

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

COORDINATED
by Andrejs Rauhvargers, Head of the Accreditation Department
of the Foundation “Academic Information Centre”,
in Riga, on 4 March 2019

APPROVED AMENDMENTS
by Baiba Ramaņa, Chairperson of the Board
of the Foundation “Academic Information Centre”,
in Riga, on 16 January 2020
in Riga, on 20 August 2021, enter into force on 20 September

COORDINATED AMENDMENTS
by Jolanta Silka, Head of the Accreditation Department
of the Foundation “Academic Information Centre”,
in Riga, on 16 January 2020
in Riga, on 20 August 2021, enter into force on 20 September

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

The guidelines for the preparation of the Self-Assessment Report 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 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 field 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 field.

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 field 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

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).

assessment of its performance within the study field.

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

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 field 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 statements made 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;
- specifying the future plans, projects, and prospects;
- maximum word count for text under each criterion is 800 words in Latvian.

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 field 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 is obliged to provide only verifiable information and it must be ready to demonstrate evidence as to the facts set out in the Self-Assessment Report, being present at the on-site visit by the expert group. The Self-Assessment Report forms an integral part of the application for the assessment of the study field.

The application for the assessment of the study field and the Self-Assessment Report of the study

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.

field shall be submitted electronically by using the E-platform for Assessment of Higher Education Institutions, Accreditation of Study Fields and Licensing of Study Programmes (eplatforma.aika.lv) in the term specified in the contract for the assessment of study field.

The application has to be prepared in the official language, with a translation in English and signed with a secure electronic signature in compliance with the provisions of the Electronic Documents Law (template for the application is provided on p. 4-5 of these guidelines).

The Self-Assessment Report and annexes have to be prepared 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 field is completed, the Self-Assessment Report (without annexes) shall be published on the E-platform (eplatforma.aika.lv).

The Structure of the Self-Assessment Report:

Part I. Information on the Higher Education Institution/ College

Part II. Description of the Study Field

1. Management of the Study Field
2. Efficiency of the Internal Quality Assurance System
3. Resources and Provision of the Study Field
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 Field “...”

| | |
|--|--|
| Name of the higher education institution/ college | |
| Number of the certificate on registration with the Register of Educational Institutions | |
| The legal address of the higher education institution/ college | |
| Telephone number | |
| E-mail address | |
| Name of the study field | |
| A person appointed by the higher education institution/ college who is entitled to deal with issues regarding the assessment of the study field | <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 FIELD “...”

Name of the Higher Education Institution/ College

CITY 20__

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I. Information on the Higher Education Institution/ College

Criteria:

1.1. Basic information on the higher education institution/ college and its strategic development fields, including the following information:

- a brief description of the higher education institution/ college;
- mission and vision;
- implemented study fields 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;
- development strategy of the higher education institution/ college - specify the key development aims and fields.

Provide an electronic link to a website where the development strategy is available both in Latvian and in English.

In the event that the relevant study programmes of the study field subject to the assessment are implemented in the branches of the higher education institution/ college, detailed information on the branches shall be attached in the annex (see the recommended template in Annex 1 to these guidelines) (if applicable).

1.2. Description of the management structure 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 Statute 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 provide a 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. Description of 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 Higher Education Institutions 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 justification.

| No. | R[1] Pursuant to <u>Section 5, Paragraph 2¹ of the Law on Higher Education Institutions</u> , the higher education institution/ college shall ensure continuous improvement, development, and efficient performance of the study field whilst implementing its quality assurance systems: | 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 field whilst implementing their quality assurance systems. | |

II. Description of the Study Field

2.1. Management of the Study Field

Criteria:

2.1.1. Aims of the study field and their compliance with the scope of activities of the higher education institution/ college, the strategic development fields, as well as the development needs of the society and the national economy. The assessment of the interrelation of the study field and the study programmes included in it.

2.1.2. SWOT analysis of the study field 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 field 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 field for the next assessment period shall be provided.

