

APPROVED:
on August 30, 2018 Order No 18/1.1-11/200
RISEBA Rector I.Senņikova

Process of Updating the Course/Module Specification (PR 0012-03)

1. Every year, the Head of Department sends a reminder to in-house and freelance faculty members regarding the necessity of updating course/module specifications within the set term (for the first semester — by **June 1**, and for the second semester — by **December 1**), as well as a notification to Programme Directors, specifying the term within which course/module specifications must be assessed and approved.
2. A faculty member must prepare the course/module specification for each form of studies (day, evening, etc.) in the language, in which the study course is implemented, and update it also in Latvian and English during the programme accreditation year.
3. If a study course is implemented by several faculty members according to one course/module specification, the Programme Director appoints a faculty member who must prepare the course/module specification in appropriate languages.
4. The faculty member sends the updated course/module specification in Word format (for the first semester — by **August 20**, and for the second semester — by **January 15**) to the Programme Director, as well as adds it to the materials of the respective study course at *e.riseba.lv*, intended for students, specifying the date of update at the end of the course/module specification.
5. The Programme Director checks the compliance of study courses to the goal of the study programme and learning outcomes, their contents, number of hours, and the appropriate number of points. The Programme Director carries out approval electronically by specifying his/her name and surname in the form (for the first semester — by **August 25**, and for the second semester — by **January 20**) and sending the course/module specification to the Head of Department. If necessary, the Programme Director conducts negotiations with the faculty member, specifying necessary modifications according to programme needs.
6. The Head of Department (for the first semester — by **August 31**, and for the second semester — by **January 31**) reviews the course/module specifications accepted by the Programme Director. If a course/module specification requires modifications, the Head of Department marks them and sends back to the Programme Director who reviews modifications and contacts the faculty member in regard to introduction of modifications. If no changes to a course/module specification are necessary, approval is carried out electronically, specifying one's name, surname, and the date of update in the form.
7. The Head of Department or his/her assistant places the approved course/module specifications at *e.riseba.lv* in the folder “Course/Module Specifications” for storage (see the enclosed process scheme).

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