

**Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian
Academy of Culture”**

DEPARTMENT REGULATIONS

*Issued in accordance with section 21, paragraph two of the Law on Higher Education,
sub-paragraphs 4.3., 8.1., 8.3.-8.6 of Statutes of Latvian Academy of Culture Agency “Latvian
College of Culture at the Latvian Academy of Culture”*

1. The Department (hereinafter – Department) of the Latvian College of Culture at the Latvian Academy of Culture (hereinafter – College) is the unit responsible for the implementation of the objectives, policies and tasks of the corresponding first level professional higher education study program “Art Institution Management”, “Contemporary Dance”, “Library Science and Information”. It also bears responsibility for the implementation of the objectives, basic lines of action and tasks set out in the operational and development strategy of the College.
2. The tasks of the Department are:
 - 2.1. to ensure the implementation of the study program within the competence of the Department in accordance with the national cultural policy, education development guidelines and the College's internal quality management system,
 - 2.2. to carry out scientific research and artistic creation within the framework of the study program,
 - 2.3. in cooperation with other college Departments, Latvian Academy of Culture, other educational institutions, employers and non-governmental organisations, as well as, on the basis of information on the skills and competencies needed for the labour market, regularly improve the content of professional higher education programmes and teaching methods used by teaching staff.
3. The Department implements specialization corresponding to the study program:
 - 3.1. Department of Cultural Management in the study program "Management of Art Institutions":
 - 3.1.1. Performing arts;
 - 3.1.2. Music Management;
 - 3.1.3. Technical production of events;
 - 3.1.4. Fashion and design management;
 - 3.1.5. Photo and video production;
 - 3.1.6. Multimedia production;
 - 3.2. Dance Department in the study program “Contemporary Dance”:
 - 3.2.1. Contemporary dance;
 - 3.2.2. Modern dance;
 - 3.2.3. Latvian dance;
 - 3.3. Library Information Department in the study program "Library Science and Information":

- 3.3.1. Library Information Specialist;
- 3.3.2. Librarian of educational institution.
- 4. The Department is subordinate to the College Deputy Director for Study Work.
- 5. The collegial body of the Department is its meeting, which consists of the teaching staff of the study courses of the Department, the heads of specializations and the head of the Department. The meeting shall have a quorum if at least half of the elected and appointed teaching staff and heads of specialization are present.
- 6. The work of the Department shall be managed by its head.
- 7. Head of the Department:
 - 7.1. as a Program Director approved by the College Board, is responsible for the quality implementation of the study program within its competence and compliance with the labour market requirements of the cultural and creative industries;
 - 7.2. plans and directs the work of the Department, attracting the teaching staff necessary for the implementation of general and sectoral study courses, and coordinates the implementation of the study program within the limits of his / her competence;
 - 7.3. oversees the content and quality of study courses and final examinations within the competence of the Specialization Managers;
 - 7.4. is responsible for arranging a qualification exam session;
 - 7.5. coordinates the compliance of study internship tasks with the study program. Performs assessment of tasks in the specialty;
 - 7.6. elaborates proposals for improvement of programs in accordance with current industry and labour market issues;
 - 7.7. organizes scientific and creative work of the Department;
 - 7.8. is responsible for elaboration and updating of methodological guidelines for term papers and qualification papers;
 - 7.9. draws up a self-evaluation report for the program within the competence of the Department, evaluates the progress towards the strategic objectives of the Department and reports to the College management on the work of the Department;
 - 7.10. within the limits of his/her competence, ensure the publicity and recognition of the study program.
- 8. Specialization manager:
 - 8.1 is a mentor for specialization students in study process related issues;
 - 8.2 coordinates and is responsible for the content and quality of specialization study programs;
 - 8.3 cooperates with the head of Department and is responsible for the attraction of the teaching staff of the respective specialization;
 - 8.4 make proposals for improving the quality of the specialization study courses;
 - 8.5 is responsible for updating the internship assignments in the specialization, participates in the evaluation of the internship reports, makes suggestions on possible internship places;
 - 8.6 recommends and approves topics for students' term papers, supervises the development and submission of term papers;
 - 8.7 within his/her competence recommends topics for student qualification papers, controls and supports the development of qualification papers and participates in their evaluation.
- 9. The Department has the right to receive information necessary for its operation from other Departments of the College and its employees.