The plan for the development of the study field shall be attached in the annex.

2.1.3. The structure of the management of the study field and the relevant study programmes, and the analysis and assessment of the efficiency thereof, including the assessment of the role of the head of the study field 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 field.

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

2.1.4. 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 options for the students to have their study period, professional experience, and the previously acquired formal and non-formal education recognised within the study field 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.

Please provide in the annex:

- *A document certifying that the higher education institution or college will provide students with opportunities to continue their education in another study programme or another higher education institution/ college (agreement with another accredited higher education institution or college) if the implementation of the study programme is terminated.*
- *A document certifying that the higher education institution or college guarantees students' compensation for losses if the study programme is not accredited or the study programme license is revoked due to the university's or college's actions (actions or omissions) and the student does not wish to continue studies in another study programme. (It is recommended to add one confirmation, which provides information about all study programmes corresponding to the study field and to indicate each study programme separately).*
- *A standard sample of the study agreement.*

- 2.1.5. 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 binding procedures for the evaluation of the study achievements.

- 2.1.6. Description and assessment of the academic integrity principles, the mechanisms for 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.

2.2. Efficiency of the Internal Quality Assurance System

Criteria:

- 2.2.1. Assessment of the efficiency of the internal quality assurance system within the study field 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 field and the relevant study programmes.

- 2.2.2. Analysis and assessment of the system and the procedures for the development and review of the study programmes by providing specific examples of the review of the study programmes, the aims, and regularity, as well as the stakeholders and their responsibilities. If, during the reporting period, new study programmes have been developed within the study field, describe the procedures of their development (including the process of the approval of study programmes),

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

- 2.2.3. 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 field and the relevant study programmes are communicated by providing the respective examples.

- 2.2.4. Provide information on the mechanism for collecting the statistical data, as developed by the higher education institution/ college. Specify the type of data to be collected, the regularity of collection, and the way the information is used to improve the study field. Describe the mechanism for obtaining and providing feedback, including with regard to the work with the students, graduates, and employers.

Provide an annex which includes analysis and evaluation of the results of surveys of students, graduates and employers, their use in the improvement of study content and quality, providing examples of each of the programmes within the field of study.

- 2.2.5. Specify the websites (e.g., the homepage) on which the information on the study field 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 (State Education Information System (VIIS), E-platform).

2.3. Resources and Provision of the Study Field

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 field (see Part III, Chapter 3 of the Self-Assessment Report).

Criteria:

- 2.3.1. Provide information on the system developed by the higher education institution/ college for determining and redistribution of the financial resources required for the implementation of the study field and the relevant study programmes. Provide data on the available funding for the scientific research and/or artistic creation activities, its sources and its use for the development of the study field.
- 2.3.2. Provide information on the infrastructure and the material and technical provisions required for the implementation of the study field and the relevant study programmes. Specify whether the required provision is available to the higher education institution/ college, available to the students, and the teaching staff.

The specific equipment required for the relevant study programme shall be indicated in Part III, Chapter 3 in the section related to the respective study programme.

- 2.3.3. 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 field 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 field, 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 possibilities for the subscription to the databases.
- 2.3.4. Provide a description and assessment of information and communication technology solutions used in the study process (e.g., MOODLE). If the study programmes within the study field are implemented in distance learning, the tools specially adapted for this form of study must also be indicated.
- 2.3.5. 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.

- 2.3.6. 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 qualifications (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.
- 2.3.7. Provide information on the number of the teaching staff members involved in the implementation of the relevant study programmes of the study field, as well as the analysis and assessment of the academic, administrative (if applicable) and research workload.

