

The guidelines for the preparation of a Self-Assessment Report of study directions

The guidelines for the preparation of a Self-Assessment Report of study directions are developed in accordance with Subparagraph 2.5 of Cabinet Regulation No. 407 of 14 July 2015 "Regulations on Accreditation of Higher Education Institutions, Colleges and Study Directions" and are subject to the requirements set forth in regulations.

The guidelines are developed to provide the higher education institutions/colleges¹ (hereinafter - HEI) with a structured framework for the preparation of the Self-Assessment Report. The guidelines set out the information to be included in the Self-Assessment Report, its desired structure and form. Observance of the unified guidelines for the preparation of the Self-Assessment Report will facilitate the work of both the HEIs in the process of the preparation of the Self-Assessment Report, and of the experts in the process of the assessment of the study direction.

The purpose of the self-assessment process

The purpose of the self-assessment process in the HEI is to get a comprehensive and in-depth analysis of the study direction to be used for future advancement of the study direction and its relevant study programmes. During the self-assessment process the HEI carries out analytical and critical assessment of its activities within the study direction.

The purpose of the Self-Assessment Report

The Self-Assessment Report is prepared as an analytical reference material and it contains analysis and description of the assessment criteria and their aspects which are justified by definite examples. Quantitative indicators included in the Self-Assessment Report complement the qualitative analysis carried out by the HEI.

The committee for the assessment of a study direction (hereinafter – the experts group) uses the Self-Assessment Report to obtain comprehensive information about the HEI and study direction implemented by it and to assess the quality of the study direction and its relevant study programmes.

The process of the Self-Assessment Report preparation

In order to prepare the Self-Assessment Report, the HEI shall create a group for development of the Self-Assessment Report, and this group shall be composed of a representative of the administration of the HEI, representatives of the HEI who are responsible for the implementation of the study direction and its relevant study programmes, representatives of

¹ The definition “higher education institution” used herein is applicable to all higher education and science institutions mentioned in the Law on Higher Education Institutions which implement academic and professional study programmes, as well as deal with science, research activities and artistic creation (universities, higher education institutions, academies, institutes and colleges).

the teaching staff ², at least one representative of students and representatives of employers and/or social partners.

The Self-Assessment Report shall be developed:

- in accordance with the sequence set forth in the guidelines, justifying the made statements and providing references and examples;
- in accordance with the literary and grammar rules of the official language, legal and academic terminology;
- assessing the achievements of the previous period;
- specifying future plans, projects and prospects.

Preparing the Self-Assessment Report, the HEI shall provide information in accordance with the assessment criteria set out in the guidelines. Each assessment criterion is followed by guidelines (in italics) to describe, analyse and assess it.

The HEI may include additional information if, in opinion of the HEI, it is significant for a meaningful evaluation of the relevant criterion.

The annexes to these guidelines with the word “SAMPLE” are of advisory nature; the HEI may submit the relevant information in the form preferred by it.

The HEI is obliged to provide only verifiable information and it must be ready to demonstrate the proofs of the facts mentioned in the Self-Assessment Report, being present during the visit of the experts group.

The Self-Assessment Report is an integral part of the application for the accreditation of a study direction.

The application for the accreditation of a study direction and Self-Assessment Report shall be submitted:

- in a paper format, attaching the electronic version of the document on a data carrier, or in an electronic format. Sheets of the document submitted in a paper format must be numbered and the whole document must be stitched in such a way that the sheets cannot be separated. The application submitted in electronic format shall be signed with a secure electronic signature in compliance with the provisions of the Electronic Documents Law.
- in the official language with a translation into English (translations of documents submitted by other organisations may be marked as “provisional translation”).

After the process of the accreditation of the study direction is completed, the Self-Assessment Report shall be published in the Register of Study Directions (svr.aic.lv). Annexes that are submitted only in electronic format are not published in the Register of Study Directions.

The structure of the Self-Assessment Report:

² The definition “teaching staff” used herein is applicable to the academic staff of the relevant higher education institution and its visiting professors, visiting associate professors, visiting docents, visiting lecturers and visiting assistants.

Table of contents

I Information about the HEI

II Information about the study direction

K1. The relevance, aims and objectives of the study direction and its relevant study programmes as a whole and their clarity, attainability, and compliance with the general strategic development of the HEI

K2. The management of the study direction

K3. The effectiveness of the internal quality assurance system

K4. Resources and provision of the study direction

K5. Scientific research, and, if the study direction “Arts” is assessed – also artistic creation

K6. Cooperation and internationalization

K7. Activities of students’ self-governance

K8. The implementation of the recommendations (if such had been given) provided for a particular study programme within the previous accreditation of the study direction (if such had been conducted) or licensing of a study programme.

