

**APPROVED**  
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**Luther Academy**  
**Regulations on Opening and Management of Study Field and Study Programmes**

1. Terms used in the Regulations.
  - 1.1. **A study field** – a group of study programmes corresponding to one of the 32 thematic fields in accordance with Annex 1 to the Cabinet Regulation No. 793 of 11 December 2018 “Regulations Regarding Opening and Accreditation of Study Field”.
  - 1.2. **A study programme** – the licensed academic Bachelor, Master study programme; the first level or second level professional higher education study programme.
  - 1.3. **Head of the study field** – a director of one of the study programmes included in a study field who supervises and coordinates implementation of the study field.
  - 1.4. **Director of a study programme** – a person with a Doctorate or Master’s degree approved by the Senate and managing and coordinating development of the study programme, the process of licensing, implementation, ensuring the management of the plan and content of the study programme.
  - 1.5. **Licensing of a study programme** – granting of rights to the Academy to implement a certain study programme.
  - 1.6. **Accreditation of a study field** – granting the Academy the right of implementing study programmes in certain directions. Accreditation of a study field gives the Academy the right to issue a higher education diploma recognised by the State concerning successful acquisition of a study programme corresponding to the relevant study field.
  - 1.7. **A study year** – a period of studies for implementation of a particular study programme with the duration of 10 months. A study year is split into two semesters.
  - 1.8. **A study plan** – arrangement of parts of a study programme (study courses) in a logical sequence and timing according to the aims of the study programme.
  - 1.9. **A study course** – outline of a knowledge, skills, and competence system corresponding to the study programme and organised at a certain level and volume with defined study outcomes for achievement of which credit points are granted.
  - 1.10. **Description of a study course** – a document defining requirements for commencement of acquisition of the study course, defining implementation aims of the study course and planned study outcomes; outlining the content of

the study course to achieve the study outcomes; including a calendar of the study course, mandatory literature, and additional literature, as well as specifying other sources of information; characterising organisation and tasks of the students' independent work; defining the evaluation criteria of the study outcomes.

- 1.11. **A study module** – a part of the study programme consisting of at least two study courses.
  - 1.12. **Mandatory part** – study courses completion of which is mandatory to all students of the study programme.
  - 1.13. **Restricted elective part** – one or several sets of study courses from which the student must choose study courses with a specific volume of credit points for each set.
  - 1.14. **Elective part** – study courses which the student may select and complete at any study programme of the same or higher education level of the LA or other higher education institution according to the procedures stipulated by the Luther Academy (hereinafter referred to as the LA).
  - 1.15. **Full-time intramural studies** – a type of studies corresponding to 40 credit points per academic year and at least 40 academic hours per week.
  - 1.16. **Part-time intramural studies** – a type of studies corresponding to less than 40 credit points per academic year and less than 40 academic hours per week.
2. **General Provisions.**
    - 2.1. The purpose of the LA Regulations on Opening and Management of Study Field and Study Programmes is to provide the students with a high-quality offer of studies which is competitive in Latvia and internationally, with a current and value-added content, determining:
      - 2.1.1. the procedure for opening and management of a study field, as well as obligations, rights, and qualification requirements of the Head of the study field;
      - 2.1.2. requirements for development, content, and implementation of the study programme, as well as obligations, rights, and qualification requirements of the Directors of study programmes.
    - 2.2. The Regulations have been developed in accordance with the Law on Higher Education Institutions and other binding laws and regulations of the Republic of Latvia, the LA Constitution and other binding LA regulatory documents.
    - 2.3. The LA regulatory documents related to implementation of these Regulations are issued according to the procedures stipulated by the LA.
  3. **Forms of Implementing the Study Programmes**
    - 3.1. The LA implements study programmes in the form of full-time intramural studies.
    - 3.2. The LA provides an opportunity to use e-study environment in all study forms.
    - 3.3. A student is entitled to create their own individual study plan according to the procedures stipulated by the LA.
  4. **Academic Study Programmes**
    - 4.1. The LA develops and implements academic study programmes.

- 4.2. The content of academic study programmes is created in accordance with the structure described in the Regulations, including in compliance with the requirements of external laws and regulations related to conditions of content and structure of study programmes.
- 4.3. Within the framework of general aims and objectives of the study programmes an enhanced specialisation may be provided by implementing sub-programmes.

5. **Academic Bachelor Study Programmes**

- 5.1. The volume of an academic Bachelor study programme ranges from 120 to 160 credit points.
- 5.2. The aim of an academic Bachelor study programme is to provide an opportunity to obtain an internationally recognised academic higher education by conducting fundamental and applied research to gain competences on high demand in the labour market on level six of the International Standard Classification of Education (ISCED).
- 5.3. While developing an academic Bachelor study programme, requirements on volume of mandatory and restricted elective part study courses and structure are observed in accordance with the Cabinet Regulation No. 240 of 13 May 2014 “Regulations on State Academic Education Standard”, including in the mandatory part of a study programme also a course on Civil, Environmental, and Occupational Protection in the volume of 2 credit points.
- 5.4. The restricted electives of an academic Bachelor study programme are formed by study courses or modules with the volume of at least 20 credit points.
- 5.5. The elective study courses in the volume defined by the study programme may be completed according to the LA procedures in other higher education study programmes in the LA or outside the LA.
- 5.6. The mandatory or restricted elective part of an academic Bachelor study programme includes study courses or modules with the volume of at least 4 credit points studied in a foreign language (English or another EU language). This article is not applicable to study programmes implemented in English or other EU languages.