Attach in the annex:

- *Table (in Excel) containing the basic information on the teaching staff members involved in the implementation of the study field 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. It is not necessary to provide information on the scientific or artistic achievements of the lecturer in the provided CVs, this information must be included in the appendix, which summarizes the information on the scientific activity and artistic creativity of all lecturers (see criterion 2.4.4).*
- *A statement signed by the rector, director, head of the study programme or field that the knowledge of the state language of the teaching staff involved in the implementation of the study programmes within the field of study complies with the regulations on state language knowledge and state language proficiency. (It is recommended to add one confirmation, which provides information about all study programmes corresponding to the study field and to indicate each study programme separately).*
- *A statement by the higher education institution/college on the respective foreign language skills of the teaching staff involved in the implementation of the study programme at least at B2 level according to the European Language Proficiency Assessment levels (level distribution is available on the website www.europass.lv, if the study programme or part thereof is implemented in a foreign language).*

2.3.8. 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.).

2.4. Scientific Research and Artistic Creation

Scientific research and, if the study field “Arts” is assessed, also artistic creation or when evaluating professional programmes - applied research.

Criteria:

- 2.4.1. Description and assessment of the fields of scientific research and/or artistic creation in the study field, their compliance with the aims of the higher education institution/ college and the study field, and the development level of scientific research and artistic creation (provide a separate description of the role of the doctoral study programmes, if applicable).
- 2.4.2. 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.
- 2.4.3. 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.
- 2.4.4. 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 field by providing examples.

Attach in the annex the summary of the quantitative data on the activities in the field of scientific research and/or artistic creation relevant to the study field 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 their relevance.

Attach in the annex the list of the teaching staff and for each staff member the list of publications related to the study programme, which have been published in peer-reviewed editions, and/ or the list of their achievements in the research or artistic creation and the patents over the last six years.

- 2.4.5. Specify how the involvement of the students in scientific research and/ or applied 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 field in scientific research and/ or applied research and/or artistic creation activities by giving examples of the opportunities offered to and used by the students.
- 2.4.6. Provide a brief description and assessment of the forms of innovation (for instance, product, process, marketing, and organisational innovation) generally used in the higher education institution, especially in study field subject to the assessment, by giving the respective examples and assessing their impact on the study process.

2.5. Cooperation and Internationalisation

Criteria:

- 2.5.1. Provide the assessment as to how the cooperation with **different institutions from Latvia** (higher education institutions/ colleges, employers, employers' organisations, municipalities, non-governmental organisations, scientific institutes, etc.) within the study field contributes to the achievement of the aims and learning outcomes of the study field. Specify the criteria by which the cooperation partners for the study field 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 cooperation partners.

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

- 2.5.2. Provide the assessment as to how the cooperation with **different institutions from abroad** (higher education institutions/ colleges, employers, employers' organisations, municipalities, non-governmental organisations, scientific institutes, etc.) within the study field contributes to the achievement of the aims and learning outcomes of the study field. Specify the criteria by which the cooperation partners suitable for the study field 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 cooperation partners.

- 2.5.3. Specify the system or mechanisms, which are used to attract the students and the teaching staff from abroad. Provide the assessment of the incoming and outgoing mobility of the teaching staff in the reporting period, the mobility dynamics, and the issues which the higher education institution/ college faces with regard to the mobility of the teaching staff.

Attach in the annex:

- *The statistical data on the students and the teaching staff from abroad over the reporting period*
- *The statistical data on the outgoing and incoming mobility of students over the reporting period presented separately for each study programme.*
- *The statistical data on the outgoing and incoming mobility of the teaching staff.*

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

Criteria:

- 2.6.1. Assessment of the fulfilment of the plan regarding the implementation of the recommendations provided by the experts during the previous accreditation of the study field, 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 field and the relevant study programmes.

Attach in the annex the report on the implementation of the recommendations received both in the previous accreditation and in the licensing and/ or change assessment procedures and/ or the procedure for the inclusion of the study programme on the accreditation form of the study field

(see the recommended sample in Annex 3 to these guidelines).

- 2.6.2. Implementation of the recommendations given by the experts during the evaluation of the changes to the study programmes in the respective study field or licensed study programmes over the reporting period or recommendations received during the procedure for the inclusion of the study programme on the accreditation form of the study field (if applicable).