III Description of the study programme

K9. The reciprocal compliance between the name of the study programme, the degree to be acquired, professional qualification or degree and professional qualification, aims and objectives, and terms of admission

K10. The content of studies

K11. Resources and provision of the study programme

K12. Employment opportunities of the graduates of the study programme

Annexes

Other documents at the discretion of the HEI

[logo of the HEI]

Self-Assessment Report

STUDY DIRECTION “Name”

Name of the HEI

CITY, 20 __

TABLE OF CONTENTS

I.	Information about the higher education institution	6
II.	Description of the study direction	7
	K1. The relevance, aims and objectives of the study direction and its relevant study programmes as a whole and their clarity, attainability, and compliance with the general strategic development of the HEI.	7
	K2. The management of the study direction.	7
	K3. The effectiveness of the internal quality assurance system.....	9
	K4. Resources and provision of the study direction.....	9
	K5. Scientific research, and, if the study direction “Arts” is assessed – also artistic creation.....	12
	K6. Cooperation and internationalization	13
	K7. Activities of students’ self-governance.	15
	K8. The implementation of the recommendations (if such had been given) provided for a particular study programme within the previous accreditation of the study direction (if such had been conducted) or licensing of a study programme.	15
III.	Description of the study programme “Name”	16
	K9. The reciprocal compliance between the name of the study programme, the degree to be acquired, professional qualification or degree and professional qualification, aims and objectives, and terms of admission.....	16
	K10. The content of studies.	17
	K11. Resources and provision of the study programme.....	19
	K12. Employment opportunities of the graduates of the study programme.....	19
IV.	ANNEXES	20

I. Information about the higher education institution

1. Basic information about the HEI and its strategic development directions

Brief description of the HEI and its strategic development directions, including the following information:

- *a brief description of the HEI;*
- *mission;*
- *vision;*
- *implemented study directions and number of study programmes in them;*
- *general information about the branches of the HEI (if the relevant study programmes of the study direction to be assessed are implemented in the branches, detailed information about the branches shall be given in the annex in accordance with the information specified in the annex);*
- *dynamics of the number of students in the HEI during the assessment period;*
- *development strategy of the HEI – specify key development aims and directions of activities (provide an electronic link to a website where the development strategy is available both in Latvian and English).*

2. Management structure of the HEI

Describe the key institutions involved in decision-making and their composition (in percentage correlation, taking into account the relevant position in the organisation, e.g. academic staff, representatives of the administration, students) and powers of these institutions.

Add in the annex a list that contains main internal normative acts and regulations (e.g. the Constitution or Statute of the HEI, code of ethics, quality policy, study regulations, etc.), authorities that approved regulations, as well as a link to a website where these documents are electronically available (it is recommended that the information on that website would be available both in Latvian and in English).

Add in the annex a schematic management structure of the HEI.

3. Quality policy and system of the HEI

Describe the quality policy and its implementation mechanism (strategy or approach, or model), indicating also the parties involved in the development of the quality policy and their role in the implementation of the quality policy. An electronic link to the website where this policy is available both in Latvian and in English shall be given (if the information is not available on an electronic website, it shall be added in the annex in a paper format).

II. Description of the study direction

K1. The relevance, aims and objectives of the study direction and its relevant study programmes as a whole and their clarity, attainability, and compliance with the general strategic development of the HEI

1. Justification of creation of the study direction and study programmes included in it, assessment of the interrelation between the study programmes, as well as analysis of the significance (uniqueness) of the study programmes in comparison with other similar study programmes in Latvia and abroad
2. Aims of the study direction and their compliance with the field of activities of the HEI, with its strategic development directions, and with development needs and development trends in the society and economy

Additionally describe and assess the process of definition of the aims and specify the parties involved in definition of the aims.

3. SWOT analysis of the study direction with regard to the set aims

Detailed SWOT analysis, including explanations of how the HEI plans to eliminate/improve weaknesses, get rid of threats, use opportunities, etc.

4. Study direction development plan

Assessment of the study direction development plan for the next six years and assessment of the process for preparation of the development plan. If the development plan is not prepared or aims/objectives are defined for a shorter period, provide the information about preparation of the study direction development plan for the next period.

The study direction development plan shall be added in the annex (if applicable).

K2. The management of the study direction

1. Assessment of the management structure of the study direction, including the assessment of the role of the study direction's manager and managers of the study programmes, their responsibility and cooperation with other managers of the study programmes

Analysis and assessment of the effectiveness of the study direction management. Add in the annex a schematic management structure of the study direction.

2. Assessment of the process of creation and revision of the study programmes

Analysis and assessment, giving examples, of:

- *the process of creation of a new study programme within the study direction;*

- *the process of revision of the study programmes (adding an electronic link to the internal regulatory framework);*
- *the aim of revision of the study programme;*
- *the frequency of revision of the study programme;*
- *the parties involved in revision of the study programme and their responsibilities;*
- *mechanism to obtain and provide feedback, including in the work with students, graduates and employers.*

3. Assessment of the student admission requirements

Describe and assess the system that sets out the procedure and requirements for student admission, indicating the regulatory framework where it is established in.

4. Assessment of the procedure for recognition of the study period, professional experience and previously acquired formal and non-formal education within the study direction

Description and assessment of the procedure for recognition of the study period, professional experience and previously acquired formal and non-formal education, providing concrete examples of application of the procedure.

