

REGULATIONS OF THE COUNCIL OF STUDY PROGRAMS of the Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”

Issued in accordance with

Article 5, Part 2 of the Law on Universities;

Regulations No. 141 of the Cabinet of Ministers on the state standard of first-level professional higher education;

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

Regulations of the Council of the Latvian College of Culture at the Latvian Academy of Culture.

1. GENERAL TERMS

- 1.1. The council of study programs (Hereinafter – Council) is the collegial decision-making body of the Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture” (Hereinafter – College) in all matters related to the study process.
- 1.2. The composition of the Council consists of the Director, Deputy Directors, Heads of departments, Directors of study programs, the Department of Studies, one representative of the academic staff and one representative of the Students' Council. Heads of specializations can participate or be invited to its work.
- 1.3. The Council is headed by the Director of the College.
- 1.4. The Council meeting is held at least once a month, its regularity is confirmed in the work plan of each study year.
- 1.5. An extraordinary meeting of the Council is convened at the suggestion of the College Director, the Head of the Study Department or at least one third of the members of the Council.
- 1.6. The Council has decision-making power if more than half of the Council members participate in the meeting.
- 1.7. Decisions are taken by a simple majority, open or secret ballot. Secret voting is held if requested by at least one third of the members of the Council. If the votes of the members of the Council are equally divided in an open vote, the vote of the Director of the College is decisive. If the votes of the members of the Council are divided similarly in a secret ballot, a repeat vote is held.

2. AREAS OF ACTIVITY OF THE COUNCIL

- 2.1. Ensuring the study process:
 - 2.1.1. determines the study process guidelines and supervises their implementation;
 - 2.1.2. updates the documents regulating the study process of the College;
 - 2.1.3. develops the College's admission rules and supervises the admission process;
 - 2.1.4. analyzes information on student progress, student satisfaction with the study process and study programs, employment of graduates and other information in order to improve the quality of study work;
 - 2.1.5. evaluates the effectiveness of the work of the academic staff, the progress of the lecture courses;

- 2.1.6. prepares and gathers information about the resources and their costs necessary for ensuring the study process, other issues relevant to the study process;
- 2.1.7. examines and decides on other issues related to the operational work of the study process and which, according to these regulations or the Academy's and College's regulatory enactments, are within its competence.
- 2.2. Study programs:
 - 2.2.1. develops and updates study programs in accordance with the objectives set by the College Council and decides on the implementation of study programs;
 - 2.2.2. updates the compliance of the study program's achievable results with professional qualifications and labor market requirements;
 - 2.2.3. determines the procedure for developing and including study courses in study programs and approves study course descriptions;
 - 2.2.4. delegates College representatives to professional standards development or expert groups;
 - 2.2.5. examines the candidacies of lecturers and guest lecturers necessary for the implementation of study courses.
- 2.3. Ensuring the qualification and work quality of the academic staff:
 - 2.3.1. updates the College regulations on academic and administrative positions and the procedure for their election;
 - 2.3.2. recommends persons for approval in academic and administrative positions, in accordance with the College's regulations on elections in academic and administrative positions.

3. COUNCIL ACTION ORGANISATION

- 3.1. To ensure the functioning of the Council, the Chairman of the Council:
 - 3.1.1. plans and organizes the work of the Council;
 - 3.1.2. summarizes the agenda of the Council meetings and organizes consideration of the planned issues;
 - 3.1.3. convenes and conducts the meetings of the Council;
 - 3.1.4. ensures the conduct of Council meetings and the management of its records;
 - 3.1.5. invites other persons to participate in the Council meeting, if necessary;
 - 3.1.6. no later than two days before the regular meeting, notify the members of the Council of the place, date, time, agenda of the regular meeting of the Council and sends drafts of the documents to be discussed.
- 3.2. Minutes of Council meetings are ensured by the head of the Secretariat and supervised by the head of the Study department