III. DESCRIPTION OF THE STUDY PROGRAMME “..”

3.1. Indicators Describing the Study Programme

Criteria:

- 3.1.1. Description and analysis of changes in the parameters of the study programme made since the issuance of the previous accreditation form of the study field or issuance of the study programme license, if the study programme is not included on the accreditation form of the study field, including changes planned within the evaluation procedure of the study field evaluation procedure.

- 3.1.2. Analysis and assessment of the study programme compliance with the study field. Analysis of the interrelation between the code of the study programme, the degree, professional qualification/professional qualification requirements or the degree and professional qualification to be acquired, the aims, objectives, learning outcomes, and the admission requirements. Description of the duration and scope of the implementation of the study programme (including different options of the study programme implementation) and evaluation of its usefulness.

Attach in the annex

- *a sample of the diploma and its supplement to be issued for completing the study programme in accordance with the Cabinet of Ministers 16.04.2013. to Regulation No. 202 “Procedures for Issuing State-Recognized Higher Education Certificates”;*
- *a sample study agreement in accordance with the Cabinet of Ministers 23.01.2007. to Regulation No. 70 “Mandatory regulations to be included in the study agreement”;*
- *if academic study programmes are implemented within the study field, in which it is envisaged that less than 250 full-time students will study, a relevant resolution of the Higher Education Council in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions to be obtained (if applicable).*

- 3.1.3. Economic and/ or social substantiation of the study programme, analysis of graduates' employment.

3.1.4. 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 into different study forms, types, and languages.

Attach in the annex well-structured statistical data on the students over the reporting period (see the recommended sample in Annex 5 to these guidelines).

3.1.5. Substantiation of the development of the joint study programme and description and evaluation of the choice of partner universities, including information on the development and implementation of the joint study programme (if applicable).

Attach in the annex a table with the assessment of the compliance of the joint study programme with the requirements of the Law on Higher Education Institutions (see the sample of the recommended form in Annex 4 to this guide) (if applicable).

3.2. The Content of Studies and Implementation Thereof

Criteria:

3.2.1. Analysis of the content of the study programme. Assessment of the interrelation between the information included in the study courses/ modules, the intended learning outcomes, the set aims and other indicators with the aims of the study course/ module and the aims and intended outcomes of the study programme. Assessment of the relevance of the content of the study courses/ modules and compliance with the needs of the relevant industry, labour market and with the trends in science on how and whether the content of the study courses/ modules is updated in line with the development trends of the relevant industry, labour market, and science.

Attach in the annex:

- *The 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).*
- *The table containing the information on the compliance of the qualification to be acquired after the completion of the study programme “...” with the professional standard or the requirements for professional qualification (if a professional standard is not foreseen for the respective profession) (see the recommended sample in Annex 7).*
- *The 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).*
- *The 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 course/ module descriptions is attached in Annex 10).*
- *Mapping of the study courses for the achievement of the learning outcomes of the study programme (see the recommended sample in Annex 8).*

3.2.2. In the 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. In the case of a doctoral study programme, provide a description of the main research roadmaps

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>

and the impact of the study programme on research and other education levels (if applicable).

- 3.2.3. Assessment of the study programme including the study course/ module implementation methods by indicating what the methods are, and how they contribute to the achievement of the learning outcomes of the study courses and the aims of the study programme. In the 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, describe in detail the methods used to deliver such a study programme. Provide an explanation of how the student-centred principles are taken into account in the implementation of the study process.
- 3.2.4. If the study programme envisages an internship, describe the internship opportunities offered to students, provision and work organization, including whether the higher education institution/ college helps students to find an internship place. If the study programme is implemented in a foreign language, provide information on how internship opportunities are provided in a foreign language, including for foreign students. To provide analysis and evaluation of the connection of the tasks set for students during the internship included in the study programme with the learning outcomes of the study programme (if applicable).

Attach in the annex a description of the organization of the student internship (internship regulations) and the internship plan.