5. Description and assessment of the system of evaluation of students' achievements and study results, including description and assessment of the evaluation methods and procedures

Assessment of the methods and procedures used for evaluation of students' achievements; principles of how they are chosen and how the compliance of the evaluation methods and procedures with achievement of the aims of the study programmes and students' needs is analysed. If the relevant study programmes of the study direction are implemented in the form of distance learning, describe their system of examination and evaluation of the achievements (methods and procedures).

6. Assessment of the procedure for submission and review of the students' complaints and proposals

Description and assessment of the procedures and/or system for submission and review of the students' complaints and proposals (except for students' opinion survey), indicating and giving examples of how the information on option to make a complaint or proposal is available for students and if it is available at all; how students are notified on results of the reviewed complaints and proposals and about the relevant improvements.

7. Assessment of the observance of the academic integrity principles in the study process

Description and assessment of the academic integrity principles in the study process and of the mechanisms for their observance, as well as description and assessment of the ways to inform the involved parties; used anti-plagiarism tools, giving examples of use of the tools and mechanisms.

K3. The effectiveness of the internal quality assurance system

[With regard to achieve the development aims of the study direction, by assessing aspects in the internal quality assurance system]

1. Assessment of the efficiency of the internal quality assurance system within the study direction and indicators for implementing the objectives and reaching the aims of the study direction

Assessment with examples of specific activities in the study direction within the internal quality assurance system. Indicators (and their assessment) for implementing the objectives and reaching the aims of the study direction.

2. Implementation of the internal quality assurance system within the study direction in accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)

Assessment and analysis, indicating and giving examples of how the standards specified in the 1st part of ESG are implemented.

K4. Resources and provision of the study direction

This section contains information about the provision required for the implementation of the study direction and its relevant study programmes, including information about financing, teaching staff, infrastructure, material and technical provision, methodological support, informational support, support system, provision for the implementation of the study programmes in the form of distance learning (if applicable).

1. Financial provision

- 1.1. Assessment of the financial planning mechanism and financial resources of the study direction required for achieving the set aims

Assessment of the provision of the financial resources, including data on funds available for the study programmes. Description and assessment of the financial planning mechanism, describing financial planning tools used within the study direction.

- 1.2. Cost of a study place per one student and cost estimation

Cost per one student within the study direction (for all study programmes of the study direction), indicating the headings included in the calculation. Make an analysis of the financial sufficiency for the implementation of the study programmes of the relevant study direction.

- 1.3. Assessment of the cost percentage within the study direction

Specify headings of total costs and their percentage. Assess the efficiency of the available financial distribution.

1.4. Scientific research and/or artistic creation

1.5. Financial sources and tools of the HEI to manage them

Assessment of the financial resources available for research activities and/or artistic creation and their use for development of the study direction.

2. Infrastructure and material and technical provision

2.1. Assessment of the infrastructure provided for the implementation of the study direction and its relevant study programmes and its availability for students and teaching staff

2.2. Assessment of the material and technical provision provided for the implementation of the study direction and its relevant study programmes, including assessment of the laboratories and equipment in the premises, and its availability for students and teaching staff

Indicate specific equipment required for a specific study programme in the table in the annex.

3. Methodological and informational support

3.1. Assessment of the methodological support for the implementation of the study process

Assessment of the methodological support of the HEI, including information systems of the HEI (e.g. e-learning environment, etc.), their functions, efficiency, and use in the study process.

3.2. Assessment of the informative resources (library and available databases)

Description and assessment of the availability of libraries and databases for students and compliance with the study directions and its needs, including the following aspects:

- *working hours of the library are in compliance with the students' needs and ensure the availability of informational resources;*
- *number/area of premises, suitability for permanent study and research activities;*
- *services provided by the library;*
- *literature available in the library fits for the implementation of the study direction;*
- *databases of the required field of knowledge which are available for students; statistics of their usage;*
- *procedure for replenishment of the library stock and database subscription procedure;*
- *digitalization level of the library stock, data availability in the digital environment of the HEI;*
- *options to restore and improve the informational support.*

4. Support system

4.1. Assessment of the support provided by the administrative and technical staff of the HEI within the study direction

4.2. Assessment of the support available for students

Assessment of the support available for students, including support in the study process, career support, psychological support, indicating in particular the support required for specific groups of students (e.g. students from abroad, part-time students, distance learning students, and students with special needs, etc.).

5. Assessment of the provision for distance learning (if applicable)

If the relevant study programmes of the study direction are implemented in the form of distance learning, then describe and assess the infrastructure provided for distance learning, provision of premises and specific equipment, as well as methodological support.

6. Teaching staff

6.1. Assessment of the selection and employment of the teaching staff

Description and assessment of the procedure for recruitment and/or employment of the teaching staff (including placement of job announcements, employment and election procedure, etc.) and its openness, providing an electronic link to the internal regulatory framework which the procedure is governed by.

6.2. Assessment of measures to facilitate the development of the teaching staff (improvement of didactic skills and qualification)

Description and assessment of the options offered to the teaching staff to improve their qualification (involvement of the teaching staff in activities, teaching staff's involvement motivation, assessment of results, etc.), giving examples.

