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in Riga, on 4 March 2019

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in Riga, on 4 March 2019

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in Riga, on 20 August 2021

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## **The Guidelines for the Preparation of the Joint Opinion by the Expert Group on the Assessment of a Study Field**

The guidelines for the preparation of the joint opinion (report) by the expert group on the assessment of a study field (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 Field”.

The purpose of the guidelines is to provide the experts with a structured framework for the preparation of the joint opinion on the assessment of a study field. Within the assessment of the study field, the experts shall prepare a joint opinion in English.

### **The joint opinion by the expert group shall be prepared as follows:**

- in accordance with the sequence set forth in the guidelines, justifying the statements made and providing references and examples;
- taking into account 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, legal and academic terminology;
- providing recommendations for the elimination of the deficiencies identified (on a short-term basis) and for improving the study field and the relevant study programmes (on a long-term basis).

When preparing the joint opinion by the expert group on the assessment of a study field and the relevant study programmes, the experts shall agree upon the assessment of the relevant requirements and the criteria. If the opinion of the experts regarding any requirement or criteria differs, it shall be specified in the joint opinion by the expert group.

The opinion is divided into three parts, where Part I deals with the assessment of the criteria and the prescribed requirements regarding the study field, Part II deals with the

assessment of the criteria and the prescribed requirements regarding the study programmes and Part III provides a summary of the assessment of the study field and study programme requirements.

Each part includes chapters, which specify the criteria according to which the experts shall perform the assessment. The experts may, additionally and at their own discretion, assess also other issues related to the relevant chapter.

When assessing each criterion, the expert group shall analyse the available information by providing specific examples and references to the self-assessment report of the higher education institution/ college<sup>1</sup> and the information obtained during the visit. **In case the relevant study programmes of the study field are implemented in form of distance learning or in branches, the criteria shall be analysed in view of the specific features of the form of distance learning and/or branches.** The expert group shall analyse each criterion and make conclusions, by specifying the strengths and weaknesses of the higher education institution/ college in meeting the relevant criterion as to the implementation of the study field and the relevant study programmes.

The experts' evaluation for each requirement is given according to the following grading: "fully compliant", "partially compliant" or "non-compliant", by taking into account the evaluation given to the relevant criteria.

| Evaluation          | Explanation of the evaluation   |
|---------------------|---|
| Fully compliant     | The study field or the study programme complies with the prescribed requirements.   |
| Partially compliant | Whilst assessing the compliance of the study field and study programmes with the prescribed requirements, shortcomings and deficiencies have been identified, but they can be eliminated by the day on which the Study Quality Committee (hereinafter - the SQC) in its meeting is supposed to review the application on the accreditation of the study field, or within the accreditation term of the study field. |
| Non-compliant       | Whilst assessing the compliance of the study field and the study programmes with the prescribed requirements, significant deficiencies have been identified, and the identified shortcomings and deficiencies regarding the implementation of the study programme cannot be eliminated within the two-year accreditation term of the study field.   |

Whilst preparing the joint opinion by the expert group on the relevant study programmes of the study field, the experts shall agree upon the evaluation of the study programmes by specifying whether the study programme shall be evaluated as excellent, good, average or poor.

| Evaluation | Explanation of the evaluation |
|------------|-------------------------------|
|------------|-------------------------------|

<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 Higher Education Institutions 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).

|                          |  |
|--------------------------|--|
| Excellent                | The study programme complies with the prescribed requirements.   |
| Good                     | Whilst assessing the compliance of the study programme with the prescribed requirements, minor (insignificant) deficiencies have been identified.  |
| Average                  | Whilst assessing the compliance of the study programme with the prescribed requirements, shortcomings and deficiencies have been identified, but they can be eliminated within the accreditation term of the study field.  |
| Poor<br>(unsatisfactory) | Whilst assessing the compliance of the study programme with the prescribed requirements, significant deficiencies have been identified, and the identified shortcomings and deficiencies regarding the implementation of the study programme cannot be eliminated within the two-year accreditation term of the study field. |

In the chapter dealing with the recommendations, the expert group shall specify the conditions which must be met by the date the decision on the accreditation of the study field is made, as well as **short-term recommendations** for the elimination of the minor deficiencies identified and **long-term recommendations** for further improvement of the study field and the relevant study programmes.

The joint opinion by the expert group shall be prepared electronically on the E-platform (eplatforma.aika.lv).