It is possible to attach in the annex other confirmations on the internship provision for the students. It is recommended to add a description in both Latvian and English, however, if the document is available only in Latvian, the information provided in English may be supplemented by a short explanation indicating what is mentioned in the attached document or electronic link and that the information is available only in Latvian. language.

- 3.2.5. Evaluation and description of the promotion opportunities and the promotion process provided to the students of the doctoral study programme (if applicable).
- 3.2.6. 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 marks of the final theses.

3.3. Resources and Provision of the Study Programme

Criteria:

- 3.3.1. 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 to be achieved by providing the respective examples.

Whilst carrying out the assessment, it is possible to refer to the information provided in the criteria set forth in Part II, Chapter 3, sub-paragraphs 2.3.1 to 2.3.3.

- 3.3.2. Assessment of the study provision and scientific base support, including the resources provided within the framework of cooperation with other science institutes and higher education institutions (applicable to doctoral study programmes) (if applicable).
- 3.3.3. Indicate data on the available funding for the corresponding study programme, its funding sources and their use for the development of the study programme. Provide information on the costs per one student within this study programme, indicating the items included in the cost calculation and the percentage distribution of funding between the specified items. The minimum number of students in the study programme in order to ensure the profitability of the study programme (indicating separately the information on each language, type and form of the study programme implementation).

3.4. Teaching Staff

Criteria:

- 3.4.1. 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.

If a doctoral study programme is implemented within the study field, attach a statement in the appendix that the academic staff of the doctoral study programme includes not less than five doctors, of which at least three are experts approved by the Latvian Council of Science in the field or sub-branch degree (indicating first name and surname) (if applicable).

If academic study programmes are implemented within the study field, attach a confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions (if applicable).

- 3.4.2. Analysis and assessment of the changes to the composition of the teaching staff over the reporting period and their impact on the study quality.
- 3.4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of 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 or peer-reviewed monographs may be additionally specified. Information on the teaching staff included in the database of experts of the Latvian Council of Science in the relevant field of science (total number, name of the lecturer, field of science in which the teaching staff has the status of an expert and expiration date of the Latvian Council of Science expert) (if applicable).
- 3.4.4. 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).
- 3.4.5. 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 programme and 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 on e-platform (eplatforma.aika.lv) in the section “Annexes”. The information shall be provided in Latvian and English.

| Annex | Annex No. (The recommended sample has been provided) * | Annex on the E-platform |
|---|---|--|
| I. Information on the Higher Education Institution/ College | | |
| Information on the implementation of the study field in the branches of the higher education institution/ college (if applicable) | Annex 1 | Annex to the study field (Criterion 1.1 of the Guidelines) |
| List of the governing regulatory enactments and regulations of the higher education institution/ college | | Annex to the study field (Criterion 1.2 of the Guidelines) |
| The management structure of the higher education institution/ college | | Annex to the study field (Criterion 1.2 of the Guidelines) |
| II. Description of the Study Field | | |
| 2.1. Management of the Study Field | | |
| Plan for the development of the study field (if applicable) | | Annex to the study field (Criterion 2.1.2 of the Guidelines) |
| The management structure of the study field | | Annex to the study field (Criterion 2.1.3 of the Guidelines) |
| A document certifying that the higher education institution or college will provide students with opportunities to continue their education in another study programme or another higher education institution/ college (agreement with another accredited higher education institution or college) if the implementation of the study programme is terminated. | | Annex to the study field (Criterion 2.1.4 of the Guidelines) |
| A document certifying that the higher education institution or college guarantees compensation for losses to students if the study programme is not accredited or the | | Annex to the study field (Criterion 2.1.4 of the Guidelines) |

