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## **The Guidelines for the Preparation of the Report of Inclusion of a Licensed Study Programme on the Accreditation Form**

The guidelines for preparation of the report of inclusion a licensed study programme on the accreditation form of study field (hereinafter - the guidelines) have been developed in accordance with Cabinet Regulation No. 793 of 11th December 2018 “Regulations on Opening and Accreditation of a Study field” paragraphs 2.5. and 13.

The purpose of the guidelines is to provide a structured framework for higher education institutions and colleges<sup>1</sup> for preparation of an application and report (hereinafter – the report) for including a licensed study programme on the accreditation form of a study field. Considering that this procedure is a prerequisite for the inclusion of the study programme on the accreditation form, the following information shall be included in the report:

- the progress of the implementation of the recommendations provided by the expert group within the licensing of study programmes;
- the progress of the implementation of the recommendations provided by the Study Quality Committee within the licensing;
- information to be included in the report in order to evaluate the study programme in accordance with the requirements set out in paragraph 16 of the Cabinet Regulation No. 793.

The guidelines determine the information to be included in the application and report, its structure and form, in order that higher education institutions / colleges could prepare the necessary documents for the assessment procedure regarding the inclusion of a licensed study programme on the accreditation form of a study field. The compliance with the unified guidelines will facilitate the work of both higher education institutions / colleges in the process of preparing the report and experts in the assessment process.

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<sup>1</sup> The term “higher education institution / college” used in this document applies to all higher education and science institutions referred to in the Law on Higher Education Institutions that implement academic and professional study programmes, as well as engage in science, research and artistic creation (universities, colleges, institutes and colleges).

The report shall be prepared as follows:

- in accordance with the sequence set forth in the guidelines, justifying the statements made and providing references and examples;
- in accordance with the literary and grammar rules of the Latvian and English language, legal and academic terminology;
- evaluating the progress since the licensing of the study programme and indicating future plans, projects and perspectives.

If the study programme is implemented in the form of distance learning or in branches, it is necessary to provide an additional analysis in accordance with the specifics of the distance learning study form and / or branches.

The higher education institution / college is obliged to provide only verifiable information and must be prepared to provide evidence and facts during the expert visit that confirm the information that has been mentioned in the report.

The application and report are submitted:

- electronically and signed with a secure electronic signature in accordance with the requirements of the Electronic Documents Law
- in the official state language with a translation in English (translations of documents provided by other organizations may be marked as a “working translation” and do not require a notarization). In case of disagreements, the documents submitted in the official language shall prevail.

After conclusion of the assessment process, the report (without annexes) is published on the E-platform (<https://eplatforma.aika.lv>).

### **Structure of the guidelines:**

Application

I Information on the study field

II Description of the study programme

1. Indicators Describing the Study Programme
2. Topicality of the Study Programme
3. Resources and Provision
4. Implementation of the Recommendations Received During the Licensing Procedure of the Study Programme

III Annexes

IV Samples of the annexes

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

## APPLICATION

Riga

*Date and document number*

Academic Information Centre

Application for the inclusion of a licensed study programme “...” in the accredited study field  
“...”

Name of the higher education institution/college	
Number of the certificate on registration with the Register of Educational institutions	
Legal address of the higher education institution /college	
Name of the study programme	
Date of licensing of the study programme	
Date of starting the implementation of the study programme	
Name of the study field	
Term of the accreditation of the study field	
Person appointed by the higher education institution/ college entitled to deal with issues regarding this assessment	<i>Name, Surname, academic/scientific degree, position, e-mail and telephone number</i>

I confirm that the application and report for the inclusion of a licensed study programme on the accreditation form of a study field is considered a commitment to comply with the conditions and obligations set out in the Methodology for the inclusion of a licensed study programme on the accreditation form of a study field and the guidelines and legal acts referred to therein.

Rector of the higher education institution or director of the college

Name, Surname, signature

## I. INFORMATION ON THE STUDY FIELD

General information about the study field, including the following points:

- aims and objectives of the study field;
- programmes included in the study field;
- analysis of the compliance of the study programme to be included on the accreditation form of a study field with the corresponding study field.

