

## **The guidelines for the preparation of an application for study programme licensing and description of study programme**

The guidelines are developed on the basis of the methodologies for the external evaluation (licensing) of the quality of study programmes and are subject to the provisions of Cabinet Regulation No. 408 of 14 July 2015 "Regulations Regarding Licensing of Study Programmes".

The purpose of the guidelines is to provide the higher education institution<sup>1</sup> (hereinafter – HEI) with a structured framework to prepare the description of the study programme for licensing of the study programme. The guidelines define the information to be included in the description of the study programme, its desired structure and form, as well as provide a sample of the application for licensing of the study programme. Observance of the unified guidelines for the description of the study programme will facilitate the work of both the HEIs in the process of the description of the study programme, and of the experts in the process of the assessment of the study programme.

### **The description of the study programme 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;
- indicating future plans, projects and prospects.

Preparing the description of the study programme, the HEI shall provide information in accordance with the assessment criteria set out in the guidelines. Assessment criteria are followed by guidelines (in italics) to describe, analyse and assess them. 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 description of the study programme, being present during the visit of the experts. The description of the study programme is an integral part of the study programme’s licensing process.

The application for licensing of the study programme and description of the study programme must be submitted in a paper format, attaching the electronic version of the document on a data carrier, or in an electronic format. Document submitted in a paper format must be numbered and stitched in such a way that its 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.

### **The structure of the description of the study programme:**

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<sup>1</sup>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, and institutes).

Table of contents

Part I - Justification of creation of the study programme and compliance with the study direction and strategy of the HEI

Part II - Management of the study programme

Part III - Resources and provision of the study programme

Part IV - Content and implementation mechanism of the study programme

Part V - Employment opportunities of the graduates

Part VI - Compliance of the study programme with the provisions of regulatory enactments

Part VII - Annexes

Other documents at the discretion of the HEI

(on the official form of the HEI)

Place

Date (dd/mm/yyyy), document number

Attn.: Academic Information Centre

## APPLICATION

for licensing of the study programme “Name”

Name of the higher education institution	
Number of the certificate on registration with the Register of Educational Institutions	
Legal address of the higher education institution	
Phone number	
E-mail	
Name of the study programme	<i>Academic bachelor's study programme “Geography”</i>
Name of the relevant study direction of the study programme	<i>Geography and Earth Sciences</i>
Code of the study programme in accordance with the Latvian Education Classification	<i>43440</i>
Duration of implementation of the study programme and its volume (CP)	<i>3 years or 3 years and 6 months, 120 CP</i>
Type and form of the study programme (specifying in particular distance learning, if applicable)	<i>Full-time, intramural form – 3 years; Part-time, intramural form – 3 years and 6 months;</i>
Language of the implementation of the study programme	<i>Latvian, English, Russian</i>
Admission requirements	<i>Secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification	<i>Natural sciences bachelor's degree in geography</i>
Name and code of occupation in the classification of occupations, relevant Cabinet Regulations (fill in if it is a professional study programme)	<i>Occupation name (code in the classification of occupations)</i>
Place of the implementation of the study programme (specifying where the study programme will be implemented, i.e. higher education institution or its branch, college or its branch)	<i>17 Rīgas Street, Riga, LV-1010, Branches: 2 Vaļņu Street, Cēsis, LV-1050</i>
Director of the study programme (name, surname, degree and/or professional	<i>Dr.oec., professor Ance Ance, <a href="mailto:Ance.Ance@aic.lv">Ance.Ance@aic.lv</a>, 29XXXXXX</i>

<i>qualification, position, e-mail and phone number)</i>	
Person authorized by the higher education institution to deal with the matters referred to licensing <i>(name, surname, academic/scientific degree, position, e-mail and phone number)</i>	<i>Dr.oec., professor Jānis Jānis,</i> <a href="mailto:Janis.Janis@aic.lv">Janis.Janis@aic.lv</a> , 29XXXXXX

(Signature of the rector of the higher education institution/director of the college)