**After the decision on the accreditation of the study field is made, the joint opinion of the expert group is published on the E-platform (eplatforma.aika.lv).**

### **The structure of the joint opinion by the expert group**

The Summary of the Assessment of the Study Field and the Relevant Study Programmes, as Carried Out by the Expert Group

#### **Part I. Assessment of the Study Field**

- 1.1. Management of the Study Field
- 1.2. Efficiency of the Internal Quality Assurance System
- 1.3. Resources and Provision of the Study Field
- 1.4. Scientific Research and Artistic Creation
- 1.5. Cooperation and Internationalisation
- 1.6. Implementation of the Recommendations Received During the Previous Assessment Procedures
- 1.7. Recommendations for the Study Field

#### **Part II. Assessment of the Study Programme “...”**

- 2.1. Indicators Describing the Study Programme
- 2.2. The Content of Studies and Implementation Thereof
- 2.3. Resources and Provision of the Study Programme
- 2.4. Teaching Staff
- 2.5. Assessment of the Compliance of the Study Programme “...”
- 2.6. Recommendations for the Study Programme “...”

### **Part III. Assessment of the Requirements for the Study Field and the Relevant Study Programmes**

Summary of the Assessment of Requirements

The Dissenting Opinions of the Experts (if applicable)

JOINT OPINION BY THE EXPERT GROUP ON THE ASSESSMENT OF A STUDY  
FIELD

STUDY FIELD

(Name)

Name of the Higher Education Institution/ College

Expert group:

1. Expert, degree/ professional qualification, name, surname \_\_\_\_\_
2. Expert, degree/ professional qualification, name, surname \_\_\_\_\_
3. Expert, degree/ professional qualification, name, surname \_\_\_\_\_
4. Expert delegated by the Employers' Confederation of Latvia, name, surname / expert  
delegated by the Sectoral Expert Council, name, surname \_\_\_\_\_
5. Expert delegated by the Student Union of Latvia, name, surname \_\_\_\_\_

\_\_\_\_\_ (Date)

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# Summary of the Assessment of the Study Field and the Relevant Study Programmes

*Please, provide a concise summary of the assessment of the study field and the relevant study programmes, as carried out by the expert group. Specify the positive and negative aspects identified. The summary should not exceed 1-2 pages.*

## I. Assessment of the Study Field

### 1.1. Management of the Study Field

#### Criteria:

- 1.1.1. The aims of the study field are clearly defined and attainable. The study field and the relevant study programmes comply with the main directions of the strategic development of the higher education institution/ college and meet the needs and the development trends of the society and national economy. The interconnection of the study programmes included in the study field is clear and logical.
- 1.1.2. The higher education institution / college has identified and analyzed the strengths, weaknesses, opportunities and threats of the study field and integrated them into development planning documents.
- 1.1.3. The management structure of the study field and the corresponding study programmes is oriented towards the development of the study field, decision-making takes place efficiently, the support provided by the administrative and technical staff ensures all the needs of the study programmes corresponding to the study field.
- 1.1.4. A system has been set up and procedures developed for the admission of students, for the recognition of the study period, professional experience, prior formal and non-formal education and for the assessment of students' achievements and learning outcomes, they are logical and effective, the involved stakeholders are informed about the system.
- 1.1.5. Methods, principles and procedures for assessing achievements of students have been developed and are clearly defined. The relevance of assessment methods and procedures for achieving the aims of study programmes and the needs of students is analyzed.
- 1.1.6. The university / college has established the principles of academic integrity and mechanisms for their observance, effective anti-plagiarism tools that promote the development of the internal culture of the university / college, are applied and the stakeholders involved are informed about it.

#### Analysis

#### Conclusions on this set of criteria, by specifying strengths and weaknesses

## 1.2. Efficiency of the Internal Quality Assurance System

### Criteria:

- 1.2.1 The higher education institution/ college has established a quality policy (which is publicly available). The higher education institution/ college has developed and maintains a quality assurance system, which contributes to the achievement of the aims and learning outcomes of the study field and the relevant study programmes. The system ensures continuous improvement, development, and efficient performance of the study field and the relevant study programmes.
- 1.2.2 The procedures for the development and review of the relevant study programmes of the study field and the feedback mechanisms (including feedbacks to students, employers, and graduates) have been defined and they are logical, efficient, and available for all stakeholders.
- 1.2.3 The mechanism developed for submission of student complaints and suggestions is effective, promotes the implementation of improvements, students are informed about such opportunity and receive feedback.
- 1.2.4 The statistical data collection mechanism established by the higher education institution / college is efficient, ensures regular collection and analysis of information (statistics) on the study programmes corresponding to the study field. The mechanism for obtaining and providing feedback, including from students, graduates and employers, is effective and focused on the improvement of the study field.
- 1.2.5 The information published on the website of the higher education institution / college about the study programmes corresponding to the study field corresponds to the information available in the official registers (VIIS and E-platform), provides applicants and students with important information that is published in all languages of implementation of the study programme.

