

APPROVED
at the RISEBA Senate meeting on
14.12.2022. Minutes No. 22/1.1-7/9
8.05.2024. Minutes No. 24/1.1-7/3 amendments

Council of the Study Programme Regulations

1. General Regulations

- 1.1. Each study programme implemented at Biznesa, mākslas un tehnoloģiju augstskola “RISEBA” (hereinafter, RISEBA) has a study programme Council (hereinafter, the Council) that has an advisory role.
- 1.2. The Council operates pursuant to the law of the Republic of Latvia regulating higher education, the Constitution and internal normative acts of RISEBA, and this regulation.
- 1.3. The Council is established by a Rector’s order.
- 1.4. The Council is tasked with assessing and updating the contents of the study programme depending on sectorial trends, public needs, the academic load of students, the progress of studies and graduation, the efficiency of assessing student performance, student satisfaction with the respective study programme, the support provided by RISEBA during studies, the academic environment, and its suitability for the objective of the academic programme, as well as with compiling proposals for RISEBA quality policy.
- 1.5. The Regulation of the Council enters into force upon its approval by the Senate of RISEBA.
- 1.6. The Council ceases to exist if the respective academic programme is closed.

1. Operation of the Council of the Study Programme

- 2.1. The Council has the following members:
 - 2.1.1. director of the study programme;
 - 2.1.2. head of the respective academic direction;
 - 2.1.3. at least one (1) representative from the administration of RISEBA;
 - 2.1.4. at least one (1) faculty member involved in the study programme;
 - 2.1.5. at least two (2) representatives from the respective professional area (a representative of employers, a party providing an internship opportunity, a representative of a sectorial employers’ organisation, a professional from the respective sector who has not graduated from the respective study programme);
 - 2.1.6. at least two (2) representatives of students;
 - 2.1.7. at least one (1) graduate of the respective study programme (if any).
- 2.2. The director of the respective study programme chairs the Council.
- 2.3. The Chair of the Council is responsible for:
 - 2.3.1. inviting/appointing members of the Council;
 - 2.3.2. regular (at least once during an academic year) organisation of Council meetings;
 - 2.3.3. maintaining the minutes and other documents of the Council.
- 2.4. The administration of RISEBA shall be informed about Council meetings.

3. Operational Procedures of the Council of the Study Programme

- 3.1. Council meetings shall be convened as needed, but at least once every academic year.
- 3.2. The Council is tasked with solving issues related to:
 - 3.2.1. implementation of the study programme;
 - 3.2.2. organising the academic process;
 - 3.2.3. inclusion/exclusion of courses in/from the content of the study programme;
 - 3.2.4. alignment of course content (topics);
 - 3.2.5. solving matters/problems topical for students;
 - 3.2.6. preparation and revision of accreditation, re-accreditation and self-assessment reports;

- 3.2.7. other matters directly related to the study programme.
- 3.3. The Council has a right to recommend changes to the content of the study programme pursuant to the procedures of RISEBA.
- 3.4. The agenda and any documents to be reviewed during a meeting of the Council are sent to its members 3 days before a meeting.
- 3.5. The documentation and records of the Council are kept pursuant to the record-keeping instruction and nomenclature of files of RISEBA.
- 3.6. Minutes of Council meetings are prepared, and the programme director sends the minutes to members of the Council and the management group no later than 3 days thereafter. The minutes are registered according to the file nomenclature and kept by the programme director in an electronic form.

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