

## TRANSPORT AND TELECOMMUNICATION INSTITUTE

### STUDY DIRECTIONS AND STUDY PROGRAMMES MANAGEMENT REGULATIONS

#### 1. USED TERMINOLOGY

*Study programme* is the basic unit of an educational organization that includes all the requirements for obtaining a particular academic degree and / or professional qualification. It is governed by the description of study content and implementation, which defines the study goal and planned learning outcomes, requirements and previous education, the content of the offered education, including study courses, modules and credit distribution among them according to national education standards, as well as criteria for the achievement and assessment of study results and forms and procedure of the examination.

*Joint Study Programme* - an integrated curriculum coordinated and offered jointly by several universities, leading to a joint (double or multiple) degree.

*Study Programme Licensing* - granting the right to a HE Institution, college, or their affiliates to implement a particular study programme.

*Accredited Study Programme* — study programme corresponding to a certain accredited field of study of an institution of higher education or college, which in the process of evaluation of the respective study field is recognized as complying with the requirements of this Law.

*Accreditation of Study direction* — is the assessment of the study direction and the relevant study programmes implemented by the HE Institution or college. If the accreditation of the study direction has been successful, the HE Institution or college shall be awarded the right to issue state-recognised diplomas on the acquisition of the study programmes in the relevant study direction.

**Note:** The directions of studies in the higher education of the Republic of Latvia are defined in the Regulations of the Cabinet of Ministers No. 793

#### 2. GENERAL PROVISIONS

2.1. The regulations define the procedure of study directions and study programme management implemented at the HE Institution and the responsibility of the respective employees and structural units.

2.2. The regulations applied to all TSI study programmes, including joint study programmes, unless otherwise provided in the agreements on inter-university cooperation.

2.3. Pursuant to the Law on HE Institutions of the Republic of Latvia, only licensed and accredited study programmes corresponding to accredited study directions are implemented at the institution.

The HE institution submits an application for accreditation of the study direction within two years from the first day of commencement of the implementation of the study programme corresponding to this study direction.

2.4. The realisation of the study programme is specified by the Study Plan, which is approved by the Rector for each study programme and each form of training. The study process planning and implementation procedure is organised in accordance with the Study Regulations.

2.5. The scope of these regulations - accreditation of study directions, development and licensing of study programmes, annual self-assessment process of study directions and study programmes, changes in study programmes.

2.6. The aim of study direction management is to ensure that study directions correspond to the strategy of the HE Institution and accreditation requirements.

### 3. COMPETENCES

3.1. The process of development, licensing, accreditation and implementation of study programmes is managed and supervised by the Vice-Rector in academic and scientific work. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

3.2. Study directions are implemented in the faculties in accordance with the rector's order, which determines the direction and the affiliation of the programmes to the faculties. The head of the study direction is appointed by the rector's order. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

3.3. Duties of the head of the study direction:

- 1) Analyse the needs and trends of the modern economy and industries in the study direction area;
- 2) To analyse and evaluate the topicality of the study direction, compliance with the TSI Strategy and accreditation requirements.
- 3) Formulate the objectives of the study direction in accordance with the TSI Strategy and the needs of the external environment.
- 4) To analyse the compliance of the content of study programmes with the objectives of the study direction and modern requirements.
- 5) It is possible to initiate and organize the development of new study programmes and modernization of existing programmes;
- 6) To develop a plan for the improvement of the study direction, to present it to the Senate and after approving the improvement plan to coordinate its implementation.
- 7) To participate in the necessary activities of accreditation of the study direction, licensing of the study programme and accreditation.
- 8) To organize the preparation of the annual self-assessment report of the study direction.
- 9) Cooperate with Latvian and foreign universities on issues related to the direction of study.

*(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

3.4. The study programme is managed by the programme director. The director of the study program is approved by the decision of the TSI Senate, which is announced by the order of the rector. The acting director of the programme during the absence of the director is appointed by the rector at the suggestion of the Faculty Council. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

3.5. Job description of the Director of the Study Programme:

- 1) Coordinate the development of the study programme in accordance with the current requirements of the relevant field of science and regulations governing the study process.
- 2) To formulate the composition and scope of the study courses included in the study programme.
- 3) To participate in the necessary activities of licensing and accreditation of the study programme.