### Analysis

### Conclusions on this set of criteria, by specifying strengths and weaknesses

Assessment of the requirement [1]

*Requirement shall be evaluated as “fully compliant”, “partially compliant” or “non-compliant” with the higher education institution/ college and the study field by providing a justification. In addition, it is also possible to refer to the respective part of the report or the information provided by the higher education institution/ college, which serves as evidence for the full compliance, partial compliance or non-compliance, as indicated herein.*



| No.  | Requirements   | Fully compliant | Partially compliant | Non-compliant | Justification |
|------|--|-----------------|---------------------|---------------|---------------|
| P1   | Pursuant to Section 5, Paragraph 2. <sup>1</sup> of the Law on Higher Education Institutions, the higher education institution/ college shall ensure continuous improvement, development, and efficient performance of the study field whilst implementing its internal quality assurance system:  |                 |                     |               |               |
| 1.1. | The higher education institution/ college has established a policy and procedures for assuring the quality of higher education.  |                 |                     |               |               |
| 1.2. | A mechanism for the development 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.  |                 |                     |               |               |
| 1.3. | 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 published.  |                 |                     |               |               |
| 1.4. | Internal procedures and mechanisms for assuring the qualifications of the academic staff and the work quality have been developed.   |                 |                     |               |               |
| 1.5. | 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. |                 |                     |               |               |
| 1.6. | The higher education institution/ college ensures continuous improvement, development, and efficient performance of the study field whilst implementing its quality assurance systems  |                 |                     |               |               |

### **1.3. Resources and Provision of the Study Field**

#### **Criteria:**

- 1.3.1. The higher education institution / college has established a system for determining and redistributing the financial support required for the implementation of the study field and the corresponding study programmes. A system for funding scientific and / or applied research and / or artistic creation is defined and implemented and it is effective.
- 1.3.2. The infrastructure resources and material and technical support necessary for the implementation of the study field have been identified in the higher education institution / college and they are at the disposal of the higher education institution / college. Resources are available to students and teaching staff. A unified system and procedures have been established for the improvement and purchase of material, methodological, informative, etc. provision.
- 1.3.3. The higher education institution / college has developed a system / procedure for the improvement and purchase of methodological and informative provision. Library resources and databases are available to students and meet the needs of the study field.
- 1.3.4. The information and communication technology solutions used to ensure the study process are appropriate and effective (perform a more detailed evaluation of the solutions and tools used in case the study programmes corresponding to the study field are implemented in the form of distance learning)
- 1.3.5. The higher education institution / college has defined, implemented and followed procedures (for the study field and the corresponding study programmes) for attracting qualified teaching staff, they are open and the stakeholders involved are informed about them.
- 1.3.6. The needs of professional and didactic development of the teaching staff are purposefully determined, appropriate improvement measures are used, evaluating the results and effectiveness of the implemented measures.
- 1.3.7. The academic, research and administrative (if applicable) workload of the teaching staff is balanced.
- 1.3.8. The higher education institution / college has identified the necessary support for students (for example, for students from abroad, part-time students, distance learning students, students with special needs, etc.) and a functioning support system has been established to meet the needs of students.

#### **Analysis**

#### **Conclusions on this set of criteria, by specifying strengths and weaknesses**

## 1.4. Scientific Research and Artistic Creation

*Scientific research or, in the evaluation of the study field "Arts", also artistic creation, or in the evaluation of professional programmes - applied research.*

### Criteria:

- 1.4.1. The directions of scientific research and / or applied research and / or artistic creation of the study field (when evaluating the study field “Arts”) correspond to the development goals of the higher education institution / college and are relevant for the study field and industry (analyze separately the significance of doctoral study programmes, if applicable).
- 1.4.2. The connection of scientific research and / or applied research and / or artistic creation of the study field with the study process is logical and justified. Scientific research and / or applied research and/or artistic creation and the outcomes thereof are integrated in the study process in the study programmes of all levels.
- 1.4.3. International cooperation in the field of scientific research and/or applied research and/or artistic creation within the study field and the relevant study programmes is ensured and it is being purposefully developed.
- 1.4.4. The higher education institution/ college has developed mechanisms for the involvement of the teaching staff in scientific research and/or applied research and/or artistic creation. They are well-functioning and efficient.
- 1.4.5. The higher education institution/ college has developed mechanisms to promote the involvement of the students in scientific research and/or applied research and/or artistic creation. They are well-functioning and efficient. The students of the study programmes of all levels are involved in scientific research and/ or applied research and/or artistic creation.
- 1.4.6. Innovative solutions are applied in the study field, which have a significant positive impact on the study process.