| | | |
|--|--|--|
| study programme license is revoked due to actions (actions or omissions) of the higher education institution or college and the student does not wish to continue studies in another study programme. | | |
| Standard sample of study agreement | | Annex to the study field (Criterion 2.1.4 of the Guidelines) |
| 2.2. Efficiency of the Internal Quality Assurance System | | |
| Analysis of the results of surveys of students, graduates and employers | | Annex to the study field (Criterion 2.2.4 of the Guidelines) |
| 2.3. Resources and Provision of the Study Field | | |
| Basic information on the teaching staff involved in the implementation of the study field | | Annex to the study field (Criterion 2.3.7 of the Guidelines) |
| Biographies of the teaching staff members (Curriculum Vitae in Europass format) | | Annex to the study field (Criterion 2.3.7 of the Guidelines) |
| A statement signed by the rector, director, head of the study programme or field that the knowledge of the state language of the teaching staff involved in the implementation of the study programmes within the study field complies with the regulations on the state language knowledge and state language proficiency test for professional and official duties. | | Annex to the study field (Criterion 2.3.7 of the Guidelines) |
| A statement of the higher education institution/ college on the respective foreign language skills of the teaching staff involved in the implementation of the study programme at least at B2 level according to the European Language Proficiency Assessment levels (level distribution is available on the website www.europass.lv , if the study programme or part thereof is implemented) | | Annex to the study field (Criterion 2.3.7 of the Guidelines) |
| 2.4. Scientific Research and Artistic Creation | | |
| Summary of quantitative data on scientific and/ or applied research and / or artistic creation activities corresponding to the study field in the reporting period. | | Annex to the study field (Criterion 2.4.4 of the Guidelines) |

| | | |
|---|---|--|
| List of the publications, patents, and artistic creations of the teaching staff over the reporting period. | | Annex to the study field (Criterion 2.4.4 of the Guidelines) |
| 2.5. Cooperation and Internationalisation | | |
| List of cooperation agreements, including the agreements for providing internship | Annex 2 | Annex to the study field (Criterion 2.5.1 of the Guidelines) |
| Statistical data on the teaching staff and the students from abroad | | Annex to the study field (Criterion 2.5.3 of the Guidelines) |
| Statistical data on the incoming and outgoing mobility of students (by specifying the study programmes) | | Annex to the study field (Criterion 2.5.3 of the Guidelines) |
| Statistical data on the incoming and outgoing mobility of the teaching staff | | Annex to the study field (Criterion 2.5.3 of the Guidelines) |
| 2.6. Implementation of the Recommendations Received During the Previous Assessment Procedures | | |
| Report on the implementation of the recommendations received both in the previous accreditation and in the licensing and/ or change assessment procedures and/ or the procedures for the inclusion of the study programme on the accreditation form of the study field. | Annex 3 | Annex to the study field (Criterion 2.6.1 of the Guidelines) |
| An application for the evaluation of the study field signed with a secure electronic signature | Sample of the application available on p. 5 and 6 of these Guidelines | Annex to the study field |
| III. Description of the Study Programme “...” | | |
| 3.1. Indicators Describing the Study Programme | | |
| Sample of the diploma and its supplement to be issued for completing the study programme | | Annex to the study programme (Criterion 3.1.2 of the Guidelines) |
| For academic study programmes - Opinion of the Council of Higher Education in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions (if applicable) | | Annex to the study programme (Criterion 3.1.2 of the Guidelines) |
| Compliance of the joint study programme with the provisions of the Law on Higher Education Institutions (table) (if | Annex 4 | Annex to the study programme (Criterion 3.1.5 of the Guidelines) |

