

APPROVED BY
Rector's Order No. 24/1.1-3/80 of 12.06.2024

Operation of the RISEBA Quality Council

1. General Provisions

- 1.1 The aim of the Quality Council is to promote continuous quality improvement and development of RISEBA.
- 1.2 The Quality Council fulfils the quality management function at the University, ensuring the efficient operation of the quality management system, the achievement of development goals and the management of processes.
- 1.3 Decisions adopted by the Quality Council are binding on academic staff and administrative staff members.

2. Composition of the Quality Council The composition of the Quality Council is coordinated and renewed by the Rector's order.

- 1.2. The Quality Council consists of at least eight (8) members:
 - 1.2.1. Chairperson of the Quality Council — Head of Quality Assurance;
 - 1.2.2. Members of the Quality Council:
 - 2.2.2.1. Vice Rector for Academic Affairs;
 - 2.2.2.2. faculty deans;
 - 2.2.2.3. Head of the Study Department;
 - 2.2.2.4. at least two (2) representatives of the Student Council;
 - 2.2.2.5. and other members involved in resolving specific issues where additional competence is required.
 - 1.2.3. Secretary of the Quality Council.
- 1.3. The Quality Council must establish and organise appropriate expert commissions or work groups to deal with quality issues.

2. Tasks and Work Organisation of the Quality Council

- 2.1. The Rector of RISEBA University convenes a meeting of the Quality Council no less than once a year.
- 2.2. The Chairperson of the Quality Council:
 - 2.2.1. plans and conducts meetings of the Council;
 - 2.2.2. determines the matters to be considered;
 - 2.2.3. if necessary, sends the minutes or an extract thereof to the structural units or employees upon whom it is binding;
 - 2.2.4. coordinates the decision-making process and monitors the execution of decisions.
- 2.3. Members of the Quality Council:
 - 2.3.1. determine the goals and objectives of quality management, monitor their implementation and assess compliance with the current situation of the University;
 - 2.3.2. develop and implement quality policies and procedures;
 - 2.3.3. monitor and analyse quality indicators such as:
 - 3.3.3.1. the results of internal quality audits;
 - 3.3.3.2. proposals and complaints from students and employees;

- 3.3.3.3. the results of student surveys on the quality of studies, study courses and faculty performance;
- 3.3.3.4. the implementation of decisions adopted by the previous Quality Council;
- 3.3.3.5. the performance of suppliers (academic staff);
- 3.3.3.6. compliance with the requirements of the laws and regulations of the Republic of Latvia;
- 3.3.3.7. the results of other measurements carried out over the course of these processes.
- 3.3.4. identify the areas to be improved and draw up an action plan;
- 3.3.5. review internal and external changes that could affect the functioning of the quality assurance system;
- 3.3.6. assess the adequacy of the allocated resources, infrastructure, working environment and internal communication system;
- 3.3.7. take decisions on:
 - 3.3.7.1. necessary improvements in the operation of the quality assurance system;
 - 3.3.7.2. the improvement of study programmes in accordance with student requirements;
 - 3.3.7.3. necessary resources.
- 3.3.8. analyse the causes of problems that have arisen or are expected, and evaluate the possibilities for taking corrective or preventive actions;
- 3.3.9. determine the responsible person and deadline for each action to be carried out.
- 3.4. The Secretary of the Quality Council:
 - 3.4.1. sends the agenda of the meeting and relevant documents to all members of the Council at least 5 business days before the meeting;
 - 3.4.2. records the meeting, as well as decisions adopted and items approved;
 - 3.4.3. prepares the minutes of the meeting and sends them to all members of the Quality Council.
- 3.5. The Quality Council has the following documentation:
 - 3.5.1. the Rector's order on the composition of the Quality Council;
 - 3.5.2. the minutes of meetings of the Quality Council;
 - 3.5.3. Documents prepared during the operation of the Quality Council.

Binding documents:

PL0002 Quality Policy

PR0001 Document Management Procedure

PR0004 Procedure for Drawing Up Minutes of Meetings

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