### Analysis

### Conclusions on this set of criteria, by specifying strengths and weaknesses

Assessment of the requirement [2]

*Requirement shall be evaluated as “fully compliant”, “partially compliant” or “non-compliant” with the higher education institution/ college and the study field by providing a justification. In addition, it is also possible to refer to the respective part of the report or the information provided by the higher education institution/ college, which serves as evidence for the full compliance, partial compliance or non-compliance, as indicated herein.*

| No. | Requirement  | Fully compliant | Partially compliant | Non-compliant | Justification |
|-----|--|-----------------|---------------------|---------------|---------------|
| P2  | Compliance of scientific research and artistic creation with the level of development of scientific research and artistic creation (if applicable) |                 |                     |               |               |

## 1.5. Cooperation and Internationalisation

### Criteria:

- 1.5.1. The higher education institution/ college cooperates **with the institutions from Latvia** (higher education institutions/ colleges, employers, employers' organisations, municipalities, non-governmental organisations, scientific institutes, etc.) within the framework of the study field, and such cooperation contributes to the achievement of the aims and learning outcomes of the study field and the relevant study programmes. The cooperation partners are selected in view of the specific features of the study field and the relevant study programmes.
- 1.5.2. The higher education institution/ college **cooperates with the institutions from abroad** (higher education institutions/ colleges, employers, employers' organisations, municipalities, non-governmental organisations, scientific institutes, etc.) within the framework of the study field, and such cooperation contributes to the achievement of the aims and learning outcomes of the study field and the relevant study programmes. The cooperation partners are selected in view of the specific features of the study field and the relevant study programmes.
- 1.5.3. The higher education institution/ college has developed a system and procedures for the attraction of the teaching staff and students from abroad within the study field, the system is effective. Teaching staff and students participate in both outgoing and incoming mobility, which provides added value to the implementation of the study process and the quality of studies.

### Analysis

### Conclusions on this set of criteria, by specifying strengths and weaknesses

Assessment of the requirement [3]

*Requirement shall be evaluated as “fully compliant”, “partially compliant” or “non-compliant” with the higher education institution/ college and the study field by providing a justification. In addition, it is also possible to refer to the respective part of the report or the information provided by the higher education institution/ college, which serves as evidence for the full compliance, partial compliance or non-compliance, as indicated herein.*

| No. | Requirement  | Fully compliant | Partially compliant | Non-compliant | Justification |
|-----|--|-----------------|---------------------|---------------|---------------|
| P3  | The cooperation implemented within the study field with various Latvian and foreign organizations ensures the achievement of the aims of the study field |                 |                     |               |               |

## **1.6. Implementation of the Recommendations Received During the Previous Assessment Procedures**

### **Criterion:**

1.6.1. In the previous assessment procedures related to the study field and the corresponding study programmes:

- accreditation;
- licensing of study programmes (if applicable);
- in the evaluation of changes to the study programmes corresponding to the study field (if applicable);
- the inclusion of the study programme on the accreditation form of a study field (if applicable).

the recommendations provided are / have not been fully or partially implemented. The contribution of the higher education institution / college to the analysis of recommendations and their application to the specifics of the study field and the corresponding study programmes is evident.

### **Analysis**

### **Conclusions on this set of criteria, by specifying strengths and weaknesses**

Assessment of the requirement [4]

*Requirement shall be evaluated as “fully compliant”, “partially compliant” or “non-compliant” with the higher education institution/ college and the study field by providing a justification. In addition, it is also possible to refer to the respective part of the report or the information provided by the higher education institution/ college, which serves as evidence for the full compliance, partial compliance or non-compliance, as indicated herein.*

| No. | Requirement  | Fully compliant | Partially compliant | Non-compliant | Justification |
|-----|--|-----------------|---------------------|---------------|---------------|
| P4  | Elimination of deficiencies and shortcomings identified in the previous assessment of the study field, if any, or implementation of the recommendations provided |                 |                     |               |               |

## 1.7. Recommendations for the Study Field

*Recommendations, which apply to the study field as a whole. The recommendations shall be divided in two parts:*

- *Recommendations for the elimination of the deficiencies identified (on a short-term basis).*
- *Recommendations for the improvement of the study field (on a long-term basis).*