6.3. Description and assessment of the teaching staff involved in the implementation of the study direction

Description and assessment of the teaching staff involved in the implementation of the study direction and their compliance with the study direction.

Analysis and assessment of the academic and research load of the teaching staff involved in the implementation of the study direction.

Analysis of changes of the teaching staff during the reported period and assessment of the analysis.

An electronic table (in Excel) shall be prepared, and this table shall contain additional information about the members of the teaching staff involved in the implementation of the study direction, indicating their degree/qualification, electable status in the HEI, study programmes and study courses which implementation they take part in and certificate of knowledge of the official language or a foreign language (if applicable).

Biographies of the teaching staff shall be electronically attached (Curriculum Vitae in the Europass format).

6.4. Description and assessment of the mobility of the teaching staff involved in the implementation of the study direction during the reported period

Assessment of the outgoing mobility of the teaching staff during the reported period.

Description and analysis of the outgoing mobility dynamics and difficulties associated with the teaching staff's mobility which are faced by the HEI. Statistical data on the outgoing mobility of the teaching staff shall be added in the annex.

Assessment of the ingoing mobility of the teaching staff during the reported period.

Description and assessment of the ingoing mobility dynamics and difficulties associated with the teaching staff's mobility which are faced by the HEI. Statistical data on the ingoing mobility of the teaching staff shall be added in the annex.

K5. Scientific research, and, if the study direction “Arts” is assessed – also artistic creation

[organisation within the study direction and the scientific research work of the academic staff and students of the HEI, and, if the study direction “Arts” is assessed – also the work of artistic creation]

1. Description and assessment of scientific research of the study direction, and/or artistic creation's directions, compliance with the aims of the HEI and those of the study direction
2. Relation between scientific research and/or artistic creation and the study process

Description and assessment of the relation between the activities in scientific research and/or artistic creation and the study process, including use of their results in the study process.

3. Assessment of the activities related to scientific research and/or artistic creation carried out by the academic staff which is involved in the implementation of the study direction

Description and assessment of scientific research and/or artistic creation of the academic staff which is involved in the implementation of the study direction, in the relevant field of the study direction, giving examples.

Summary of quantitative data (statistics) about the activities related to scientific research and/or artistic creation carried out in the reported period in accordance with the relevant study direction – about publications of the academic staff, participation in conferences, artistic creation activities, participation in projects, etc., to be sorted by significance.

4. Assessment of the international cooperation in scientific research and/or artistic creation

Description and assessment of international cooperation in scientific research and/or artistic creation and cooperation development during the reported period, indicating also joint projects, research, etc. The study programmes that are benefited by this cooperation shall be indicated.

5. Description and assessment of students' involvement in scientific research and/or activities related to artistic creation

Description and assessment of the system, i.e. how students of each study programme level to be implemented in the study direction (first level professional higher education study programmes, professional/academic bachelor's study programmes, professional/academic master's study programmes, doctoral study programmes) are involved in scientific research and/or artistic creation. Information about the options which are offered to students and used by them.

6. Innovative solutions in the study process, their description and assessment

Brief description and assessment of the form of the innovations used in activities of the HEI, mainly in the study direction to be assessed (e.g. product innovations, process innovations, marketing innovations, organisational innovations), giving examples and assessing their influence on the study process.

K6. Cooperation and internationalization

[compliance with achieving the development aims of the study direction, and with the implementation of the relevant study programmes of the study direction and with associated research, and, if the study direction "Arts" is assessed – also the compliance with artistic creation]

1. Assessment of the cooperation and internationalization aims and their management within the study direction. Assessment of the compliance of the development directions set in the field of cooperation and internationalization with the development aims and study direction's aims approved by the HEI

2. Description and assessment of the cooperation forms and types

Information on cooperation contracts concluded with other authorities, on subject and duration of these contracts shall be added in the annex (recommended sample can be found in the annex).

Describe and assess cooperation with the following involved parties, giving examples:

- cooperation with other Latvian HEIs;
- cooperation with foreign HEIs;
- cooperation with other organisations in the relevant industry, including employers of that sector;

- *cooperation with local authorities, foreign organisations, etc.*

Describe and assess cooperation with employers:

- *describing and assessing the mechanism for involvement of employers in the implementation of the study direction;*
- *providing a summary related to involvement of employers in the implementation of the study direction, indicating types and examples of employers' involvement;*
- *if employers' opinion survey is carried out at the level of the study direction, include the analysis of the results of this survey.*

Description and assessment of the traineeship options offered to students, and of traineeship provision and organisation, including information about the assistance provided by the HEI in finding a place of traineeship for students (if applicable).

Description of the students' traineeship organisation (rules of traineeship) shall be added in the annex.

Information on contracts and other confirmations related to provision of traineeship for students shall be added in the annex.

3. Assessment of attraction of foreign students and teaching staff within the study direction

Describe and assess the mechanism for attraction of foreign students and teaching staff and their influence on the study quality and study improvement.