- 4) To control the implementation process of the study programme. To inform the dean and vice-dean of the faculty in academic work about unauthorized changes in the study program or study courses and shortcomings in the quality of studies.
- 5) To follow the descriptions of study courses and their updating, to analyse the place of the study course in the study programme and to control interdisciplinary relations, as well as to prevent duplication of the content of study courses within one study programme.
- 6) Plan measures to improve the study programme and coordinate their implementation.
- 7) In cooperation with the dean of the faculty and the vice-dean, if necessary, to attract new lecturers for the implementation of the study programme.
- 8) To develop methodological instructions on the performance of the final examination papers of the study programme, where to determine the requirements for the formulation of the topic of the final works, its tasks, content and evaluation criteria; to prepare questions for the state examination (if it is provided for in the study programme).
- 9) To ensure the preparation and submission of the annual self-assessment report of the study programme.
- 10) In cooperation with the Study Department of TSI, to participate in the process of recognition of study courses acquired by students in other HE Institutions in previous study periods.
- 11) To analyse and summarize the results of the survey of students, graduates and employers and to organize the elimination of the revealed shortcomings and the improvement of the programme.
- 12) To co-operate with employers and representatives of students' internship places in the issues of study content in order to ensure study results corresponding to the employment requirements.
- 13) To co-operate with Latvian and foreign HE Institutions and directors of other TSI study programmes in matters of study content coordination and experience exchange.
- 14) Participate in the review and analysis of student complaints regarding study quality issues in the relevant programme.
- 15) To prepare marketing materials for the study programme and to participate in advertising campaigns, to participate in open days and other popularization events of the study programme, faculty and HE Institution.
- 16) To get acquainted and analyse reports, expert opinions and other documents on the implementation of the study programme and its assessment.

*(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

3.6. If the duties of the director of the study programme are performed by a specialist of the field who does not represent the academic staff of the HE Institution, it is the duty of the Dean of the Faculty to provide him with support in the management of the study programme, including support in administrative matters, incl. co-ordination with other faculties and departments of the programme, preparation of programme licensing, accreditation and annual self-assessment, implementation of programme and inclusion of changes, and other matters.

3.7. Study direction and collegial management of study programs is implemented by Study Direction Councils (SDC). The deans of the respective faculties are responsible for organizing SDC. SDC status, composition and operation - in accordance with the *Study Direction Council Regulations*. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

3.8. The Faculty Council discusses study directions and study programmes development plans and proposals for study programmes development.

3.9. The preparation of study directions and study programmes self-assessment reports, preparation of study programmes for licensing and preparation of study directions for accreditation is coordinated by the Study Programme Accreditation Specialist.

3.10. The Administrative Department is responsible for keeping records of application documents for study programme licensing and study directions accreditation.

#### **4. PROCEDURES FOR ACCREDITATION OF STUDY DIRECTIONS, LICENSING, MAKING CHANGES AND CLOSURE OF STUDY PROGRAMMES**

4.1. Accreditation of study directions, licensing and accreditation of study programs is performed on the initiative of the administration approved by the Senate. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

4.2. Opening of study direction, accreditation of study direction, approval of changes in accredited study programme and evaluation of study programmes licensed after the accreditation of the study direction is carried out in accordance with Cabinet of Ministers Regulation No. 793 "Regulations for Opening and Accreditation of Study Directions" of 11.12.2018.

4.3. The procedure for licensing the study programme is set on Cabinet of Ministers Regulation. No. 795 "Regulations on Licensing of Study Programmes" of 11.12.2018.

4.4. The development of accreditation document package for licensing, accreditation of study programmes and directions, as well as preparing Self-assessment report is managed by the programme director in cooperation with the accreditation specialist of study programme. The general description of the study direction is prepared by the head of the study direction. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

4.5. The licensing of the study programme is carried out in accordance with the procedure set out in Annex 1. The content of the application for licensing of study programmes and the attached programme description that have been submitted at the Academic Information Centre (AIC) are specified in Annex, that have been developed in accordance with AIC "The Guidelines for the Preparation of the Description of a Study Programme"<sup>1</sup>.