## II. DESCRIPTION OF THE STUDY PROGRAMME

### 1. Indicators Describing the Study Programme

1.1. Indicators of the study programme (*specify only those parameters that are applicable to the study programme*).

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

		<i>implementation and the reference to the annex, which contains the information on the activities of the branch</i>
10.	Admission requirements	
11.	Degree to be awarded, professional qualification or degree and professional qualification, including specialization (if applicable)	
12.	Professional standard, year of its approval (if applicable)	
16.	Final examination upon the completion of the study programme	<i>Example: exam or qualification thesis etc.</i>
17.	Director of the study programme	<i>Name, Surname, degree</i>

*If, depending on the admission requirements, a different degree and / or qualification is awarded, the duration of studies or the amount of study programme in credit points is different, the table below must be filled in (for each version separately).*

Amount in credit points	
Duration of studies in years (in case the duration cannot be measured in full years, specify the number of months)	
Degree to be acquired and/or qualification	
Admission requirements	

1.2 Aim of the study programme

1.3. Objectives of the study programme

1.4. Learning outcomes to be achieved

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 evaluated within the assessment procedure.

*Attach a table with the information about the joint study programme (sample of the recommended form in Annex 1)*

## **2.Topicality of the study programme**

2.1. A short description of the study programme, including:

2.1.1 the justification for its creation, compliance with the industry trends in Latvia, the European Union and the world,

- 2.1.2. outline of its content,
- 2.1.3. a list and justification of the changes made to the study programme since the licensing of the study programme
- 2.1.4. statistical data about the students in the study programme and analysis and evaluation of comparison with the planned number of students during the licensing procedure (when analysing, separate different study forms, types, languages).
- 2.1.5. Prospects of employment for graduates

*In the annex, add statistical data on students since the beginning of implementation of the study programme (hereinafter – reporting period) in a transparent form (sample of the recommended form in Annex 2)*

### 3. Resources and Provision

- 3.1. Assessment of the compliance of the resources and provision (study provision, scientific provision (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 and the changes made since the start of the study programme implementation, their impact on the quality of studies.
- 3.2. Analysis and assessment of the changes to the composition of the teaching staff<sup>2</sup> over the reporting period and their impact on the quality of studies, implementation conditions and compliance with the requirements of the regulatory enactments.

Attach in the annex:

- Table (preferably in Excel) containing the basic information on the teaching staff members involved in the implementation of the study programme by specifying the degree/ qualification, the election status at the higher education institution/ college, as well as the study courses, in the implementation of which they are involved, and certifying the proficiency of the official and (if applicable) the respective foreign language.
- Biographies (Curriculum Vitae in Europass format) of all new teaching staff members who were not announced during the licensing process and have been involved in implementation of the study programme over the reporting period.
- Statistical data on the incoming and outgoing mobility of the teaching staff over the reporting period

- 3.3. In the case of master's or doctoral study programmes, indicate and provide a justification as to whether the awarding of degrees is based on the achievements and findings of the relevant scientific field or field of artistic creation.

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<sup>2</sup> As used in this document, the term “teaching staff” refers to the academic staff and visiting professors, visiting associate professors, visiting docents, visiting lecturers, and visiting assistants of the corresponding higher education institution/ college

## **4. Implementation of the recommendations received during the licensing of the study programme**

- 4.1. Assessment of the fulfilment of the plan regarding the implementation of the recommendations provided by the experts during the licensing of the study programme, as well as the assessment of the impact of the given recommendations on the study quality or the improvement of processes within the study programme.

*In the annex, attach a report on the implementation of the recommendations (sample of the recommended form in Annex 3).*

*In the annex add information on the improvements made, which result from the recommendations provided by the experts and the study quality Committee (if applicable) within the framework of the licensing of the study programme (for example, experts have provided recommendations for the improvement of study course descriptions - the improved study course descriptions are attached and in this chapter it is indicated what improvements have been made in the study course descriptions)*

### **III ANNEXES**

1. Assessment of compliance of the study programme with the State Education Standard (*sample of the recommended form in Annex 4*).
2. Compliance of the study programme with the Professional Standard (if applicable) (*sample of the recommended form in Annex 5*)
3. Curriculum of the study programme (for each type and form of the implementation of the study programme)
4. Confirmation by the higher education institution/ college on the relevant foreign language skills of the academic staff involved in the implementation of the study programme at least on the B2 level according to the European Language Proficiency Assessment levels (division of the levels available at [www.europass.lv](http://www.europass.lv)), if the study programme or part thereof is intended to be implemented in a foreign language, or Latvian language proficiency at least on B2 level, if the study programme or part thereof is intended to be implemented in Latvian and the lecturer has not acquired secondary or higher education in Latvian.
5. If an academic study programme is evaluated, attach a confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Part one, Paragraph 3 of the Law on Higher Education Institutions (*in case the information has changed since the licensing procedure*).
6. Sample of the study agreement (*in case the information included in the agreement has changed since the licensing procedure*).