4. Description and assessment of the students' mobility during the reported period

Qualitative data of the students' outgoing and ingoing mobility within the study direction, description and analysis of mobility dynamics and difficulties.

Statistical data on students' mobility shall be added in the annex, indicating student's study programme in the outgoing mobility.

5. Description and assessment of joint study programmes

If joint study programmes are implemented in the study direction, describe and assess the justification of creation of a joint study programme (together with Latvian or foreign HEIs) and of selection of a partnering HEI, including information on principles and process of creation and implementation of the joint study programme.

If no joint study programmes are implemented in the study direction, then describe and assess the plans of the HEI to create such a study programme within the study direction.

6. Description and assessment of the study direction in the international environment (if applicable)

Description and assessment of participation of the HEI in the international organisations associated with the relevant study direction, and of international quality signs, certificates, accreditation, etc. given to study programmes implemented in the study direction.

K7. Activities of students' self-governance

1. Work principles of students' self-governance

Description of the work principles of students' self-governance, providing information about the year when students' self-government started working.

2. Compliance of the work of students' self-governance with the Law on Higher Education

Description and assessment of the compliance of the work of students' self-governance with the Law on Higher Education Institutions, including information about the following aspects (the most important events and activities carried out in the reported period shall be specified next to each aspect):

- *representation of students' interests in academic matters;*
- *representation of students' interests in material (social) life matters;*
- *representation of students' interests in cultural life matters;*
- *procedure to elect students for collegiate entities of the HEI (specifying collegiate entities of the HEI where students are involved, number of students in each of them (actual and percentage number), powers of students in the collegiate entities);*
- *student's self-governance is financed by the budget of the HEI in the amount that is not less than 1/200 of the annual budget of the HEI.*

3. Support provided by the management of the HEI to facilitate students' representation development and activities of students' self-governance

Give the information of how the HEI promotes and supports students' representation, its development, and facilitates activities of student's self-governance.

K8. The implementation of the recommendations (if such had been given) provided for a particular study programme within the previous accreditation of the study direction (if such had been conducted) or licensing of a study programme

1. Completion of the plan for the implementation of the recommendations given by experts in the course of the previous accreditation of the study direction or licensing of study programmes

Assessment of completion of the plan for the implementation of the recommendations given by experts and influence of the recommendations given on the study quality or improvement of processes in the study direction and its relevant study programmes. The plan for the implementation of the recommendations shall be added in the annex (recommended sample can be found in the annex) (if applicable).

III. Description of the study programme “Name”

K9. The reciprocal compliance between the name of the study programme, the degree to be acquired, professional qualification or degree and professional qualification, aims and objectives, and terms of admission

1. Parameters of the study programme “Name”

Specify only those parameters which are applicable to the study programme.

Name of the study programme		
Name of the study programme in English		
Code of the study programme in accordance with the Latvian Education Classification		
Type and level of the study programme	<i>Example: Professional bachelor's study programme</i>	
Level of the acquired qualification (EQF)		
Occupation code in the classification of occupations		
Volume of the study programme (CP)		
Implementation form, type, duration (in case of not full years, specify in months) and language of implementation		
full-time, intramural form	<i>Example: 4 years and 6 months</i>	<i>Example: Latvian and English</i>
full-time, extramural form		
full-time, extramural form (distance learning)		
part-time, intramural form		
part-time, extramural form		
part-time, extramural form (distance learning)		
Place of implementation	<i>If the programme is also implemented in the branches, specify both the place of implementation and reference to the annex where the information on the branch's activities is given.</i>	
Director of the study programme	<i>Name, surname, degree</i>	
Admission requirements		
Options to continue education process		
Other study programme of the relevant HEI or other HEI which will be used by the insti-	<i>Supporting document shall be added in the annex</i>	

tution of higher education/college to provide students with an option to continue their studies if the study programme is closed	
Aim of the study programme	
Objectives of the study programme	
Study results to be achieved	
Final exam provided for upon completion of the study programme	<i>Example: exam or qualification work etc.</i>

Fill in the table below (1st variant) if, depending on the admission requirements, a different degree and/or qualification is to be awarded and duration of study or volume of the study programme in credit points is different.

1st variant

Volume in credit points	
Duration of study in years	
Degree and/or qualification to be acquired	
Admission requirements	

If a joint study programme is implemented within the study direction, the part related to the joint study programme implemented by the assessed HEI shall be assessed within the study direction assessment.

A table about the joint study programme shall be added in the annex (recommended sample can be found in the annex).

2. Statistical data about students in the study programme and data analysis

Analysis and assessment of the number of students, trends of its change, and factors that has an influence on changes. Specify different study forms, types, languages in the form of a separate analysis.

Statistical data about students in the reported period shall be added in the annex in a clear form.

3. Correlation between the parameters of the study programme

Analysis and assessment of the reciprocal compliance between the name of the study programme, the degree to be acquired, professional qualification or degree and professional qualification, aims and objectives, and terms of admission.