*Informative: Recommendations should be indicated for the weaknesses and shortcomings identified in the analysis of the study field.*

*Recommendations should be:*

- *specific;*
- *measurable;*
- *achievable;*
- *appropriate/relevant for the study field under assessment.*

## II. ASSESSMENT OF THE STUDY PROGRAMME “...”

### 2.1. Indicators Describing the Study Programme

#### Criteria:

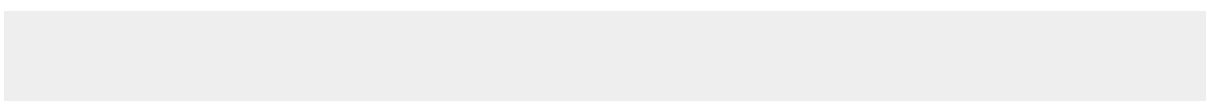
2.1.1. Compliance of the study programme with the study field.

2.1.2. The title, code, degree to be obtained, professional qualification or degree and professional qualification of the study programme, aims, objectives, learning outcomes and admission requirements are interrelated. The duration and scope of the study

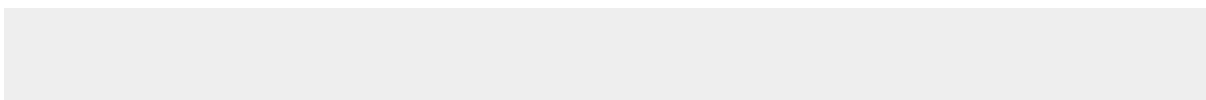
programme implementation (including different study programme implementation options), as well as the implementation language, are reasonable and justified.

- 2.1.3. The corrections made to the study programme's parameters within the assessment of the study field are analyzed, justified and would be supported.
- 2.1.4. Economic and / or social justification of the study programme, dynamics of the number of students and employment indicators of the graduates of the study programme.
- 2.1.5. The development and implementation of the joint study programme is justified and ensures a quality study process (if applicable).

## **Analysis**



## **Conclusions on this set of criteria, by specifying strengths and weaknesses**



## **2.2. The Content of Studies and Implementation Thereof**

### **Criteria:**

- 2.2.1. The content of the study programme is topical, the content of the study courses / modules is interconnected and complementary, corresponds to the objectives of the programme and ensures the achievement of learning outcomes, as well as meets the needs of the industry, labor market and scientific trends. Complies with national regulations (state education standard, professional (occupational) standard or professional qualification requirements (if applicable)).
- 2.2.2. In the case of a master's or doctoral study programme, the awarding of a degree is based on the achievements and findings of the relevant field of science or artistic creation.
- 2.2.3. The study implementation methods contribute to the achievement of the aims and learning outcomes of the study courses and the study programme. Student-centred learning and teaching principles are considered.

*(In case of a joint study programme, or in case the study programme is implemented in a foreign language or in the form of distance-learning, analyze in detail the methods used for the implementation of such a study programme).*

- 2.2.4. If an internship is foreseen during the study programme, the opportunities and provision of internship offered to students, as well as the organization of work are effective. The tasks of the internship are related to the learning outcomes achievable. The internship complies with the requirements of regulatory enactments.

*If the study programme is implemented in a foreign language, provide an assessment of the provision of internship in a foreign language, including for foreign students.*

- 2.2.5. In the case of a doctoral study programme, students have clearly defined promotion (doctoral theses defense) opportunities (if applicable).
- 2.2.6. The topics of students' final theses are relevant to the field and correspond to the study programme.

**Analysis**

**Conclusions on this set of criteria, by specifying strengths and weaknesses**

Assessment of the requirement [5] (applicable only to master's or doctoral study programmes)

*Requirement shall be evaluated as “fully compliant”, “partially compliant” or “non-compliant” with the higher education institution/ college and the study field by providing a justification. In addition, it is also possible to refer to the respective part of the report or the information provided by the higher education institution/ college, which serves as evidence for the full compliance, partial compliance or non-compliance, as indicated herein.*

| No. | Requirement  | Fully compliant | Partially compliant | Non-compliant | Justification |
|-----|--|-----------------|---------------------|---------------|---------------|
| P5  | The study programme for obtaining a master's or doctoral degree is based on the achievements and findings of the respective field of science or field of artistic creation |                 |                     |               |               |

**2.3. Resources and Provision of the Study Programme**

**Criteria:**

- 2.3.1. The study provision, scientific provision (if applicable), informative provision (including library), material and technical provision and financial provision comply with specific features and the conditions for the implementation of the study programme, create prerequisites for the achievement of the learning outcomes and indicate the possibility to ensure a high-quality study process.
- 2.3.2. In the case of a doctoral study programme, the study and science provision, including resources provided within the framework of cooperation with other scientific institutions and higher education institutions, meets the conditions for the



implementation of the doctoral study programme, creates preconditions for achieving learning and research outcomes.