4.6. The information and content to be submitted to the AIC for the accreditation of study directions and the attached self-assessment report are specified in the AIC „The Guidelines for the Preparation of the Self-Assessment Report of a Study Direction"<sup>2</sup>.

4.7. Cooperation with AIC is performed by the study programme accreditation specialist in the supervision of the vice-rector's academic and scientific work. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

4.8. The application for accreditation of accredited study direction and the attached document package, the application for the licensed study programme and the attached document package, the AIC decisions on licensing of programmes, changes in study directions and accreditation of study directions are kept in the Record Keeping Department.

4.9. In accordance with the Rector's order, a self-assessment of study direction is organized every year. The task of the annual self-assessment process is to assess the state and implementation of study programmes during the last academic year. Self-assessment reports of study directions are prepared and submitted to the Senate within the term specified by the Rector's order. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

4.10. Tasks of self-assessment of the study direction:

- 1) To check the preservation of the conformity (content and resources) of the study programme and study directions to the accredited study field.

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<sup>1</sup> Guidelines for the Preparation of the Description of a Study Programme. <https://www.aika.lv/wp-content/uploads/2019/05/The-Guidelines-for-the-Preparation-of-the-Description-of-a-Study-Programme.pdf>

<sup>2</sup> Guidelines for the Preparation of the Self-Assessment Report of a Study Direction. <https://www.aika.lv/wp-content/uploads/2019/05/The-Guidelines-for-the-Preparation-of-the-Self-Assessment-Report-of-a-Study-Direction.pdf>

- 2) Check the validity and admissibility of changes made to the study programme and related curricula in accordance with current regulations.
- 3) To evaluate the compliance of the study programmes with the requirements set for the Development Strategy of the HE institution and the quality and efficiency of the study programmes.
- 4) To evaluate the implementation of the development plans of the previous study direction and study programmes.
- 5) To develop proposals for the improvement of the study direction and study programmes.

*(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

4.11. Standard data composition of study programmes and study direction self-assessment reports - in Appendix 3. The specific content, form and terms of preparation of self-assessment reports of study programmes and study directions are determined by the Rector's order, which is prepared annually by the Vice-Rector for Academic and Scientific Work. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

4.12. The preparation of self-assessment reports of study directions is organized by the deans in cooperation with the heads of study direction and study programmes directors. Self-assessment reports of study directions are discussed and approved by the Senate. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

4.13. During the self-assessment process of study programmes, proposals are discussed and decisions are made on the inclusion of changes in study programmes and on the need to coordinate changes in study programmes with the AIC Study Directions Accreditation Commission, as well as a decision on the usefulness of programme development measures, the development of new study courses and the modernisation of existing ones and the provision of their resources. These proposals and decisions are discussed and approved by the Senate as recommendations for changes and development of study programmes.

4.14. Amendments to the study programme are proposed by the director of study programs.

4.15. If the planned changes of the study programme are relevant in scope and content (if they include the changes referred to in the valid study accreditation regulations of the Cabinet of Ministers of the Republic of Latvia, the admissibility of which is decided by the Study Accreditation Commission) the director of the study program submits the application for amendments with the description of their justification for consideration and approval to the SDC and the Vice-Rector in Academic and Scientific Work. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

4.16. Amendments to the study programme referred to in paragraph 4.15 of these Regulations are approved by the Senate and the AIC Study Accreditation Commission. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

4.17. The application to the AIC Study Accreditation Commission is prepared by the Dean in cooperation with the Study Programme Accreditation Specialist.

4.18. Other changes in the study programme (inclusion or exclusion of new study courses in or from the study plan, correction of the study plan), if they do not exceed the permissible amount specified in the current Regulations of Accreditation of Study Direction of the Cabinet of Ministers of the Republic of Latvia, are made by the director of the study programme in accordance with the procedure specified by the HE Institution. The director of the study program fills in and submits to the Study Department the form "Application for change of the study plan", the form and procedure of which is approved by the order of the Rector. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

4.19. The procedure of study course development, registration and updating is stipulated in the *Study Course Management Regulations*.