K10. The content of studies

In order to assess the quality of the study content, the following documents shall be added in the annex:

- curriculum of the study programme (for each type and form of the implementation of the study programme) (recommended sample can be found in the annex);*

- *description of the study courses (modules) of the study programme (information to be included in the study courses/modules is specified in the annex);*
 - *correlation of the study courses with regard to achievement of the study results of the study programme;*
 - *table with the information on compliance of the study programme with the state educational standard³ (recommended sample can be found in the annex);*
 - *table with the information on compliance of the qualification to be acquired in the study programme “Name” with the occupational standard (recommended sample can be found in the annex).*
1. Assessment of the relevance of the content of the study course/module and compliance with the needs of the relevant industry and labour market and with science trends

Additionally provide information on how the content of the study course/module is updated (and if it is updated) according to the development trends of the relevant industry, labour market and science.
 2. Assessment of the interrelation of the study courses/modules and their compliance with the aims of the study programme and results to be achieved

Assessment of the interrelation of the information included in the study courses/modules, results to be achieved, aims set and other indicators, and relation between the aims of the study courses/modules and aims of the study programme and results to be achieved.
 3. Assessment of the compliance of the study implementation methods (including evaluation methods) with achieving the results of the study courses and set aim of the study programme, including information of how student-centered education principles are taken into account

Assessment of the study implementation methods (including evaluation methods), including analysis of how the used study implementation methods (including evaluation methods) are chosen in the study course/module, what they are and how they contribute to achieving the results of the study courses and aims of the study programme. Specify the information of how student-centered education principles are taken into account during implementation of the study process.
 4. Assessment of the relation between the students’ traineeship and study results to be achieved in the study programme

³ Cabinet Regulation No. 141 Adopted on 20 March 2001 “Regulations Regarding the State Standard for First Level Professional Higher Education”: <http://likumi.lv/doc.php?id=6397>
 Cabinet Regulation No. 240 Adopted on 13 May 2014 “Regulations Regarding the State Academic Education Standard”: <https://likumi.lv/doc.php?id=266187>
 Cabinet Regulation No. 512 Adopted on 26 August 2014 “Regulations Regarding the State Standard for Second Level Professional Higher Education”: <https://likumi.lv/doc.php?id=268761>

Analysis and assessment of the relation between the tasks of the students' traineeship included in the study programme and study results to be achieved in the study programme. Specify actions done by the HEI to support students in order to complete the tasks set within the study traineeship.

5. Analysis and assessment of the topics of the students' final works

Analysis and assessment regarding the topics of the students' final works, their relevance in the relevant industry, including in the labour market, and evaluation of the final works.

6. Analysis of the results of the students' opinion survey

Analysis and assessment of the results of the students' opinion surveys, their use for improvement of the study quality and study content, giving examples.

7. Analysis of the results of the graduates and employers' opinion survey

Analysis and assessment of the results of the graduates and employers' opinion surveys, their use for improvement of the study quality and study content, giving examples.

8. Assessment of the compliance of the study programme with the state standards for higher education and occupational standards (if applicable)

K11. Resources and provision of the study programme

1. Assessment of the compliance of the qualification of the teaching staff involved in the implementation of the study programme with the study programme

Assessment of the qualification of the teaching staff involved in the implementation of the study programme, providing information of how it helps to achieve the aims set by the study programme. Assessment of how the teaching staff cooperate to ensure interrelation of the study courses/modules. Specify also ratio of the number of students and members of teaching staff within the study programme (at the moment of submission of the Self-Assessment Report).

K12. Employment opportunities of the graduates of the study programme

1. Assessment of employment of the graduates of the study programme

Graduates' employment indicators and assessment of their dynamics in the reported period.

2. Employment opportunities of the graduates of the study programme

Graduates' employment forecast and opportunities in accordance with the development trends in the relevant industry and medium- and long-term labour market and with skills and competencies to be required in future.

IV. ANNEXES

Annexes shall also be included and numbered in the table of contents of the Self-Assessment Report

Annex	Reference to criterion/part of the Self-Assessment Report	Submission form (P/E)*
Information about the HEI		
Implementation of the study programme in branch XXX	Part 1	P/E
Main internal normative acts and regulations	Part 2	P/E
Management structure of the HEI	Part 2	P/E
Information about the study direction		
Study direction development plan	K1. Part 4	E
Management structure of the study direction	K2. Part 1	P/E
Specific equipment for the study programs	K4. Part 2	P/E
Statistical data about outgoing and incoming mobility of the teaching staff	K4. Part 6	E
List of cooperation contracts	K6. Part 2	P/E
Description of the students' traineeship organisation (rules of traineeship)	K6. Part 2	E
Statistical data about outgoing and incoming mobility of students	K6. Part 4	E
Completion of the plan for the implementation of the recommendations given by experts in the course of the previous accreditation or licensing	K8. Part 1	P/E
Information about the study programme "Name"		
Information about the joint study programme	K9. Part 1	P/E
Confirmation of options to continue studies or confirmation of financial guarantees in case of liquidation of the study programme	K9. Part 1	P/E
Statistical data about students in the study programme "..."	K9. Part 2	P/E
Curriculum of the study programme "..."	K10.	P/E
Description of courses/modules of the study programme "..."	K10.	E
Correlation of the study programme "..."	K10.	E
Compliance of the study programme "... with the state educational standard	K10.	E
Compliance of the study programme "... with the occupational standard (if applicable)	K10.	E
Compliance of the study direction and its relevant study programmes with legislative requirements		E

**P – paper format, E – electronically, P/E – both paper and electronic format.

Annexes marked as "E" can be submitted only electronically and shall be signed with a secure electronic signature and sent to aika@aic.lv.