- 2.3.3. The funding available to the study programme, funding sources and the use of funding ensures full implementation of the study process, the study programme has the minimum number of students to ensure the profitability of the study programme (by separately indicating the different implementation options of the study programme) and facilitates the development of the study programme.

### Analysis

### Conclusions on this set of criteria, by specifying strengths and weaknesses

Assessment of the requirement [6]

*Requirement shall be evaluated as “fully compliant”, “partially compliant” or “non-compliant” with the higher education institution/ college and the study field by providing a justification. In addition, it is also possible to refer to the respective part of the report or the information provided by the higher education institution/ college, which serves as evidence for the full compliance, partial compliance or non-compliance, as indicated herein.*

| No. | Requirement   | Fully compliant | Partially compliant | Non-compliant | Justification |
|-----|---|-----------------|---------------------|---------------|---------------|
| P6  | Compliance of the study provision, science provision (if applicable), informative provision (including library), material and technical provision and financial provision with the conditions for the implementation of the study programme and ensuring the achievement of learning outcomes |                 |                     |               |               |

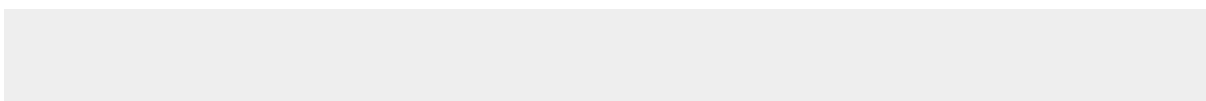
## 2.4. Teaching Staff

### Criteria

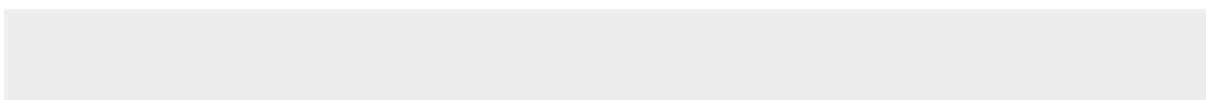
- 2.4.1. The qualification of the teaching staff members involved in the implementation of the study programme complies with the requirements for the implementation of the study programme and the requirements set forth in the regulatory enactments, and it enables the achievement of the aims and learning outcomes of the study programme and the relevant study courses.

- 2.4.2. The higher education institution / college purposefully takes measures so that changes in the composition of the teaching staff do not negatively affect the quality of the implementation of the study programme and the compliance of the study programme with the requirements specified in regulatory enactments.
- 2.4.3. The scientific publications and the involvement in research- related projects of the academic staff involved in the implementation of the doctoral study programmes contribute to the implementation of a high-quality doctoral study programme (if applicable).
- 2.4.4. Each member of the academic staff in the last six years has published in peer-reviewed editions, including international editions (if the staff member has worked for a shorter period, the number of publications should be indicated in proportion to the period worked) or artistic achievements (for example, exhibitions, films, theater performances and concerts) or five years of practical experience (except for experience in the implementation of the study programme) in accordance with the Law on Higher Education Institutions.
- 2.4.5. A mechanism for mutual cooperation of the teaching staff in the implementation of the study programme has been established, it ensures the achievement of the aims of the study programme and the interconnection of study courses within the study programme.

### Analysis



### Conclusions on this set of criteria, by indicating strengths and weaknesses



Assessment of the requirement [7]

*Requirement shall be evaluated as “fully compliant”, “partially compliant” or “non-compliant” with the higher education institution/ college and the study field by providing a justification. In addition, it is also possible to refer to the respective part of the report or the information provided by the higher education institution/ college, which serves as evidence for the full compliance, partial compliance or non-compliance, as indicated herein.*

| No. | Requirement  | Fully compliant | Partially compliant | Non-compliant | Justification |
|-----|--|-----------------|---------------------|---------------|---------------|
| P7  | Compliance of the qualification of the academic staff and visiting professors, visiting associate professors, visiting docents, visiting lecturers and visiting assistants with the conditions for the implementation of the study programme and the requirements set out in the respective regulatory enactments. |                 |                     |               |               |

## 2.5. Assessment of the Compliance of the Study Programme “...”

The table contains key points for assessing compliance of the study programme with the requirements prescribed in the Law on Higher Education Institutions and other regulatory enactments.

