

APPROVED
RISEBA Senate meeting 19.10.2006
(as amended on 31.01.2007)
(as amended on 09.02.2011, Minutes No. 1.1-07/01)
(as amended on 13.01.2016, Minutes No. 16/1.1-07/01)
(as amended on 29.11.2017, Minutes No. 17/1.1-07/09)

REGULATION ON DEVELOPMENT OF SELF- ASSESSMENT REPORTS OF STUDY PROGRAMMES

1. General terms and conditions

11. This document lays down a procedure for preparing annual self-assessment reports of academic directions at RISEBA University of Business, Arts and Technologies (hereinafter, the RISEBA) pursuant to Section 55 of the *Law on Higher Education Institutions of Latvia*, as well as Cabinet Regulation No. 407 “*Accreditation requirements for universities, colleges and academic directions*” of 14 July 2015, and *01.11.2017 Guidelines on developing self-assessment reports of academic directions prepared by the Academic Information Centre*; and EFMD (*European Foundation of Management Development*) and AACSB (*The Association to Advanced Collegiate Schools of Business*) programme accreditation standards and criteria.
12. Every academic year, a description of each RISEBA study programme is prepared. All such descriptions are incorporated in the self-assessment process of academic directions.
13. Annual self-assessment reports aim to ensure continuous improvement of study programmes.
14. By means of these reports, RISEBA informs students, the Ministry of Education and Science (MES), the Academic Information Centre (AIC) and all parties involved in the learning process about any changes or improvements in the respective programme.

1. Self-assessment report

- 2.1. The annual self-assessment is considered to be one of the most important elements of the internal quality assurance system of RISEBA.
- 2.2. Director of the respective programme is responsible for drafting an annual description of the programme and its quality. Dean of the faculty is responsible for drafting the annual self-assessment report of an academic direction and its quality.
- 2.3. The annual self-assessment report of the study programme demonstrates the achievements of the academic year, identifies the strengths and weaknesses of the programme, reflects on opinions of students and alumni about the academic processes and delivery of lecturers, facilitates implementation of the programme and lays down changes necessary for further development.
- 2.4. The annual self-assessment report of programmes is prepared in the Latvian language.
- 2.5. Pursuant to Cabinet Regulation No. 407 “*Accreditation requirements for universities, colleges and academic directions*” of 14 July 2015, all annual self-assessment reports should bear an approval note of the Senate (see Annexes 1 and 2).

- 2.6.A self-assessment report of an academic direction prepared for the purposes of initial accreditation or repeat accreditation (pursuant to the law) shall consist of a general description of the academic direction, a description of each study programme offered under the academic direction, a summary on the current development of the academic direction and respective study programmes, development plans and sustainability, as well as annexes to the self-assessment report of the academic direction.
- 2.7.The Head of Quality Assurance is responsible for having the general section of the self-assessment report updated.

3. Procedure for preparing the annual self-assessment report

- 3.1.By involving all stakeholders (students, faculty, employers, etc.), the Programme director is to prepare a summary of all information accumulated during the academic year.
- 3.2.The Programme Committee plays an important role during preparation of a self-assessment report, as it encompasses all stakeholders. During this process, meetings of Programme Committees, as well as separate meetings and discussions on various issues are organised on as needed bases.
- 3.3.General sections of the self-assessment report concerning the university are to be completed by the 15 October of each year and submitted to the Vice-Rector for Teaching and Learning. Unpublishable sections may also be included in the form. After its acceptance, by 1 November of each year the Head of Quality Assurance should distribute the form of the self-assessment report to deans of faculties who should ensure that self-assessment reports of programmes and academic directions are prepared.
- 3.4.Before submission, annual self-assessment reports of programmes and academic directions shall be approved during a departmental meeting. Self-assessment reports of programmes are presented to Programme Committees.
- 3.5.After approval by departmental meetings, deans of the faculties shall submit self-assessment reports of academic directions and excerpts from minutes of respective departmental meetings to the Vice-Rector for Teaching and Learning by 1 December of each year.
- 3.6.From 1 December to 15 December, Programme directors are to present critical analyses data of self-assessment reports to the management group by following the structure outlined in Annex 3.
- 3.7.By 15 December of each year, the Vice-Rector for Teaching and Learning shall submit the annual self-assessment reports for approval by the Senate.
- 3.8.After approval of these reports at the Senate, the Head of Quality Assurance shall post the reports on the homepage of the university (by 15 January of each year) and upon request shall provide them to the Academic Information Centre (AIC). The reports shall be forwarded for storage to the Rector's Office.

4.Procedure on drafting self-assessment reports (for accreditation or re-accreditation purposes)

- 4.1.On the basis of a Rector's order, a Self-Assessment Report Support Commission (hereinafter, the Commission) shall be established to provide support to programme directors while they prepare for an external quality review of the programme.
- 4.2.The Commission shall prepare a plan for drafting self-assessment reports that is to be approved by the Rector no later than eight months before the expiry of the licence or

accreditation.

- 4.3. Pursuant to the approved plan for drafting self-assessment reports, Programme directors shall prepare a summary of all information accumulated during the academic year involving in this process all stakeholders – students, faculty, employers, etc. Deans of faculties shall ensure that self-assessment reports of academic directions are prepared.
- 4.4. The Commission shall meet at least once per month to study the draft self-assessment report, monitor the progress and agree about further action.
- 4.5. The final self-assessment report shall be approved during a meeting of the respective department, while self-assessment reports of programmes – in the respective Programme Committees followed by the review and acceptance of these reports at the Commission.
- 4.6. The Commission shall recommend to approve self-assessment reports in Senate no later than four months before the expiry of the licence or accreditation deadline.
- 4.7. After approval of the self-assessment report by the Senate, the respective Programme director shall submit the report to the Academic Information Centre (AIC) no later than three months before the expiry of the licence or accreditation.
- 4.8. As soon as the AIC accepts the report, an agreement shall be reached concerning the dates and times of expert visits, as well as their agenda.



APPROVED
During RISEBA

Senate meeting of 10 December 2017, No. 17/_____

Academic direction
[Name]

SELF-ASSESSMENT REPORT

2016/2017 academic year

Riga,
2017



Reviewed during *name*
department meeting on _____, 2017_
_____ Minutes No. ____

[name] Department

Professional bachelor's programme
Business Psychology

DESCRIPTION OF THE PROGRAMME

2016/2017 academic year

Programme Director

Name, surname

Head of Department:

Name, surname

Riga,
2017

Structure of information to be included in the presentation of Programme directors to the management group

1. Objective and relevance of the programme

- 1.1. Objective of the programme
- 1.2. Relevance of the programme in the market (incl. the target audience, competition analyses)

2. Analyses of the main statistical data concerning students

- 2.1. Dynamics of student numbers
- 2.2. Changes in the number of admitted students
- 2.3. Dynamics of alumni numbers
- 2.4. Assessment of drop-out indicators (indicate the main reasons for dropping out)
- 2.5. Changes in the number of foreign students, countries.

3. Composition of the faculty working in the programme

- 3.1. Assessment of the faculty
- 3.2. Performance assessment of group tutors

4. SWOT analyses of the study programme

5. Mapping of the study programme

6. Programme development plan for the next academic year

- 6.1. Planned changes in the structure of the programme
- 6.2. Prospects of attracting students
- 6.3. Other planned activities in relation to the programme (*new cooperation agreements, events for students, etc.*)