4.20. The closure of the study programmes is carried out on the basis of the decision of the HE Institution approved by the Senate.

4.21. The initiator of closing study programmes can be the Vice-Rector for Academic and Scientific Work. The application for the closure of the study program is considered by the respective SDC. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

4.22. The application for the closure of the interdepartmental study programme is considered by the Council of all study directions involved. The application for closure of the joint programme is coordinated with all participating TSI partner universities. The decisions of these institutions are appended to the application for the closure of the study program.

4.23. The decision to close the study programme is made by the Senate. Rector submits the draft of decision to the Senate for approval.

4.24. The HE Institution informs the Study Accreditation Commission about the closure of the study program.

## **PROCEDURE REGARDING DEVELOPING AND LICENCING OF A STUDY PROGRAMMES**

### **1. Application for study program development**

- 1.1. Development of a new study program in accordance with the development strategy of the Transport and Telecommunication Institute is initiated by the management of the Transport and Telecommunication Institute. An application for the development of a new program may also be submitted by a representative of TSI academic staff or the Study Direction Council (hereinafter - the applicant).
- 1.2. Applying the study programme to the accredited study directions, the applicant submits the application for the development of the study programme to the Dean of the relevant faculty and the head of the study direction. The application includes a justification of the topicality of the program, a brief annotation, a description of the program level and a graduate employment forecast. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*
- 1.3. After the evaluation of the application in case of a positive decision, the Dean - the head of the study direction together with the applicant directs the application for consideration to the respective study council.
- 1.4. Based on the decision of the Study Council, the Dean - Head of Study together with the Applicant submits to the Rector a decision on the necessity to develop a new study programme and presents the programme concept.
- 1.5. The Rector directs the proposal to the Chairman of the Board of TSI who decides whether to start the study programme development or to reject the application. In case of a positive decision, the Rector's order is issued to prepare a new study programme for licensing, the program developer (potential director), the person responsible for developing and submitting the license application to the AIC is appointed, and the timeframe for the first examination of the programme by the Study Commission.
- 1.6. In case if it is planned to develop a joint study programme with other higher education institutions, after appropriate decision has been taken the partner HEIs concludes a cooperation agreement on the development of the program and the conditions for its implementation.

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

- 2.1. The development of the study programme is based on the Sustainable Development Strategy of Latvia, National Development Plan, Education Development Guidelines, Science, Technology Development and Innovation Guidelines and other development planning documents appropriate to the study direction, in compliance with the Law on Higher Education Institutions of the Republic of Latvia, Cabinet of Ministers Regulations "Regulations on Licensing of Study Programs", "Regulations on the State Standard of Academic Education" or "Regulations on the State Standard of the Second Level Professional Higher Education", "Regulations on the National Standard of First Level Professional Higher Education", professional study programs Professional standard requirements, as well as TSI internal normative documents.
- 2.2. The potential study programme director develops the content of the study programme. Minimum content of the study program to be submitted for consideration by the Study Commission:
  - 2.2.1. Name of study programme, name of the relevant study direction of the study programme, Code of the study programme in accordance with the Latvian Education Classification <sup>3</sup>;

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<sup>3</sup> Latvian Education Classification. Available: <https://likumi.lv/doc.php?id=291524>;

