

APPROVED  
on 18.04.2018, Order No.18/1.1-11/89

## **REGULATION FOR DEVELOPING, AMENDING AND CLOSING A STUDY PROGRAMME**

### **1. General terms and conditions**

1. These Regulations stipulate the procedures for developing, approving and amending a new study programme and closing a programme at RISEBA University of Business, Arts and Technology (hereinafter referred to in the text as - RISEBA).
2. The development of the study programme is regulated by the Republic of Latvia's Law on Higher Education Institutions, LR Cabinet Regulations "Study Programme Licencing Regulations" and the "Guidelines for the Development of a Description of a Study Programme" devised by the Academic Information Centre. The contents of the programme are stipulated by the "Regulations regarding the State Academic Educational Standard", "Regulations regarding the Second Level Professional Higher Education State Standard" and the "Regulations regarding the First Level Professional Higher Education State Standard", as well as the requirements for professional study programmes - Professional Standard.
3. Decisions regarding the development of a new study programme or closing a programme are made by the RISEBA Management Group, which are ratified by the RISEBA Senate.
4. A study programme can be developed or submitted for approval to the RISEBA Management Group by a RISEBA lecturer, programme director, department or faculty head, and/or other academic or research structural unit employee (hereinafter referred to in the text as – the programme initiator).
5. The devised study programme is assessed with the participation of independent experts.

### **2. Development and Approval of a New Study Programme**

#### **I Applying for the Development of a Study Programme**

- 2.1. The programme initiator prepares a rationale justifying the need for the new study programme. The rationale specifies the attainable objective and main results, includes information about the programme's target audience, makes a competitors' analysis, etc. (see Annex 1).
- 2.2. The prepared rationale for the programme is discussed within the profiling department. The department provides comments to the programme initiator, if needed.
- 2.3. When a recommendation from the respective department is received, the initiator should prepare and submit a document substantiating the development of the new programme to RISEBA Management group.
- 2.4. The Management group reviews this document and decides whether the university will introduce the new study programme. If they decide that the programme cannot be implemented, it is refused.
- 2.5. If the university is able and needs to implement the new study programme, and if the new programme is in line with its mission, vision, and the strategy for development of new study

programmes, the Rector shall issue an order to start the development of a new study programme and appoint the responsible official: a programme developer, decide about the composition of the programme development working group, determine the financial and technical means required for the development and enter into an agreement with the programme developer about the new programme.

## **II Development of a Draft Study Programme**

2.6. After the receipt of a rector's order, the developer of the programme should prepare a description of the study programme, pursuant to external normative acts, specifying the following:

2.6.1. The objective, tasks and planned results of the implementation of the programme;

2.6.2. Requirements for student's prior education;

2.6.3. The programme's contents and study courses;

2.6.4. The list and qualifications of academic staff members involved in the implementation of the programme;

2.6.5. A description of the required material base.

2.7. The structure of the description of the study programme, based on the guidelines of the Academic Information Centre, is as follows:

Table of Contents;

Part I. Rationale and Compliance of the Development of the Study Programme to the Study Area and Strategy of the University or College;

Part II. Study Programme Governance;

Part III. Study Programme Resources and Provisioning;

Part IV. Study Programme Contents and Implementation Mechanism;

Part V. Alumni Employment Prospects;

Part VI. Compliance of the Study Programme to the Requirements of Laws and Regulations;

Part VII. Annexes;

Other documents as RISEBA deems appropriate.

2.8. During the preparation of a programme description, the programme developer should discuss the content of the programme with sectoral experts that represent the respective industries. After recommendations of experts, corrections are made, if needed.

2.9. The Programme Developer will present the draft description of the study programme to the Management Group. The Management Group will assess the contents of the programme, the compliance of the programme to RISEBA's mission and vision and make proposals for final corrections. If the draft programme is found compliant, the programme developer submits it for approval to the Senate.

2.10. The Senate reviews the prepared draft programme. If the programme is approved, the programme developer prepares the licencing package and submits these documents to the Quality Manager. If the programme is not approved, its implementation is refused or any corrections are requested for re-submission of the programme to the Senate.

2.11. The Quality Manager will review the prepared programme description pursuant to the requirements of the Cabinet of Ministers and provide comments to the programme developer about any corrections, if needed.

2.12. The prepared programme documentation will be submitted by the developer to the Academic Information Centre in order to receive a licence.

### **3. Making Amendments to the Accredited Study Programme**

3.1. Every year, the dean of the faculty has discussions with programme directors about the development of study programmes, and the need for any substantial changes or their closure. Amendments to the study programme are organised and applications for amendments are prepared by the study Programme Director.

3.2. If the amendments are significant and include amendments referred to in existing Republic of Latvia Cabinet of Ministers study area accreditation regulations, which shall be decided upon by the Study Accreditation Commission, the Programme Director shall submit the prepared amendment application to the Faculty Dean, clearing it beforehand with the Programme Board, which includes industry experts and RISEBA students. The Faculty Dean will harmonise amendments with Programme Directors, with whom study courses are merged, and present them to the management group. The management group will assess the contents of major changes to the programme and the resources required for their implementation. If the management group supports the said changes to the study programme, the Programme Director will submit the application regarding amendments to the programme to the Academic Accreditation Commission.

3.3. If amendments, in conformity with Republic of Latvia Cabinet Regulations, are not significant, and it is necessary to decide on the exclusion and inclusion of subjects, opening of new professional specialisations, the Programme Director will obtain clearance for the amendments from the Faculty Dean. The Faculty Dean will harmonise amendments with Programme Directors, with whom study courses are merged, and make a decision on making amendments.

### **4. Closure of a Programme**

4.1. Closure of a study programme shall be proposed by a Programme Director, Faculty Dean or Vice-Rector for Studies. The Faculty Dean shall present the rationale for the closure of the study programme to the management group. The management group will assess the proposal and decide on the closure of the programme.

4.2. If the management group decides to close the programme, the Faculty Dean will prepare a rationale for the RISEBA Senate. The application for closure of a joint university programme or double degree programme shall be harmonised beforehand with all the partner universities involved. If the Senate supports the closure of the programme, the Programme Director shall submit an application for the closure of the programme to the Academic Accreditation Commission.

Annex 1. PR 007-01 New Study Programme Development Process at RISEBA