6. **Development and Licensing of a New Study Programme**

- 6.1. Development of a new study programme is initiated in accordance with the LA strategy or other documents governing strategy and study processes.
- 6.2. Application for a new study programme should state information on the programme: name of the study programme; reasoning for topicality of the study programme; volume of the study programme in CP; implementation duration of the study programme; type, form, implementation language of studies; admission requirements; acquired degree; assigned professional qualification or degree, and titles of professional qualifications.
- 6.3. The Senate shall examine suggestions on creation of a new study programme.
- 6.4. If the Senate supports creation of the study programme, the Senate shall elect a Director of the study programme.
- 6.5. The Director of the study programme shall be responsible for the description of the new study programme and development of all its annexes in accordance with

the Cabinet Regulation No. 795 of 11 December 2018 “Regulations Regarding Licensing of a Study Programme”, incl.

6.5.1. estimated study programme costs;

6.5.2. admission requirements;

6.5.3. study plan and suggestions for the authors of study courses.

6.6. The Director of the new study programme shall develop the study programme in cooperation with the Methodological Commission, the LA administrative and academic staff, as well as in cooperation with invited representatives of graduates, visiting lecturers, employers, and cooperation partners.

6.7. After approval of the study plan and authors of the study courses by the Senate, the authors of the study courses shall develop descriptions of the study courses in cooperation with the Director of the new study programme.

6.8. If the study programme needs to be approved by other external institutions, it shall be done before submission of the final version of the study programme description to the Senate.

6.9. A prepared description of the study programme together with all annexes shall be submitted by the Director of the new study programme to the Senate which will provide recommendations for improvement and development, if necessary.

6.10. The decision on submission of the study programme for licensing shall be taken by the Senate. If the decision is affirmative, the study programme is submitted for licensing to the Academic Information Centre.

6.11. Licensing procedure of the study programme is implemented in accordance with Cabinet Regulation No. 795 of 11 December 2018 “Regulations Regarding Licensing of Study Programmes”.

## **7. Closing of the study programme**

7.1. If the minimum number of students has not enrolled for more two successive study years until the next accreditation of a study field, or if the study programme is included as one to be closed in the LA strategy or other strategic documents or documents governing the study process, it may be suggested for closing.

7.2. A decision on closing of a study programme is taken by the Senate based on a suggestion of the Director of the study programme.

7.3. In accordance with the provisions of Section 55.2(8)(7) of the Law on Higher Education Institutions, the Director of the study programme to be closed shall prepare an application and submit it to the Academic Information Centre notifying that implementation of the relevant study programme is terminated.

7.4. The Academic Information Centre shall ensure examination of the application in the meeting of the Study Quality Commission which takes a decision on removal of the licence of the study programme and making changes to the accreditation sheet of the study field. The licence of the study programme shall be removed as of the moment when the Study Quality Commission has taken the relevant decision.

## **8. Director of Study Programme**

8.1. Responsibilities:

- 8.1.1. to fulfil the responsibilities under the supervision of the Head of the study field;
- 8.1.2. development and implementation of a study programme; development and supervision of the annual study plans;
- 8.1.3. organisation of an independent expert examination to make the detected necessary changes;
- 8.1.4. preparation of documents to have the study programme or its changes approved by the LA Senate;
- 8.1.5. coordination of the licensing processes of the study programme in the LA;
- 8.1.6. managing development of the study course guidelines and course descriptions;
- 8.1.7. supervision of performance of the study programme and its material and technical provisions;
- 8.1.8. organisation and supervision of the final examination process;
- 8.1.9. provision of information to all involved parties regarding the content of the study programme, its implementation, and other relevant study matters;
- 8.1.10. determination of compliance of the volume, content, and evaluation of study courses completed in the LA or other higher education institutions with the current study programme in accordance with the LA rules on procedure of commencing studies at later study phases pursuant to the LA Regulations on Procedures for Recognition of Study Outcomes;
- 8.1.11. suggestion and organisation of the international activities of students;
- 8.1.12. attraction of the necessary teaching staff;
- 8.1.13. development of the study programme based on the latest scientific insights, laws and regulations governing education, assessment of information received from surveys of students, teaching staff, employers, cooperation partners, incl., the founder;
- 8.1.14. supervision of record keeping of the study programme;
- 8.1.15. advertising and promotion activities for the study programme.

8.2. Rights:

- 8.2.1. to request the lecturers documentation related to provision of the study programme (descriptions of study courses; minutes on students' final examinations, etc.);
- 8.2.2. to participate in the Senate meetings without the voting right if matters related to operation of the study programme are reviewed;
- 8.2.3. to submit proposals for renewal and improvement of the material and technical base of the study programme.

