

APPROVED
At RISEBA Senate meeting on 30.04.2008
(with amendments on 18.12.2013, Minutes No. 13/1.1-07/ 08)

REGULATIONS OF PROGRAMME COMMITTEE

1. General provisions

- 1.1. **RISEBA** is providing doctoral, master and bachelor study programmes.
- 1.2. Programme committee (hereinafter - the Committee) is established for each study programme implemented by RISEBA.
- 1.3. The Committee is established according to order by rector and it operates in line with the present regulations.
- 1.4. Goal of the Committee is to facilitate development of study programme, ensure its sustainability, quality, and increase efficiency of studies, inter-disciplinary communication in line with requirements of market.
- 1.5. Regulations of programme committee shall become effective after approval by RISEBA Senate.

2. Work of Programme Committee

- 2.1. The Committee includes:
 - 2.1.1. programme director;
 - 2.1.2. at least two administration representatives competent to represent the study programme direction;
 - 2.1.3. at least two representatives of faculty involved in study programme;
 - 2.1.4. one representative of study department;
 - 2.1.5. one representative of external relations department;
 - 2.1.6. at least two representatives of employers of the respective sectors;
 - 2.1.7. at least two students' representatives;
 - 2.1.8. one alumnus of study programme;
- 2.2. Chairman of the Committee is Programme director.
- 2.3. Programme chairman is responsible for:
 - 2.3.1. establishment of the Committee;
 - 2.3.2. organization of regular (at least twice per study year) Committee meetings;
 - 2.3.3. development of Committee meeting minutes and other documents.
- 2.4. Dean of the University, Pro-rector for studies, Vice-rector of research are informed about the Committee meetings and they decide on participation at Committee meetings, if necessary.

3. Organization of programme committee work

- 3.1. Committee meetings are held when necessary but at least twice per study year. In one of the meetings participation of students' representatives is mandatory.
- 3.2. Committee is competent to resolve matters related to:

- 3.2.1. implementation of study programme;
 - 3.2.2. organization of study process;
 - 3.2.3. inclusion / exclusion of study courses in study programme;
 - 3.2.4. coordination of study course contents (topics);
 - 3.2.5. solving matters / problems of students;
 - 3.2.6. preparation and review of accreditation, re-accreditation and self-assessment reports;
 - 3.2.7. other matters that relate directly to study programme.
- 3.3. Committee is entitled to suggest changes to contents of study programme, in line with procedure prescribed by RISEBA.
 - 3.4. Agenda and documents to be reviewed by the Committee are sent to members of the Committee 5 days before meeting.
 - 3.5. Committee documentation and records management is organized according to RISEBA records management instructions and classification of cases.
 - 3.6. Minutes of Committee meetings are recorded and not later than 3 days after the Committee meeting Programme director sends the minutes to Committee members, Pro-rector for studies and Vice-rector of research. Original copy of the minutes is held by Programme director.

Vice-rector for teaching and learning

I. Kreituss

PA to Vice-rector for teaching and learning

A. Bādere