- 2.2.2. Requirements for Previous Education;
  - 2.2.3. Amount (CP) and duration of the study programme, type and form of the study programme, language in which the study programme is implemented;
  - 2.2.4. Degree or professional qualification to be acquired, or degree and professional qualification to be acquired;
  - 2.2.5. Aims and tasks of the study programme;
  - 2.2.6. Expected learning outcomes of the study program;
  - 2.2.7. Study plan (by semester) and academic staff providing study courses;
  - 2.2.8. Compliance of the study program with the state standard of academic education <sup>4</sup> or second level professional higher education <sup>5</sup>, or the national standard of first level professional higher education <sup>6</sup> ;
  - 2.2.9. Compliance of the professional study program with the Profession Standard.
  - 2.2.10. Comparison of the study program with the study programs of the higher education institutions recognized by the European Union of the same level and corresponding to the same study direction.
  - 2.2.11. Information on graduate employment forecasts.
  - 2.3. The dean of the faculty develops and approves a work plan for the preparation of an application for licensing a study programme and a package of documents, identifying responsible executors and deadlines. *(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*
  - 2.4. The Dean of the faculty organizes and ensures:
    - 1) preparation of the necessary content and document package of the programme;
    - 2) an independent assessment and examination of the educational programme, which includes substantiation of the usefulness of the implementation of the educational program, indicating also the significant differences of the educational programme from similar study programmes of the same level and the same direction of study, implemented in the same HE institution;
    - 3) concluding the necessary agreements for the preparation of a set of documents;
    - 4) preparation of documents for obtaining opinions of external organizations.
- (As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*
- 2.5. At the request of the dean, the financial analyst prepares cost estimates for the programme; the library staff gives an opinion on the availability of the literature specified in the study courses of the programme; the head of the Science department provides information on the scientific research activities of the teaching staff involved in the implementation of the program in relation to the field of the study programme that is developed; The HR department organizes the lecturers CV and language passport compilation.
  - 2.6. The prepared study programme must meet the following requirements:
    - 2.6.1. compliance of the study programme with the study direction in which it is planned to be included;
    - 2.6.2. compliance of the study base, information base (including libraries), financial base and material and technical base with the study program implementation conditions;
    - 2.6.3. compliance of the content and implementation mechanism of the study programme to be licensed with the aim, tasks and learning outcomes to be achieved;

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<sup>4</sup> Regulations on the National Standard for Academic Education. Available in Latvian:

<https://likumi.lv/doc.php?id=266187> ;

<sup>5</sup> Regulations on the National Standard for the Second Level Professional Higher Education. Available in Latvian:

<https://likumi.lv/doc.php?id=268761>;

<sup>6</sup> Regulations on the National Standard of First Level Professional Higher Education. Available in Latvian:

<https://likumi.lv/doc.php?id=6397>



- 2.6.4. compliance of the qualification of the academic staff and guest professors, associate guest professors, visiting docents, guest lecturers and guest assistants with the study program implementation conditions and the requirements of the regulatory enactments;
- 2.6.5. compliance of the study program with the requirements of the Law on Higher Education Institutions and other regulatory enactments:
- 2.7. The prepared study programme licensing package is submitted to the Senate for review.
- 2.8. The Senate adopts a decision on the promotion of the study program to obtain a license and approves the program director.
- 2.9. The preparation of the application for the licensing of the study programme at the Higher Education Centre takes place in accordance with the provisions of the Cabinet of Ministers “Regulations on Licensing of Study Programmes”.

### **3. Term of Licensing**

- 3.1. The study program, which is planned to be implemented in the next study year, must be submitted for licensing to the AIC not later than by March of the calendar year.;
- 3.2. The responsible person submits the license application to the AIC within one month of approval by the Senate.

**INFORMATION INCLUDED IN THE APPLICATION AND DISCRPTION  
FOR LICENSING OF THE STUDY PROGRAMME**

*Developed in accordance with "The Guidelines for the Preparation of the Description of a Study Programme"  
approved of Academic Information Centre on 31.01.2019.*

**Application**

1. Name of the higher education institution
2. Number of the certificate on registration with the Register of Educational Institutions
3. Legal address of the higher education institution
4. Telephone number
5. E-mail
6. Name of the study programme
7. Name of the relevant study direction of the study programme
8. Other study programmes included in the study direction
9. Code of the study programme in accordance with the Latvian Education Classification
10. Amount (CP) and duration of the study programme
11. Type and form of the study programme (also distance learning, if applicable)
12. Language in which the study programme is implemented
13. Admission requirements
14. Degree or professional qualification to be acquired, or degree and professional qualification to be acquired (specifying the code in accordance with the Latvian Education Classification)
15. Name and code of the occupation in the classification of occupations, the relevant Cabinet Regulations (to be filled in if it is a professional study programme)
16. Place of the implementation of the study programme (by specifying whether the study programme is to be implemented by the higher education institution or its branch, or the college or its branch)
17. Director of the study programme