8.3. Qualification requirements:

8.3.1. The Director of the study programme may be a person with a Doctor's degree or a Master's degree.

**9. Opening of a New Study field**

9.1. Opening of a new study field is initiated in accordance with the LA strategy or other documents governing strategy and study processes.

9.2. In accordance with Section 55.3(1) of the Law on Higher Education Institutions, if a decision is taken on creation of a new study programme which includes opening of a new study field, a proposal to open a relevant study field should be submitted along with the proposal to create a study programme. Information on the study field should be provided therein: name of the study field; reasoning on topicality of the study field; the planned type of study programmes and implementation form and language.

9.3. The Senate shall review proposals on opening of a new study field by evaluating the available resources.

9.4. If the Senate supports opening of the study field, the Senate shall elect the Head of the study field.

9.5. The Head of the study field shall be responsible for the description of the new study field and development of all its annexes in accordance with the Cabinet Regulation No. 793 of 11 December 2018 "Regulations Regarding Opening and Accreditation of Study Field".

9.6. The Head of the new study field shall develop the study field in cooperation with the Methodological Commission, the LA administrative and academic staff, as well as in cooperation with invited representatives of graduates, visiting lecturers, employers, and cooperation partners.

9.7. If the study field needs to be approved by other external institutions, it shall be done before submission of the final version of the study field description to the Senate.

9.8. A prepared description of the study field together with all annexes shall be submitted by the Head of the new study field to the Senate which will provide recommendations for improvement and development, if necessary.

9.9. The decision on submission of the study field for accreditation shall be taken by the Senate. If the decision is affirmative, the study field is submitted for accreditation to the Academic Information Centre.

9.10. Accreditation procedure of the study field is implemented in accordance with Cabinet Regulation No. 793 of 11 December 2018 "Regulations Regarding Opening and Accreditation of Study Field".

**10. External Evaluation of the Study field**

10.1. Evaluation of the study field takes place in accordance with accreditation schedule of Study Field of the Ministry of Education and Science of the Republic of Latvia pursuant to provisions of Paragraph 48, Chapter XII of the Law on Higher Education Institutions.

- 10.2. Preparation of documents and annexes necessary to evaluate the study field takes place in accordance with the “Guidelines for Development of the Self-evaluation Report of a Study field” developed by the Higher Education Quality Agency of the Academic Information Centre.
- 10.3. The Head of the study field shall be responsible for preparing the documents required to evaluate the study field.
- 10.4. Self-evaluation reports of Study Field are submitted to the AIC electronically by using e-platform: [eplatforma.aika.lv](http://eplatforma.aika.lv).

## 11. **Head of the study field**

### 11.1. Responsibilities:

- 11.1.1. To fulfil the responsibilities under the supervision of the Vice Rector for Studies;
- 11.1.2. To manage and plan the work of the Methodological Commission of the study field;
- 11.1.3. To organise development and updating of the description of study courses and approval thereof at the meeting of the Methodological Commission;
- 11.1.4. To organise development and updating of internship assignments and approval thereof at the meeting of the Methodological Commission (*for a professional Bachelor study programme*).
- 11.1.5. To develop the annual self-evaluation report of the study field to be approved by the Academy Senate and placed on the website of the Academy;
- 11.1.6. If necessary, to amend the current study programme and submit amendments for review by the Academy Senate.
- 11.1.7. After amendments have been approved by the Academy Senate, the head of the study field shall submit the study plan to the Study Department within five business days;
- 11.1.8. To prepare the accreditation report of the study field in accordance with the Law on Higher Education Institutions of the Republic of Latvia, Cabinet Regulations, and other laws and regulations related to accreditation of Study Field, and to represent the study field during the evaluation process;
- 11.1.9. To organise development of a new study programme in accordance with the procedures stipulated by the Ministry of Education and Science to receive a licence within the framework of the study field;
- 11.1.10. To ensure high-quality implementation and improvements of the study programme:
  - 11.1.10.1. To submit the study plan of the programme for the current study year to the Head of the Study Department;
  - 11.1.10.2. To coordinate the work of teaching staff working for the study field;

- 11.1.10.3. To inform the students on requirements, content, and implementation process of the relevant study programme;
  - 11.1.10.4. To recommend the personnel composition of the National Examination Commission to the Vice Rector for Studies;
  - 11.1.10.5. To promote cooperation with graduates and employers; to conduct annual surveys and analyse the obtained results;
  - 11.1.10.6. To promote cooperation with higher education institutions in Latvia and abroad for purposes of improving the study field.
- 11.2. Rights:
- 11.2.1. To receive from the structural units of the Academy information and documentation necessary to implement the tasks specified in the Regulations;
  - 11.2.2. To submit to the Vice Rector for Studies suggestions on involvement of teaching staff in the relevant study programme of the study field;
  - 11.2.3. To submit suggestions for improvement of the study field.
- 11.3. Qualification requirements
- 11.3.1. The head of the study field may be a person with a Doctor's degree or a Master's degree.

**Chairman of the Senate**

**Hans Martin Jönsson**

Riga, \_\_\_\_\_ 2017