Implementation of the study programme in branch XXX

If the study programmes of the relevant study direction are also implemented in the branches, describe the implementation process of the study programmes of the relevant study direction, available resources and support measures in the branches (in the ANNEX of the Self-Assessment Report).

Prepare a separate describing document for each branch, providing the following information:

1. Justification of creation of the branch, involvement of the branch in the development strategy of the HEI and prospects of further development.
2. Management of the branch and place in the management structure of the HEI.
3. Justification of the implementation of the study programmes of the relevant study direction in the branch.
4. Resources and material and technical provision available in the branch for the implementation of the study programmes of the relevant study direction, separately specifying:
 - financial resources;
 - infrastructure resources;
 - methodological support;
 - informational support;
 - provision of administrative and technical staff;
 - provision of the study programmes with teaching staff.

If the teaching staff, implementing the study programmes of the relevant study direction in the main place of implementation of the HEI, fully or partially participates in the implementation of the study programmes, explain how the work of this teaching staff is organized (work load, transport, etc.).

Please, describe the resources separately for each study programme if the resources and material and technical provision can be specified separately for each of the study programmes.

5. Description and assessment of the study organisation process, specifying functions and responsibilities of the branch administration and teaching staff.

List of cooperation contracts

SAMPLE

No.	Contracting party	Subject of the contract	Period of validity of the contract
1.			
2.			

ANNEX NO.

(K8. Part 1)

Completion of the plan for the implementation of the recommendations given by experts in the course of the previous accreditation or licensing

SAMPLE

No.	Recommendation given by the experts group	Activity of the HEI	Results to be achieved	Term for implementation	Implementation of the recommendation
1.	<i>Please, specify the exact definition of the recommendation given by the experts for the study direction</i>	<i>Please, provide an explanation/description of how the recommendation given by the experts is implemented</i>	<i>Please, indicate the planned results to be achieved</i>	<i>Please, indicate the term (an intermediate term can also be specified if the recommendation is planned to be implemented step by step)</i>	
	<i>Please, specify the exact definition of the recommendation given by the experts for each study programme, specifying the name of the study programme</i>				

ANNEX NO.

(K9. Part 1)

Information about the joint study programme

If a joint study programme is implemented within the study direction, the part related to the joint study programme implemented by the assessed HEI shall be assessed within the study direction assessment.

Criteria from Section 55¹ of the Law on Higher Education Institutions – Joint Study Programme	Compliance of the study programme
The HEI together with a partnering institution have entered into a written agreement about the implementation of the joint study programme	
The study programme shall be formed by the parts of study programmes of the same level of higher education of the HEI and partnering institutions	
The HEI and partnering institutions involved in implementation thereof shall each implement at least one tenth of the entire relevant study programme	
Unified requirements in respect of the implementation of the joint study programme, the final examinations, granting of degrees to be acquired in studies and professional qualifications; the parts of the joint study programme together form a unified content and consecutive joint study programme	
The HEI and partnering institutions have jointly developed a quality assurance system for the joint study programme	
Mobility of students is ensured, which also allows the acquisition of a commensurate and essential part of the joint study programme in one or several partnering institutions	
Mobility of the academic staff is ensured in order that they might also teach at least at one partnering institution	
A degree or professional qualification to be granted as a result of the acquisition of the joint study programme is specified, complying with the system of degrees or professional qualification to be acquired in studies, as it is specified in the regulatory enactments of Latvia	
The content of the diploma, as well as of the annex appended to the diploma to be issued jointly by the HEI and partnering institutions is specified	
Confirmation that the joint study programme implemented by the partnering institution is duly recognized in the relevant country (<i>applicable if the study programme is implemented together with a foreign institution</i>).	

ANNEX NO.

(K9. Part 2)

Statistical data about students in the study programme “Name”

Statistical data in a clear format (table or graph) separately divided by study types and forms (e.g. full-time, intramural form) in the reported period.

- *Dynamics of the number of admitted students (by courses and years of study);*
- *Dynamics of the number of graduates;*
- *Drop-out students (by courses and years of study), specifying also drop-out reasons;*
- *Breakdown of the number of students according to languages of implementation of the study programme (e.g. Latvian, Russian, English, etc.);*
- *Breakdown of the number of students according to financial sources (state-funded places, private funding);*
- *Statistics about full-time foreign students (outside the exchange programme), specifying home country of students.*

ANNEX NO.

(K10.)