Specify in the table whether the statements provided are “fully compliant”, “partially compliant” or “non-compliant” with the study programme by providing a justification thereof. In addition, it is also possible to refer to the respective part of the joint report by the expert group or the information provided by the higher education institution/ college, which serves as evidence for the full compliance, partial compliance or non-compliance, as indicated herein.

If applicable, point 14 of the table may be complemented with the requirements specified in other regulatory enactments that apply to the study programme to be assessed.

| No. | Points   | Fully compliant | Partially compliant | Non-compliant | Justification |
|-----|--|-----------------|---------------------|---------------|---------------|
| 1.  | The study programme complies with the State Academic Education Standard or the Professional Higher Education Standard  |                 |                     |               |               |
| 2.  | The study programme complies with a valid professional standard or the requirements for the professional qualification (if there is no professional standard required for the relevant occupation) provided if the completion of the study programme leads to a professional qualification (if applicable)                         |                 |                     |               |               |
| 3.  | The descriptions of the study courses and the study materials have been prepared in all languages in which the study programme is implemented, and they comply with the requirements set forth in Section 56 <sup>1</sup> , Paragraph two and Section 56 <sup>2</sup> , Paragraph two of the Law on Higher Education Institutions. |                 |                     |               |               |
| 4.  | The sample of the diploma to be issued for the acquisition of the study programme complies with  |                 |                     |               |               |

|    |  |  |  |  |  |
|----|--|--|--|--|--|
|    | the procedure according to which state recognised documents of higher education are issued.  |  |  |  |  |
| 5. | The academic staff of the academic study programme complies with the requirements set forth in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions.  |  |  |  |  |
| 6. | Academic study programmes provided for less than 250 full-time students may be implemented and less than five professors and associated professors of the higher education institution may be involved in the implementation of the mandatory and limited elective part of these study programmes provided that the relevant opinion of the Council for Higher Education has been received in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions. |  |  |  |  |
| 7. | At least five teaching staff members with a doctoral degree are among the academic staff of an academic 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 (if applicable).   |  |  |  |  |
| 8. | The teaching staff members involved in the implementation of the study programme are proficient in the official language in accordance 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.   |  |  |  |  |
| 9.  | 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, if the study programme or any part thereof is to be implemented in a foreign language (if applicable).   |  |  |  |  |
| 10. | The sample of the study agreement complies with the mandatory provisions to be included in the study agreement.   |  |  |  |  |
| 11. | The higher education institution / college has provided confirmation that students will be provided with opportunities to continue their education in another study programme or another higher education institution or college (agreement with another accredited higher education institution or college) if the implementation of the study programme is terminated.              |  |  |  |  |
| 12. | The higher education institution / college has provided confirmation that students are guaranteed compensation for losses if the study programme is not accredited or the study programme's license is revoked due to the actions (actions or omissions) of the higher education institution or college and the student does not wish to continue studies in another study programme. |  |  |  |  |
| 13. | The joint study programmes comply with the requirements prescribed in Section 55 <sup>1</sup> , Paragraphs one, two, and seven of the Law on Higher Education Institutions (if applicable)  |  |  |  |  |

|     |  |  |  |  |  |
|-----|--|--|--|--|--|
| 14. | Compliance with the requirements specified in other regulatory enactments that apply to the study programme being assessed (if applicable) |  |  |  |  |
|-----|--|--|--|--|--|

Assessment of the requirement [8]

*Requirement shall be evaluated as “fully compliant”, “partially compliant” or “non-compliant” with the study programme by providing a justification. In addition, it is also possible to refer to the respective part of the report or the information provided by the higher education institution/ college, which serves as evidence for the full compliance, partial compliance or non-compliance, as indicated herein.*

| No. | Requirement   | Fully compliant | Partially compliant | Non-compliant | Justification |
|-----|---|-----------------|---------------------|---------------|---------------|
| P8  | Compliance of the study programme with the requirements set forth in the Law on Higher Education Institutions and other regulatory enactments |                 |                     |               |               |

General conclusions about the study programme, indicating the most important strengths and weaknesses of the study programme

*General conclusions on the fulfillment of the requirements corresponding to the study programme, indicating whether such deficiencies have been identified that cannot be eliminated during the 2-year accreditation period, providing a conclusion on the possibility of implementing the study programme in all declared implementation options (for example, full-time intramural form, part-time distance-learning etc.) in all applied implementation languages (for example, Latvian and English) and in all applied implementation places (especially applicable if the programme is implemented in branches). The most important weaknesses and strengths identified in the study programme.*

