, the opinion of the Council for Higher Education shall be attached in compliance with Section 55, Paragraph two of the Law on Institutions of Higher Education.