

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

PROCEDURE FOR THE DEVELOPMENT, APPROVAL AND UPDATING OF STUDY PROGRAMS

*Issued in accordance with
section 55 of the Law on Higher Education,
Regulations of Minister Cabinet No.141 “Regulations on the first level professional higher
education state standard”,
Sub-paragraphs 2.2.1., 2.2.3., 2.2.6. , 5.7.3., 5.7.4., 5.7.6 and section 7. of Statutes of
Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of
Culture”,
Sub-paragraphs 19.7 and 19.8 of Regulations of Action of the College Board of Latvian
Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”.*

1. General terms

- 1.1. The study program covers all the requirements for obtaining a professional qualification based on a valid professional standard.
- 1.2. The study program is regulated by the description of the study content and implementation, which determines:
 - 1.2.1. requirements for prior education;
 - 1.2.2. compliance of the study programme with a specific direction of study;
 - 1.2.3. the objectives of the implementation of the specific study programme and the planned learning outcomes at the end of the study programme, including the intended study courses, study modules and the learning outcomes planned for them,
 - 1.2.4. content of the education to be offered,
 - 1.2.5. the amount and division of credit points among the compulsory, limited elective and elective part of the study programs,
 - 1.2.6. educational criteria for achievement and assessment of study results, forms and procedures of tests and examination.
- 1.3. The realization of the study program requires a list of the academic staff involved in the program implementation, its qualification and intended duties, description of the necessary material base and evaluation of the program costs.
- 1.4. The study program shall include a justification of compliance with the College's development strategy and available resources.

2. Stages of study program development

- 2.1. In line with the College's strategy, define the program's overarching goals.
- 2.2. According to the national qualification level, the state standard of first level professional higher education and the profession standard of the qualification to be acquired, formulates the expected learning outcomes – the planned student competences.
- 2.3. Develop a study plan, appropriate learning and assessment methods, learning strategies, taking into account contextual factors: financial resources, study environment and equipment.
- 2.4. Internship opportunities and internship tasks are agreed with employers.
- 2.5. Experts in the field, employers and professional organizations should be involved in defining the planned student competences and the outcome of the learning process (perceived student competencies).
- 2.6. Before submitting the study program for approval to the College Board and for further coordination with the Rector of Latvian Academy of Culture (LAC), an external expertise must be performed, involving at least 3 experts working in the field.

3. Determination of the content of the study program

- 3.1. The content of the study program must comply with the requirements of the state standard of first level professional higher education and the profession standard.
- 3.2. The compulsory content of the study courses consists of main study courses (20 credit points), study courses of the industry (not less than 36 credit points), compulsory internship (not less than 16 credit points) and qualification paper (not less than 8 credit points).
- 3.3. During the study process no less than 30% of the study course is implemented practically.
- 3.4. The proportion of contact lessons (teaching hours) in the study courses is determined by the Director, according to which the tasks of independent/individual work and ways of controlling their performance are indicated in the study course descriptions.
- 3.5. Develops internal regulatory documents necessary for the implementation of the study program: internship regulations and internship tasks, regulations for the qualification paper, methodological guidelines for developing and defending qualification paper and methodological guidelines for term paper.

4. Inspection and examination of study programs

- 4.1. The director of the study program is responsible for the evaluation and updating of the content of the study program.
- 4.2. The study program director studies and analyzes recent research in the field and the needs of the community.
- 4.3. The director of the study program conducts questionnaires for students and graduates to find out the quality of the study program and the study process.

- 4.4. The study program director together with the members of the qualification examination commission analyzes the results of the qualification examination and prepares proposals for the improvement of the quality of the study process.
- 4.5. Each year the study program director prepares a program self-evaluation report which includes student's workload analysis, achieved results, progress assessment procedure, analysis of student satisfaction with study program, proposals for changes in program content, specializations, or regulatory documents.
- 4.6. The study program self-evaluation report is reviewed and approved by the College Board.
- 4.7. According to the self-evaluation report, changes in the study program and study course descriptions are made. The program director submits to the Board for approval the modified study program structure and approves the information in the Admission Rules and on the College website.