

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

DEPARTMENT REGULATIONS

Issued in accordance with section 20, paragraph 3 of the Law on Higher Education, and Regulations 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 a structural unit that is responsible for the goals, basic directions and activities of the corresponding first-level professional higher education study program "Management of Art Institutions", "Contemporary Dance" or "Library Science and Information"; implementation of the goals, basic directions and tasks of the College in the College's operation and development strategy.
2. The tasks of the Department are:
 - 2.1. to develop the structure of the study program in accordance with the national cultural policy, education development guidelines and the College's internal quality management system,
 - 2.2. ensure the implementation of the study program under the Department's competence in accordance with the College's internal quality management system,
 - 2.3. participate in scientific research work and implement artistic creativity within the study program,
 - 2.4. 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. In the study program "Management of Art Institutions" with the qualification of cultural work specialist in the following specializations:
 - 3.1.1. Event, theatre direction and actingⁱ;
 - 3.1.2. Music Management;
 - 3.1.3. Technical production of events;
 - 3.1.4. Photo and video production;
 - 3.1.5. Digital content productionⁱⁱ;
 - 3.1.6. Event production
 - 3.2. In the study program "Contemporary dance" with the qualification of the leader of the dance team in the following specializations:
 - 3.2.1. Contemporary dance;
 - 3.2.2. Jazz dance;
 - 3.2.3. Hip-hop culture dance;

3.2.4. Latvian dance

3.3. In the study program "Library Science and Information" with the qualification library information specialist:

4. The department is subordinate to the Director of the College and operates in accordance with the decisions of the Board of Study Programs.
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. is responsible for the high-quality implementation of the study program within the department's competence and compliance with the labour market requirements of the cultural and creative industries sector;
 - 7.2. plans and manages the work of the Department, and coordinates the realization of the program of study courses within the limits of his competence;
 - 7.3. proposes to the Council of Study Programs for consideration the lecturers necessary for the implementation of general education and industry study courses;
 - 7.4. supervises the content, quality and final examinations of the study course programs within the competence of the heads of specializations;
 - 7.5. coordinates the assessment of the compliance of the study practice tasks with the study program;
 - 7.6. develops proposals for the improvement of the program according to the actualities of the industry and the labour market;
 - 7.7. organizes the Department's creative work;
 - 7.8. responsible for updating the methodological materials of the Term and Qualification Papers;
 - 7.9. monitors the compliance with the deadlines for the development and submission of Terms and Qualification Papers;
 - 7.10. responsible for organizing the Qualification Examination session;
 - 7.11. prepares the self-assessment report of the study program under the Department's competence, assesses the progress of the Department's strategic goals and reports to the Council of Study Programs on the Department's work;
 - 7.12. according to their competence, ensures the publicity and recognition of the study program.
8. Head of Specialization:
 - 8.1 is the mentor of students in the specialization in matters related to the content of the study program;
 - 8.2 develops the structure of the study program in cooperation with the Head of Department;
 - 8.3 coordinates and is responsible for the content and quality of specialization study course programs;
 - 8.4 organizes the recruitment of lecturers of the relevant specialization in cooperation with the head of the Department;
 - 8.5 provides proposals for improving the quality of specialization study courses;
 - 8.6 is responsible for updating practice tasks in the specialization, participates in the evaluation of practice reports, makes proposals for possible practice places;

- 8.7 recommends topics for students' Term Papers and participates in the approval process of the topics of Term Papers;
- 8.8 recommends topics for students' Qualification Papers, controls and supports the development of Qualification Papers within the limits of their competence, participates in their assessment of Qualification Papers.
- 9. The Department has the right to receive information necessary for ensuring its operation from other structural units of the College, employees.

ⁱ For students who started their studies in the study years 2020/2021 and 2021/2022 until the end of the study year 2023/2024, the title of the specialization is "Stage Art".

ⁱⁱ For students who started their studies in the study years 2020/2021 and 2021/2022 until the end of the study year 2023/2024, the title of the specialization is "Multimedia production".