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Rector's Order

16 June 2026

No. 26/1.1-3/115

On the preparation and approval of the progress report on the fields of study implemented at the university and the self-assessment report on the study programmes included therein

1. To ensure the continuous development of the fields of study implemented by RISEBA: 'Management, Administration and Property Management', 'Economics', 'Management Direction', 'Economics Direction', 'Information And Communication Sciences Direction', 'Architecture And Construction Direction' and the field of study 'Arts Direction', as well as the study programmes included therein, I hereby instruct:
 - 1.1. The programme directors listed in Annex 3 to this Rector's Order are to prepare a **self-assessment report for the study programmes** for the 2025/2026 academic year, to approve it at a meeting of the programme committee and to submit it (together with the minutes of the programme committee meeting) to the Dean of the Faculty, the Head of the academic field and the Head of quality management **by 30 September 2026**.
 - 1.1.1. If the study programme's self-evaluation report for the 2024/2025 academic year has not been prepared and submitted to the Senate for approval, the programme director shall prepare it and submit it together with the self-evaluation report for the 2025/2026 academic year.
 - 1.2. The Head of the academic field specified in Annex 3 to this Order, in collaboration with the **Programme** directors of the study programmes implemented within that academic field, shall prepare a **progress report (in the form of a presentation)** for the 2025/2026 academic year, coordinate it with the Dean of the Faculty and submit it to the Rector and the Head of quality management **by 20 September 2026**, as well as present it at the meeting referred to in paragraph 1.3 of this Order.
 - 1.2.1. If a **progress report on the study programme** for the 2024/2025 academic year has not been prepared and submitted, the Head of the academic field shall prepare it and submit it together with the progress presentation for the 2025/2026 academic year.
 - 1.3. The Head of quality management shall organise a meeting attended by members of the Management Group, university staff and representatives of the Student Council to evaluate the presentations prepared by the Heads of the academic fields **by 30 September 2026**.
 - 1.4. Self-assessment reports on study programmes, following discussion by the study programme committees, and progress reports on fields of study (in the form of presentations), following discussion at the meeting referred to in point 1.3 of the order, shall be submitted to the Senate for approval **by 14 October 2026**.
 - 1.5. To the minute-taker of the Senate meeting:

- 1.5.1. to upload the study programme area progress reports (in presentation form) and the study programme self-assessment reports approved at the Senate meeting to the DVS NAMEJS system no later than 5 working days after the Senate meeting;
 - 1.5.2. no later than 5 working days after the Senate meeting, to forward the study programme progress reports approved at the Senate meeting to the Head of the Marketing And Communications Department for publication on the university's website.
2. **The study programme self-assessment reports** referred to in clauses 1.1 and 1.1.1 of this Order shall be drawn up in accordance with the structure set out in RISEBA Rector's Order No. 23.10.2024. RISEBA Rector's Order No. 24/1.1-3/116 (Annex 1);
3. **The progress reports for the field of study** referred to in points 1.2 and 1.2.1 of the Order shall be drawn up in accordance with the existing presentation format – as of 29 May 2025. the structure set out in RISEBA Rector's Order No. 25/1.1-3/74 (Annex 2);
4. When preparing the study programme self-assessment report and the study programme progress presentation referred to in this Order, clear and comprehensible language and appropriate terminology shall be used, and they shall be formatted in accordance with *the requirements for the formatting of academic work* set out in Regulation NL0100.
5. The Head of quality management shall monitor the implementation of this order and compliance with deadlines.

Justification:

1. RISEBA Regulation NL0086 “Regulations on the Procedure for the Development, Approval and Supervision of Study Programmes”, clause 3.8;
2. Discussions at the RISEBA Quality Council meeting (Minutes No. 26/1.1-21/1 of 25 February 2026) regarding the deadline for submitting the annual self-assessment reports as set out in the Internal Control Plan for the 2025/2026 academic year.

Annex:

Annex 1. Structure of the study programme self-assessment report – 10 pages in Latvian and 10 pages in English.

Annex 2. Structure of the field of study progress report presentation – 22 pages.

Annex 3. List of staff responsible for the preparation and presentation of the study programme self-assessment report and the field of study progress report, and the language in which the documents are to be prepared – 1 page.

Rector

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