| | | |
|---|----------|--|
| applicable) | | |
| Statistics on the students in the reporting period | Annex 5 | Annex to the study programme (Criterion 3.1.4 of the Guidelines) |
| 3.2. The Content of Studies and Implementation Thereof | | |
| Compliance with the study programme with the State Education Standard | Annex 6 | Annex to the study programme (Criterion 3.2.1 of the Guidelines) |
| Compliance of the qualification to be acquired upon completion of the study programme with the professional standard or the requirements for professional qualification (if applicable) | Annex 7 | Annex to the study programme (Criterion 3.2.1 of the Guidelines) |
| Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable) | | Annex to the study programme (Criterion 3.2.1 of the Guidelines) |
| Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme | Annex 8 | Annex to the study programme (Criterion 3.2.1 of the Guidelines) |
| The curriculum of the study programme (for each type and form of the implementation of the study programme) | Annex 9 | Annex to the study programme (Criterion 3.2.1 of the Guidelines) |
| Descriptions of the study courses/ modules | Annex 10 | Annex to the study programme (Criterion 3.2.1 of the Guidelines) |
| Description of the organisation of the internship of the students (if applicable) | | Annex to the study programme (Criterion 3.2.4 of the Guidelines) |
| 3.3. Teaching Staff | | |
| Confirmation that the academic staff of the doctoral study programme includes not less than five doctors, of which at least three are experts approved by the Latvian Council of Science in the branch or sub-branch of science in which the study programme intends to award a scientific degree (if applicable) | | Annex to the study programme (Criterion 3.4.1 of the Guidelines) |
| Confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions (if applicable) | | Annex to the study programme (Criterion 3.4.1 of the Guidelines) |

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

V. Samples of Annexes

The samples are only indicative. The higher education institution/ college may submit the relevant information in the form it sees fit, with the precondition that all requested information is included.

ANNEX 1

Implementation of the Study Programme in the Branch XXX

In the event that the relevant study programmes of the study field are implemented also in the branches, in the eplatforma.aika.lv folder "Annexes" the description of the procedure for the implementation of the relevant study programmes of the study field, the available resources, and the provision available in the branches shall be attached.

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 field 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 field, separately specifying:
 - financial resources;
 - infrastructure resources;
 - methodological support;
 - informative provision;
 - provision of the administrative and the technical staff;
 - 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 field 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

The list of cooperation agreements may include information on agreements with companies for the provision of internships, joint research, etc. agreements with local governments, state or non-governmental organizations, companies, if the obligations of the agreement directly affect the study field to be assessed and/ or the corresponding study programmes, etc.

| No. | An institution with which the agreement has been concluded | Subject of the agreement | Term of validity of the agreement |
|-----|--|--|-----------------------------------|
| 1. | | For example: For providing internships | |
| 2. | | For example: About resource usage | |

Report of the Implementation of the Recommendations Received

SAMPLE

| No. | Recommendation by the expert 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 field given by the expert 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 was given by the expert group by specifying the name of the study programme.</i> | | | | |

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

If a joint study programme is implemented within the study field, 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 field. In this annex, please also attach the cooperation agreement with the partner university (-ies).

1. Name of the institution with which the joint study programme is implemented.

| Criteria set forth in Section 55¹- Joint Study Programme - of the Law on of Higher Education Institutions | 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. | <i>(Agreement No., date of conclusion, subject of the agreement)</i> |
| The study programme consists 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 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. Information on the promotion opportunities for the study programme (joint or separate) (if applicable) | |
| The content of the diploma, as well as of the supplement 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) in 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, 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.

ANNEX 6

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”, adopted on 20 March 2001. See: <http://likumi.lv/doc.php?id=6397>.
- Cabinet Regulation No. 240 “Regulations Regarding the State Academic Education Standard”, 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>.

SAMPLE

| Requirements* | As specified in the standard | Programme indicators | |
|---|------------------------------|----------------------|--|
| Aims of the study programme | | | |
| Achievable results of the study programme | | | |
| Volume of the study programme in credit points (CP) | | | |
| Duration of the study programme | | | |
| Parts of the study programme and their scope (mandatory, limited elective, and elective part), including the amount of the thesis indicating the names of specific study courses and the amount of CP | | | |
| Number of contact hours (%) | | | |
| Mandatory content in compliance with the requirements set forth in the standard, indicating the names of specific study courses and the amount of CP | | | |
| Module for developing business professional competence (if applicable) | | | |
| Compliance with the requirements set out in the Environmental Protection Law and Civil Protection and Disaster Management Law | | | |
| Degree to be awarded and/ or qualification to be obtained | | | |
| Options to continue studies | | | |
| Basic principles and procedures for the evaluation of the acquisition of the study programme | | | |

*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 (name, date of approval) indicating the electronic link to the relevant professional standard.