Evaluation of the study programme

|           |      |         |                          |
|-----------|------|---------|--------------------------|
| Excellent | Good | Average | Poor<br>(unsatisfactory) |
|-----------|------|---------|--------------------------|

*Explanation of evaluation*

| <b><i>Evaluation</i></b> | <b><i>Explanation of the evaluation</i></b>   |
|--------------------------|---|
| <i>Excellent</i>         | <i>The study programme meets the specified requirements</i>   |
| <i>Good</i>              | <i>When evaluating the compliance of the study programme with the specified requirements, insignificant shortcomings have been identified</i> |

|                              |   |
|------------------------------|---|
| <i>Average</i>               | <i>Evaluating the compliance of the study programme with the specified requirements, shortcomings and deficiencies have been identified that can be eliminated within the term of accreditation of the study field</i>  |
| <i>Poor (unsatisfactory)</i> | <i>Evaluating the compliance of the study programme with the set requirements, significant shortcomings have been identified and the shortcomings identified in the implementation of the study programme cannot be eliminated within the two-year accreditation term of the study field.</i> |

## 2.6. Recommendations for the Study Programme “...”

*Recommendations, which apply to the corresponding study programme. The recommendations shall be divided in two parts:*

- *Recommendations for the elimination of the deficiencies identified (on a short-term basis).*
- *Recommendations for the improvement of the study programme (on a long-term basis).*

*Informative: Recommendations should be indicated for the weaknesses and shortcomings identified in the analysis of the study programme.*

*Recommendations should be:*

- *specific;*
- *measurable;*
- *achievable;*
- *appropriate for the study programme under assessment*

## III Assessment of the Requirements for the Study Field and the Relevant Study Programmes

### Assessment of the Requirements for the Study Field

|    | Requirements  | Fully compliant | Partially compliant | Non-compliant | Justification |
|----|---|-----------------|---------------------|---------------|---------------|
| P1 | Pursuant to Section 5, Paragraph 2.1 of the Law on Higher Education Institutions, the higher education institution/ college shall ensure continuous improvement, development, and efficient performance of the study field whilst implementing its internal quality assurance system. |                 |                     |               |               |
| P2 | Compliance of scientific research and artistic creation with the level of development of scientific   |                 |                     |               |               |

|    |  |  |  |  |  |
|----|--|--|--|--|--|
|    | research and artistic creation (if applicable)   |  |  |  |  |
| P3 | The cooperation implemented within the study field with various Latvian and foreign organizations ensures the achievement of the aims of the study field         |  |  |  |  |
| P4 | Elimination of deficiencies and shortcomings identified in the previous assessment of the study field, if any, or implementation of the recommendations provided |  |  |  |  |

### Assessment of the Requirements for the Relevant Study Programmes of the Study Field

| No. | Name and code of the study programme | P5*             |               |                     | P6*             |               |                     | P7*             |               |                     | P8*             |               |                     | Evaluation of the study programme (excellent, good, average, poor (unsatisfactory)) |
|-----|--------------------------------------|-----------------|---------------|---------------------|-----------------|---------------|---------------------|-----------------|---------------|---------------------|-----------------|---------------|---------------------|---|
|     |                                      | Fully compliant | Non-compliant | Partially compliant | Fully compliant | Non-compliant | Partially compliant | Fully compliant | Non-compliant | Partially compliant | Fully compliant | Non-compliant | Partially compliant |   |
|     |                                      |                 |               |                     |                 |               |                     |                 |               |                     |                 |               |                     |   |
|     |                                      |                 |               |                     |                 |               |                     |                 |               |                     |                 |               |                     |   |

*\*P5 The study programme for obtaining a master's or doctoral degree is based on the achievements and findings of the respective field of science or field of artistic creation.*

*\*P6 Compliance of the study provision, science provision (if applicable), informative provision (including library), material and technical provision and financial provision with the conditions for the implementation of the study programme and ensuring the achievement of learning outcomes.*

*\*P7 Compliance of the qualification of the academic staff and visiting professors, visiting associate professors, visiting docents, visiting lecturers and visiting assistants with the conditions for the implementation of the study programme and the requirements set out in the respective regulatory enactments.*

*\*P8 Compliance of the study programme with the requirements set forth in the Law on Higher Education Institutions and other regulatory enactments.*



## **The Dissenting Opinions of the Experts**

*In the event that the opinions of the experts regarding any of the criteria or the applicable requirements differ, please indicate the name and surname of the expert, the dissenting opinion, the relevant criterion or requirement, and a justification of the dissenting opinion*