

APPROVED

Board meeting of Latvian College of Culture at
the Latvian Academy of Culture
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CONCORDED:
Rector of the Latvian Academy of Culture
R. Muktupāvela
October 16, 2023

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

REGULATIONS FOR PROFESSIONAL QUALIFICATION EXAMINATIONS

Issued in accordance with

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

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

Article 5, part 2, Article 56, Part 2 and Article 59, Part 1, Clause 1 of the University Law

Regulation of the Cabinet of Ministers of June 13, 2023 No. 305 "Rules on the standard of state professional higher education" 12.3., 63.1. and paragraph 64.

1. General regulations.

1.1. The Professional Qualification Examination at Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture” (hereinafter - College) is a state examination, after passing which the student receives an educational document – diploma of short-cycle professional higher education and professional qualification, which also certifies the acquired fifth professional qualification level. It is the final stage of the study work, during which the skills, knowledge and competences are tested, which meet the achievable study results and the qualification requirements set in the study program.

1.2. Components of the Professional Qualification Examination:

1.2.1. Qualification Examination;

1.2.2. Qualification Paper.

1.3. The Professional Qualification Examination is assessed by the State Examinations Commission (hereinafter – the Commission).

1.4. It is allowed to take the Professional Qualification Examination for students who have completed the full study program – received a final assessment – a grade of no less than 4 (almost average) or have passed all study courses, practices and Qualification Practice of the study program.

1.5 The Professional Qualification Examination has been passed, obtaining a rating of no less than 4 (almost average) in all its parts.

1.6. Students who have received a rating of less than 4 (almost mediocre) in one of the parts of the Professional Qualification Examination are exmatriculated and are issued an academic transcript on the scope and quality of the study courses they have taken at the educational institution. These students have the right to take the Professional Qualification Examination again the next time the state examination is held, at their own expense, in accordance with the

Regulations on the procedure for providing paid services in the College. Applicants are matriculated to take the Professional Qualification Examination again – after receiving the application, which is coordinated by the Council of Study Programs.

1.7. Students who are not allowed to take the Professional Qualification Examination have the right to learn and/or successfully complete the requirements of the relevant study program within two years and receive the final evaluation, covering expenses in accordance with the Regulation on the procedure for providing paid services in the College. After fulfilling the requirements specified in subsection 1.4., the student has the right to take the Professional Qualification Examination within the specified term together with the current group in the same study program.

2. Qualification Examination.

2.1. The Qualification Examination is a written test of theoretical knowledge.

2.2. The content and procedure of the Qualification Examination are approved by the Council of Study Programs every year. The content is developed by the head of the department corresponding to the study program together with the heads of specializations and/or lecturers of study courses.

2.3. The grade of the Qualification Examination is approved by the Commission.

3. Qualification Paper.

3.1. The Qualification Paper in the study programs “Management of Art Institutions” and “Contemporary Dance” includes the theoretical and practical part. The theoretical part is a written research related to the practical part and reflecting the chosen industry context. The practical part of the Qualification Paper is:

3.1.1. in the study program “Management of Art Institutions”, a cultural project/event/product developed and implemented independently by the student or the student's participation in the implementation of a large-scale project/event according to the student's specialization;

3.1.2. in the study program “Contemporary Dance”, the student's independently developed and realized choreographic creative work according to the student's chosen specialization;

3.2. In the study program “Library Science and Information”, the Qualification Paper is a written study developed independently by the student in the field of library work or information management.

3.3. The aim of the Qualification Paper is to assess:

3.3.1. the student's knowledge in the cultural sector and the ability to analyze current processes, skills and competences in the planning and implementation of cultural projects/events and/or product development in the student's chosen specialization in the study program “Management of Art Institutions”;

3.3.2. the student's knowledge in the cultural sector and the ability to analyze current processes, the student's skills and competences in the planning, implementation and evaluation of choreographic creative work in the student's specialization in the study program “Contemporary Dance”;

3.3.3. the student's knowledge in the field of library and information management, the ability to analyze current processes, professional skills in library work management, skills and competences to work with information resources in the study program “Library Science and Information”.

3.4. The aim of the Qualification Paper is to evaluate the student:

3.4.1. knowledge and level of professional training in his chosen specialty and specialization;

3.4.2. the ability to identify and analyse the necessary information in the field of culture and art, and to develop a corresponding project, research or creative work;

3.4.3. scientific research competences and skills when developing Qualification Paper in all its stages.