7. A sample of the diploma to be issued for the acquisition of the study programme (*in case the information included in the sample of the diploma to be issued has changed since the licensing procedure*).
8. Document certifying that the higher education institution or college will provide opportunities for students to continue their education in another study programme or another higher education institution or college (agreement with another accredited higher education institution or college) in case the study programme is terminated (*in case information has changed since the licensing procedure*).
9. A document certifying that a higher education institution or college guarantees compensation for losses if the study programme is not accredited due to the actions (actions or omissions) of the higher education institution or college or the study programme's license is revoked and the student does not wish to continue studies in another study programme (*in case the information has changed since the licensing procedure*).
10. If a doctoral study programme has been submitted for evaluation, attach a confirmation that the academic staff of the doctoral study programme includes not less than five doctors, at least three of whom are experts approved by the Latvian Council of Science in the field or sub-field in which the study programme intends to award a scientific degree (*in case the academic staff in the study programme has changed*).
11. If a doctoral study programme has been submitted for evaluation, attach a confirmation that the scientific and pedagogical qualification of doctors of science complies with the criteria specified in regulatory enactments regarding the evaluation of scientific and pedagogical qualifications of professors and associate professors (in case the academic staff in the study programme has changed).
12. If a joint study programme is submitted for evaluation, attach a written agreement with the higher education institution or college involved in the implementation of the study programme regarding the development and implementation of the joint study programme.

*If the annexes with the note "in case the information included in the document has changed since the licensing procedure" are not submitted, the higher education institution / college shall indicate that the information to be included in these annexes has not changed since the decision on licensing of the study programme was made.*



## IV. Samples of Annexes

The samples are recommendable, the higher education institution/ college may submit the relevant information in other form, by ensuring that the information is transparent and easy to use.

### ANNEX 1

#### **Compliance of the Joint Study Programme with the Provisions of the Law on Institutions of Higher Education (Section 55.1) (if applicable)**

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

## ANNEX 2

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

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

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

## ANNEX 3

### Overview of the Implementation of the Recommendations Provided

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 programme given by the experts group.</i>	<i>Please provide an explanation/ description as to how the recommendations given by the experts are implemented.</i>	<i>Please specify the intended outcomes.</i>	<i>Please specify the term (or alternatively the provisional term, if the recommendation is to be implemented in several stages)</i>	

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

- Cabinet Regulation No. 141 “Regulations Regarding the State Standard for First-Level Professional Higher Education”, 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”, adopted on 26 August 2014. See: <https://likumi.lv/doc.php?id=268761>.

<b>Requirements*</b>	<b>Specified in the standard</b>	<b>Programme indicators</b>
Amount of the study programme (CP)		
Duration of the study programme		
Parts of the study programme and their amount (mandatory, limited elective, and elective part), including the amount of the thesis		
Number of contact hours (%)		
Mandatory content in compliance with the requirements set forth in the standard		
Compliance with the requirements set out in the Environmental Protection Law and Civil Protection and Disaster Management Law (does not apply to first level professional higher education study programmes). Explain how the minimum requirements for the content of the compulsory civil protection course and the content of civil protection training for employees are taken into account in the implementation of the study programme		
Module for building business professional competence (if applicable)		

Degree or professional qualification to be awarded or degree and professional qualification		
Basic principles and procedures for the evaluation of the acquisition of the study programme		
Description of the traineeship (if applicable)		

\* *In accordance with the applicable State Education Standard.*

## ANNEX 5

### Compliance of the Study Programme with the Professional Standard *(If Applicable)*

SAMPLE No.1 (indicate the relevant professional standard to which the study programme complies and the date of its approval)

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

SAMPLE No.2 (indicate the relevant professional standard to which the study programme complies and the date of its approval)

**Skills and attitudes required to perform the basic tasks and responsibilities of professional activity, PROFESSIONAL knowledge and competences**

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

**Skills and attitudes required to perform the basic tasks and responsibilities of professional activity, GENERAL knowledge and competences**

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