**Description of the programme**

**1. Compliance of the Study Programme with the Study Direction**

- 1.1. The justification of the creation of the study programme and the compliance with the strategy and the study direction of the higher education institution.
- 1.2. Aims, tasks and planned learning outcomes of the study programme, assessing their accessibility and interconnection.
- 1.3. Description of the process of study programme development, analysing the data used in the process of program development, indicate the parties involved in the study programme development (e.g. external experts, teaching staff, employers, students, etc.) and the type of involvement.
- 1.4. Correspondence of the study programme to the trends of the industry in the European Union countries and in the world. Comparison with at least two higher education programs of the same level and in the same sector recognized in the EU.
- 1.5. Description and analysis of study program development perspectives, indicating sources of justification.

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

- 2.1. Necessary study base for the implementation of the study programme, information on structural units and support staff involved in the implementation of the study programme.
- 2.2. Assessment of the informative and methodological provision. Assessment of the informative and methodological provision.
- 2.3. Financial provision required for the implementation of the study programme describing sources of financial resources. Calculation of the study programme costs.
- 2.4. Material and technical provision by including information on its availability for the students and the teaching staff, as well as its compliance with the specific features and the *Note. If the study programme is to be implemented in the form of distance learning and/or in a branch of the higher education institution, provide an analysis of the criteria set out in sub-paragraphs 2 in view of the form of distance learning and/or the branches.*

## **3. Mechanism for the Implementation of the Study Programme**

- 3.1. Description of the content of the study programme by analysing and assessing the study courses/ modules of the study programme, their relevance, correlation, and compliance with the sectoral trends and/or the trends in science, as well as the provisions of regulatory enactments.
- 3.2. Relation of the results achieved in study courses / modules with the results of the study programme - mapping.
- 3.3. The mechanism for the implementation (including the mechanism for the evaluation). An explanation as to what extent the principles of student-centred learning are taken into consideration whilst implementing the study process by including information on the organisation of the study process.
- 3.4. Description of the provision of traineeships.
- 3.5. Assessment as to what extent the quality assurance system in place at the higher education institution/ college and its relevant principles are complied with whilst implementing the study programme by giving specific examples. Specify to what extent the standards set forth in Part 1 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) have been met.
- 3.6. Involvement of the students, graduates, employers and/or employer organisations in the relevant sector, and other sectoral organisations in the development of the study programme.  
*Note. If the study programme is to be implemented in the form of distance learning and/or in a branch(or branches)of the higher education institution, provide the description of the criteria set out in sub-paragraphs 3.1 to 3.5 in view of the form of distance learning and/or the branches*