3.5. The requirements for the development and design of the Qualification Paper are determined in the document "Methodological Instructions for the Design of Study Papers".

4. Selection of Qualification Paper supervisor, subject application and approval

4.1. The subject of the Qualification Paper is chosen by the student, coordinating it with the supervisor of his choice.

4.2. The supervisor of the Qualification Paper can be a lecturer of the College or other higher education institution, or a specialist in the relevant field who has a higher education and at least five years of experience in the relevant field.

4.3. When the topic has been agreed with the supervisor, the student submits a topic application signed by the supervisor to the department head of the corresponding study program by the specified date. The application form can be found in the "Methodological Instructions for the Design of Study Papers".

4.4. The topics of the Qualification Paper are approved by the Council of Study Programs.

5. The rights and obligations of the student and Qualification Paper supervisor

5.1. It is the responsibility of the supervisor of the Qualification Paper to advise the student on issues related to the development of the Qualification Paper.

5.2. The student has the right to receive additional consultations for the development of the Qualification Paper in accordance with the Regulation on the procedure for providing paid services in the College, if the amount of consultations necessary for the development of the Qualification Paper exceeds the number of contact hours corresponding to 1 credit point.

5.3. The student agrees with the supervisor of the Qualification Paper on an individual schedule of work and consultations and the type of consultations (meeting in person, electronically, by phone).

5.4. It is the student's responsibility to provide the supervisor with a timely opportunity to fully familiarize him/herself with the Qualification Paper no later than 10 calendar days before the deadline for submitting the Qualification Paper in order to receive recommendations and instructions for improving the content.

5.5. It is the responsibility of the supervisor of the Qualification Paper to familiarize him/herself with the Paper, to provide his/her recommendations and corrections in time, to sign the work by the specified submission deadline.

5.6. By signing the Qualification Paper, the supervisor certifies that the work has met at least the minimum requirements for obtaining a successful assessment.

6. Pre-defense of Qualification Paper

6.1. The purpose of pre-defence of the Qualification Papers is to make sure of the development progress of the Qualification Paper and compliance with the approved topic of the Qualification Paper.

6.2. Pre-defence of the Qualification Paper takes place no later than 2 weeks before the submission of the Qualification Paper.

6.3. The head of the department corresponding to the study program and the head of the specialization and/or the supervisors of the Qualification Papers participate in the pre-defence committee of the Qualification Papers (hereinafter – pre-defence committee).

6.4. By the date set for the pre-defence, the student submits drafts of at least two chapters of the Qualification Paper in the e-study environment and presents the preparatory work for the Qualification Paper to the pre-defence committee.

6.5. The pre-defence committee evaluates whether the Qualification Paper meets the requirements of the College, makes its recommendations for the completion of the Qualification Paper and decides on its advancement for submission of the Paper.

6.6. The pre-defence committee has the right to determine repeated pre-defence in case of an incomplete and low-quality draft.

6.7. The pre-defence committee's assessment and recommendations for improving the Paper are recorded in the form of pre-defence protocol.

6.8. In the pre-defence of the Qualification Paper, the student presents the draft of his Qualification Paper in one of the presentation programs (PowerPoint, Prezi, etc.), answers the committee's questions.

6.9. The total duration of the pre-defence of the Qualification Paper for one student is 10 – 15 minutes for the student's presentation, 5 minutes – for the committee's questions.

7. Development and submission of Qualification Paper

7.1. The practical part of the Qualification Paper is being implemented:

7.1.1. in the study program "Management of Art Institutions" in the 5th semester in full-time studies or in the 6th semester in part-time studies;

7.1.2. in the study program "Contemporary dance" in the 4th semester in full-time studies;

7.1.3. in the study program "Library Science and Information" in the 5th semester in part-time studies.

7.2. The practical part of the Qualification Paper can be implemented at another time before the session of the Qualification Examinations, by writing a submission to the Council of Study Programs.

7.3. The Qualification Paper is submitted to the head of the appropriate department on the specified date:

7.3.1. in the study program "Management of Art Institutions" at the end of the 5th semester (full-time students) or 6th semester (part-time students);

7.3.2. in the study program "Contemporary dance" at the end of the 4th semester (full-time students);

7.3.3. in the study program "Library Science and Information" at the end of the 5th semester (part-time students).

7.4. The Qualification Paper with the supervisor's signature is submitted in two copies, as well as in electronic format, by uploading it to the College's e-study environment, and is registered in the Study Department.

