

## **Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture"**

### **PROCEDURE FOR THE DEVELOPMENT, APPROVAL AND UPDATE OF STUDY PROGRAMS**

*Issued in accordance with*

*Section 55 of the Law on Higher Education;*

*Cabinet Regulations No 141 of March 20, 2001, Regulations regarding the State Standard for Vocational Education;*

*Regulations of the Latvian College of Culture at the Latvian Academy of Culture;*

*Regulations of the College Board of Latvian College of Culture at Latvian Academy of Culture.*

#### **1. General terms.**

1.1. The study program of the Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture" (hereinafter – College) includes all the requirements for obtaining a professional qualification, based on the valid professional standard.

1.2. The study program is regulated by the description of study content and implementation, which determines:

- 1.2.1. requirements for previous education;
- 1.2.2. compliance of the study program with a certain field of study;
- 1.2.3. the implementation goals of the specific study program and the planned study results at the end of the study program, as well as the plan of the study program;
- 1.2.4. the volumes of compulsory, limited optional and optional parts of study programs and the distribution of credit points between them;
- 1.2.5. assessment criteria for achieving and evaluating study results, examination forms and procedures;
- 1.2.6. the list of academic personnel involved in the implementation of the program, their qualifications and expected duties, the description of the necessary material base and the evaluation of program costs;
- 1.2.7. the study program includes justification for compliance with the College's operation and development strategy (hereinafter – Strategy) and available resources.

#### **2. Stages of development of the study program**

2.1. The Council of Study Program (hereinafter – Council) decides on the development of the study program and nominates the director of the study program for approval.

2.2. The overarching goals of the study program are determined according to the Strategy.

2.3. Expected study results – planned student competencies are formulated according to the level of the Latvian qualification framework, the state standard of short-cycle (first-level)

professional higher education and the standard of the profession to be obtained.

2.4. The plan of the study program is developed taking into account financial resources, study environment and equipment.

2.5. The traineeship tasks of the study program are developed according to the needs of the labor market and the specialization to be obtained.

2.6. Industry experts, employers and professional organizations are involved in determining the study results to be achieved.

2.7. Before the study program is submitted for approval to the College Board, coordination with the rector of Latvian Academy of Culture and external expertise is carried out by attracting industry experts.

### **3. Determination of the content of the study program**

3.1. The content of the study program must meet the requirements of the short cycle (first level) professional higher education state standard and the profession standard.

3.2. The mandatory content of the study courses consists of general educational study courses (20 credit points), industry study courses (no less than 36 credit points), mandatory traineeship (no less than 16 credit points) and Qualification Paper (no 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 hours in study courses is determined by the Director with an order, according to which independent tasks and methods of monitoring their execution are indicated in the study course descriptions.

3.5. The content of the study program is regulated by internal regulatory documents: Traineeship Regulations and Traineeship Tasks, Regulations for Qualification Examinations, Structure of the Qualification Paper and Course Paper Regulations.

### **4. Procedure for updating the study program**

4.1. The head of the department/director of the study program develops proposals for the improvement of the program according to the actualities of the industry and the labor market

4.2. The Council decides on the updating of study programs in accordance with the Regulations of the Council of Study Programs.

### **5. Monitoring of study program implementation**

5.1. The monitoring of the implementation of the study program is carried out by the council