SAMPLE

Compliance of the Study Programme with the Professional Standard (if applicable)

EXAMPLE No. 1 (indicate the professional standard to which the study programme complies, the date of its approval)

| 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 | | |
| | | |

EXAMPLE No. 2 (indicate the professional standard to which the study programme complies, the date of its approval)

Skills and attitudes required for the performance of basic tasks and responsibilities of professional activity, PROFESSIONAL knowledge and competences)

| Skills and attitudes | Professional knowledge | Competences (level of qualification) | Relevant study courses of the study programme “...” | Amount of CP |
|----------------------|------------------------|--------------------------------------|---|--------------|
| | Level of perception | | | |
| | Level of comprehension | | | |
| | Level of usage | | | |

Skills and attitudes required for the performance of basic tasks and responsibilities of professional activity, GENERAL knowledge and competences)

| Skills and attitudes | General knowledge | Competences (level of qualification) | Relevant study courses of the study programme “...” | Amount of CP |
|----------------------|------------------------|--------------------------------------|---|--------------|
| | Level of perception | | | |
| | Level of comprehension | | | |
| | Level of usage | | | |

ANNEX 8

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

Indicate how the results of the study course ensure the fulfillment of the achievable results of the study programme

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

The 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 | |

ANNEX 10

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:

- Volume (number of contact hours per semester) (indicating contact hours, it is advisable to indicate them according to implementation of each type and form of study programme);
- **Requirements for the commencement of the acquisition of the study course.** (Indicate the prior knowledge that students shall have in order to acquire a study course and achieve study results. It is possible to indicate the study courses to be acquired in advance, the knowledge, skills and competencies that shall be present in order to be able to achieve the study results planned for the course.);
- **Aim of the implementation of the study course** (The aim should reflect the purpose of the study course. The aim of the study course shall be coordinated with the aim of the study programme.);
- **Intended learning outcomes** (The intended learning outcomes shall be specific and verifiable (demonstrable), they shall derive from the aim of the study course. It is desirable to formulate the number of learning outcomes corresponding to the amount of credit points for the study course. The learning outcomes shall reflect the knowledge, skills and competencies that the student acquires after the acquisition of the study course. Usually, the formulation of learning outcomes begins with verbs, for example, knows, is able, knows, understands, etc. The aim and learning outcomes of each study course shall be related to the aim of the study programme and the intended learning outcomes.);
- **Content of the study course required for achieving the learning outcomes.** (Outlines the topics or activities planned to achieve the learning outcomes.);
- **Calendar of the study course.** (Indicate the semester or plan of the study course implementation or the planned acquisition period.);
- **Mandatory and supplementary literature and other sources of information.** (The list of required literature shall be proportional to the amount of credit points to be obtained in the study course and the number of hours planned for student independent work. If the list of required literature is extensive, it is possible to indicate the chapters or pages where the most important information can be acquired for achieving the desired learning outcomes. Literature sources that may be useful to students in the study course should be labeled as additional literature, information found on the web (websites, databases, etc.) should be labeled as other sources of information.);
- **Description of the organisation and tasks for the independent work of students.** (Describe the

organization of student independent works and indicate their tasks.);

- **Criteria for the assessment of the learning outcomes.** (*Criteria for the assessment of the learning outcomes shall be related to the aim of the study course, each of the results of the study course and they shall describe the degree of achievement of the study results*).
- **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 are achievable as a result of the acquisition of the study module.*
- *Schedule of the study work time.*
- *Content of the study module.*

If the study programme is implemented in the several languages, descriptions of study courses in all languages of the study programme implementation shall be attached.

It is advisable additionally include the following information:

- *Authors of the study course (name/ surname, structural unit, and position).*