Curriculum of the study programme “Name”

Curriculum of the study programme shall be added for each type and form of the implementation of the study programme.

SAMPLE

Course/module name	Name, surname of the responsible member of the teaching staff	CP	Curriculum					
			1 st year of studies		2 nd year of studies		3 rd year of studies	
			Semester					
			1	2	3	4	5	6
Part A		8						
		4	4					
		4		4				
Part B		6						
		4			4			
		2				3		
Part C		2				3		
		2					3	
Totally:		32	4	4	4	6	3	

ANNEX NO.

(K10.)

Description of courses/modules of the study programme “Name”

Please, specify how much course descriptions are added in the annex, how they are divided (their number) between Part A (number of courses), Part B (number of courses), Part C (number of courses) as well as add list-indicator of the study courses.

The following information shall be included in the description of the study courses:

- Requirements for the commencement of the acquisition of the study course;
- Aim of the implementation of the study course and the planned study results;
- Content of the study course necessary to achieve the study results;
- Course calendar;
- Mandatory and supplementary literature, and other sources of information;
- Description of the organisation and tasks for the independent work of students;
- Study results assessment criteria;
- Number of credit points to be acquired, also as recommended by the European credit transfer and accumulation system (ECTS);

If the study programme is implemented in the form of study modules, the following information shall be included:

- Study results achievable as a result of the acquisition of the study module;
- Plan of the study work time;
- Content of the study module;

It is recommended to include the following information

- Volume (number of contact lessons per semester);
- Authors of the study course (name, surname, department, position);

If the study programme includes traineeship, then the traineeship plan shall be added.

ANNEX NO.

(K10.)

Correlation of the study courses of the study programme “Name”

SAMPLE

	Results to be achieved in the study programme (1)	Results to be achieved in the study programme (2)	Results to be achieved in the study programme (3)	Results to be achieved in the study programme (4)	
Planned results of the study course A (1)		X			
Planned results of the study course B (2)	X			X	
Planned results of the study course C (3)			X		
Planned results of the study course D (4)		X			

Compliance of the study programme “Name” with the state educational standard

Specify which state educational standard the study programme complies with.

- *Cabinet Regulation No. 141 Adopted on 20 March 2001 “Regulations Regarding the State Standard for First Level Professional Higher Education”*: <http://likumi.lv/doc.php?id=6397>
- *Cabinet Regulation No. 240 Adopted on 13 May 2014 “Regulations Regarding the State Academic Education Standard”*: <https://likumi.lv/doc.php?id=266187>
- *Cabinet Regulation No. 512 Adopted on 26 August 2014 “Regulations Regarding the State Standard for Second Level Professional Higher Education”*: <https://likumi.lv/doc.php?id=268761>

SAMPLE

Requirements *	As specified in the standard	Programme indicators
Volume of the study programme (CP)		
Duration of the implementation of the study programme		
Programme parts and their volume (mandatory, limited elective and elective part), including the volume of the final work		
Volume of contact lessons (%)		
Mandatory content according to the standard requirements		
Compliance with the requirements set out in the Environmental Protection Law and Civil Protection and Disaster Management Law		
Degree to be awarded		
Options to continue education process		
Basic principles and procedure for evaluation of the acquisition of the study programme		
Description of the study traineeship (if applicable)		

*According to the applicable state educational standard

ANNEX NO.

(K10.)

Compliance of the study programme “Name” with the occupational standard (*if applicable*)

Basic information about the relevant occupational standard and electronic link to the relevant occupational standard.

SAMPLE

Knowledge required to perform basic tasks of the professional activities	Relevant study courses in the study programme “...”	CP amount of the study course
Conception level		
Comprehension level		
Usage level		

Compliance of the study direction and its relevant study programmes with legislative requirements

In order to assess compliance of the study direction and its relevant study programmes with legislative requirements:

1. Add samples of the diploma and its annex to be issued upon acquisition of the study programme.
2. Confirmation from the rector, director of the HEI, manager of the study programme or direction that knowledge of the official language of the academic staff involved in the implementation of the relevant study programmes of the study direction complies with regulations regarding the amount of the knowledge of the official language and the procedures for examination of the knowledge of the official language for the performance of professional duties and duties of office.
3. If doctoral study programmes are implemented within the study direction, add a confirmation that the academic staff of the doctoral study programme has at least five doctors, at least three of whom are experts (approved by the Latvian Council of Science) in the branch or sub-branch of science in which the scientific degree is planned to be awarded by the study programme.
4. If academic study programmes are implemented within the study direction, add a confirmation that the academic staff of the academic study programmes complies with the requirements specified in Clause 3, Paragraph 1, Section 55 of the Law on Higher Education Institutions.
5. Add a confirmation and justification that the remuneration of the academic staff complies with the regulations regarding the remuneration for the work of pedagogues.
6. Add a sample/s of the study contract.
7. If academic study programmes provided for less than 250 full-time students are implemented within the study direction, add a relevant opinion of the Council of Higher Education in accordance Paragraph 2, Section 55 of the Law on Higher Education Institutions