## **4. Teaching Staff**

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

## 5. List of Annexes:

1. Comparison of the study programme with the study programmes of other higher education institutions/ colleges
2. Compliance of the study programme with the requirements for the implementation of the joint study programme (see Section 551 of the Law on Institutions of Higher Education) (if applicable)
3. Assessment of the compliance of the study programme with the State Education Standard
4. Assessment of the compliance of the study programme with the Professional Standard (if applicable)
5. Assessment of the compliance of the doctoral study programme with the provisions of regulatory enactments
6. Curriculum of the study programme for all intended forms of implementation of the study programme
7. Descriptions of study courses in the state and teaching language
8. Mapping of study courses
9. Regulations on the traineeship (if applicable)
10. Compliance of the study programme with the standards set forth in Part 1 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)
11. Contracts of intent of the employers with regard to the provision of traineeships for students (if applicable)
12. List of all teaching staff members involved in the implementation of the study programme
13. Biographies of all teaching staff members (Curriculum Vitae in the Europass format)
14. List of teaching staff's scientific publications that are related to the study programme and published in reviewed editions within the last six years, or a list of achievements in research or artistic creation
15. Compliance of the Study Programme with the Provisions of Regulatory Enactments:
  - Decision by the Senate of the higher education institution or the Council of the college on the creation of the study programme.
  - Document confirming that the higher education institution will provide the students with the options to continue the acquisition of education in another study programme or at another higher education institution (a contract with another accredited higher education institution), in case the implementation of the study programme is discontinued.
  - Document confirming that the higher education institution guarantees to the students a compensation for losses if the study programme is not accredited or the licence of the study programme is revoked due to the actions of the higher education institution (actions or failure to act) and the student does not wish to continue the studies in another study programme.
  - Opinion of the Council for Higher Education provided for that less than 250 full-time students will be admitted will be attached in compliance with Section 55, Paragraph two of the Law on Institutions of Higher Education.
  - A document confirming that the academic staff of the academic study programme complies with the provisions set out in Section 55, Paragraph one, Clause three of the Law on Institutions of Higher Education
  - Confirmation of the higher education institution/ college that the teaching staff members to be involved in the implementation of the study programme have at least B2-level knowledge of a related foreign language according to European language levels (see the levels under [www.europass.lv](http://www.europass.lv)), if the study programme or any part thereof is to be implemented in a foreign language, or at least B2-level knowledge of the Latvian language, if the study programme or any part thereof is to be implemented in the Latvian language,

language, and a teaching staff member has not acquired the secondary or higher education in the Latvian language.

- Sample of the study agreement.
- Sample of the diploma to be issued for the acquisition of the study programme.
- Procedures/ regulations developed by the higher education institution/ college for the recognition of competences acquired outside formal education or through professional experience and learning outcomes achieved in previous learning
- If the study programme subject to the assessment is a doctoral study programme, a confirmation that at least five teaching staff members with doctoral degree are among the academic staff of a doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field or sub-field of science, in which the study programme has intended to award a scientific degree, shall be attached.
- If the study programme subject to the assessment is a doctoral study programme, a confirmation that the scientific and pedagogical qualification of the persons with a doctoral degree complies with the criteria set forth in the regulatory enactments regarding the assessment of the scientific and pedagogical qualification of a person applying for the position of a professor and associate professor, shall be attached.
- If the study programme subject to the assessment is a joint study programme, a written agreement on the development and implementation of the joint study programme with the higher education institution/ college involved in the implementation of the study programme, shall be attached.

**STUDY DIRECTION SELF - ASSESSMENT REPORT**  
**COMPOSITION OF TYPE DATA**

*(As amended by TSI Senate Decision No. 01-7 / 1 of 09.29.2020)*

- I. Study Direction:
  1. The aim of the study field and basic information.
  2. Description of the internal and external context of the study direction, analysis of risks and opportunities.
  3. Evaluation of the compliance of the content and achievements of the study direction with the TSI Strategy and the goals of the field improvement.
  4. Analysis of the study direction for the needs of the national economy and the development tendencies of science and industry.
  5. Assessment of the compliance of the study direction with the accreditation requirements.
  6. Evaluation of the implementation of the study direction improvement plan in the reporting period.
  7. Proposals for the development of the study direction.
  
- II. Study programmes (description of each programme within the study direction):
  1. parameters of the study programme
  2. Aims, tasks and study results of the study program (attached if changed after accreditation, providing justification)
  3. Changes in the study plan of the study programme and justification of the changes made (if any have made)
  4. Students in the study programme:
    - 4.1. number, matriculated, graduates, dropout by study forms and languages of instruction, indicating foreign students separately;
    - 4.2. student mobility.
  5. Teaching staff in the study programme, conclusions on sufficiency:
    - 5.1. qualification - position, scientific or academic degree (indicate the number)
    - 5.2. foreign guest lecturers;
    - 5.3. those working in the field who are constantly involved in teaching study courses;
    - 5.4. those working in the field who have given individual guest lectures.
  6. Surveys of students, graduates:
    - 6.1. the highest rated aspects;
    - 6.2. aspects that have been critically assessed, with planned measures to address shortcomings.
  7. Actions taken during the reporting period to improve the study programme.
  8. Proposals for the development of the programme.