7.5. Before evaluation, the Qualification Paper is checked in the Unified computerized plagiarism control system of Latvian universities. When signs of plagiarism are detected, actions are taken in accordance with the "Instructions in Cases where Violations of Academic Integrity are Detected in the Student Works of the College".

8. The procedure for evaluating the Qualification Paper before the defense of the Qualification Paper

- 8.1. The Qualification Paper evaluation process is organized by the head of the appropriate department.
- 8.2. The supervisor of the Qualification Paper in the e-study environment submits a review of the Qualification Paper to the head of the department no later than three days before the date of defence of the Qualification Paper.
- 8.3. The reviewer of the Qualification Paper in the e-study environment submits a review of the Qualification Paper to the head of the department no later than three days before the date set for the defence of the Qualification Paper.
- 8.4. The student has the right to receive the supervisor's feedback and the reviewer's review in the e-study environment at least two days before the defence of the Qualification Paper.

9. Defense of Qualification Paper

- 9.1. The Qualification Paper is presented and defended to the Commission in person on a previously determined date. The defence of the Qualification Paper takes place in public.
- 9.2 The presentation time for the defence of the Qualification Paper for one student is up to 10 minutes (including answers to the reviewer's questions). During the presentation, the student answers the questions of the Commission members.
- 9.3. Evaluation criteria for Qualification Paper:
 - Relevance of the topic of the Qualification Paper and relevance to the study program;
 - Compliance of the content of the Qualification Paper with the set goals and tasks;
 - The ability of the author of the Qualification Paper to logically and concentratedly express the essence of the Qualification Paper and evaluate the achieved results, demonstrating theoretical knowledge, choosing and using professional terminology;
 - The ability of the author of the Qualification Paper to form and justify judgments and conclusions, emphasize the essential and generalize;
 - The ability of the author of the Qualification Paper to analyse the used sources of information, compare different opinions, apply research methods;
 - Compliance of the Qualification Paper with the structure of the Qualification Paper and the Methodological instructions for the Design of Study Papers.

10. Evaluation of Qualification Paper

- 10.1. The final evaluation of the Qualification Paper is formed from the individual evaluations of the members of the Commission during the defence of the Qualification Paper, calculating the average grade and from the evaluation of the implementation of the practical part.
- 10.2. The Commission's decision on the final evaluation of the Qualification Paper is published in the e-study environment on the day of the defence of the Qualification Paper.

11. Organization of repeated Qualification Examinations

- 11.1. Students who cannot attend one of the parts of the Professional Qualification Examination due to justifiable reasons, submit a justifying document to the College Director and a request for taking the examination at a different time. The Director has the right to allow the student to take the examination at a different time during the session of the Professional Qualification Examination scheduled in the study schedule.
- 11.2. If it is not possible to meet the deadline specified in chapter 11.1, the students have the right to take the Professional Qualification Examination again the next time the state examination is held.

11.3. Students who have not attended any part of the Professional Qualification Examination without a valid reason do not have the right to take the remaining part of the state examination. These students have the right to take the Professional Qualification Examination again at their own expense in accordance with the Regulations on the procedure for providing paid services.

12. State Examination Commission

12.1. The Commission consists of the chairman and at least four members (including the secretary). The head of the Commission and two members of the Commission are representatives of professional organizations or employers in the sector. the head of the Department corresponding to the study program and the head of the Specialization are included in the Commission.

12.2. The chairman of the Commission is a person with a doctorate or master's degree, or with a higher education without a scientific degree, if he has five years of practical work experience corresponding to the specifics of the study program. The Secretary of the Commission has voting rights. The composition of the Commission is approved for each Qualification Examination session, for each study program. If necessary, several commissions can be formed in one study program (if there are several specializations).

12.3. The composition of the Commission is approved by the Council of Study Programs.

13. Appeal

13.1. Decisions made by the Commission regarding the evaluation in the Qualification Examination and the final evaluation of the defence of the Qualification Paper are not subject to appeal.

13.2. The student can submit an appeal regarding violations of the Qualification Examination procedure to the College Director no later than 2 working days after the defence of the Paper.

13.3. After receiving the appeal, the Director creates an Appeals Commission by order and instructs it to consider the appeal within three days. If necessary, the Appeals Commission can invite experts who give a written conclusion.

13.4. The Appeals Commission shall inform the appellant of its decision no later than two days after its adoption.

13.5. The decision of the Appeals Commission is final.