## **TABLE OF CONTENTS**

<b>Part I - Justification of creation of the study programme and compliance with the study direction and strategy of the higher education institution.....</b>	<b>6</b>
<b>Part II - Management of the study programme.....</b>	<b>7</b>
<b>Part III - Resources and provision of the study programme.....</b>	<b>7</b>
<b>Part IV - Content and implementation mechanism of the study programme .....</b>	<b>9</b>
<b>Part V - Employment opportunities of the graduates .....</b>	<b>11</b>
<b>Part VI - Compliance of the study programme with the provisions of regulatory enactments.....</b>	<b>11</b>
<b>Part VII - Annexes.....</b>	<b>15</b>

## **Part I - Justification of creation of the study programme and compliance with the study direction and strategy of the higher education institution**

### **1. Creation of the study programme**

*Justification of why the study programme was created, describing uniqueness of the study programme and specifying its aims, objectives and planned study results.*

*Description of the process of creation of the study programme, specifying the parties involved in creation of the study programme (e.g. teaching staff<sup>2</sup>, employers, etc.) and type of their involvement.*

*Information about the organized independent expertise of the study programme, adding the given opinion or report in the annex.*

*Information about the institution which performs the certification of persons (if applicable – in the field of regulated professions), providing the opinion of the institution in the annex.*

*Decision made by the Senate of the HEI or Council of the college on creation of the study programme.*

*The opinion of the Council of Higher Education on academic study programmes provided for less than 250 full-time students shall be added in the annex (if applicable).*

### **2. Compliance of the study programme with the relevant study direction of the HEI and strategy of the HEI**

*Justification of the compliance of the study programme with the study direction of the HEI, as well as with the strategy of the HEI, providing an electronic link to the strategy of the HEI.*

### **3. Compliance of the study programme with the trends of the relevant industry in the countries of the European Union and in the world**

*Analysis of the compliance of the study programme with the trends of the relevant industry in the countries of the European Union and in the world.*

*Justification of why the study programme is compared with the study programmes of the relevant HEIs. Key conclusions shall be specified in the comparison analysis.*

*Add in the annex the comparison of the study programme (in tabular format) with at least two study programmes of the same level and of the relevant sector, which are implemented by HEIs recognised in the countries of the European Union (except for the Republic of Latvia) (see the recommended sample of the comparison table in Annex 1).*

### **4. Development prospects of the study programme**

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<sup>2</sup> 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.

## **Part II – Management of the study programme**

### **1. Management of the study programme**

*Description and assessment of the study programme management, specifying the involved parties and structural units, their duties and responsibilities.*

*A schematic management structure of the study programme shall be added in the annex.*

- 2. Description of the public, employers, employers' organisations and other organisations of the relevant industry involvement in the process of creation and further improvement of the study programme**
- 3. Description of students' involvement in the process of creation and further improvement of the study programme (including the work planned by the HEI about the use of the results of students' opinion surveys)**
- 4. Description and assessment of the quality assurance system of the study programme (if it is a joint study programme, then a joint quality assurance system must be described and assessed)**

*Description and assessment of the quality assurance system of the study programme; compliance of the system with the 1<sup>st</sup> part of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).*

*A table with the summarized information shall be added in the annex (see the recommended sample in Annex 2).*

- 5. Information on students' options to continue studies under another study programme or in another HEI**

*Information about contracted HEIs and where this information is available for students.*

*Add in the annex a document confirming that the HEI will ensure for students an option to continue the acquisition of education under another study programme or in another HEI (a contract with another accredited HEI), if the implementation of a study programme is discontinued, or a document that confirms that the HEI guarantees to students a compensation for losses, if the study programme, due to actions of the HEI (actions or failure to act), is not accredited, or the licence is cancelled, and the student does not want to continue studies under another study programme.*

## **Part III – Resources and provision of the study programme**

- 1. Information on the financial resources required for the implementation of the study programme**

*Information about the sources of financial resources required for the implementation of the study programme and calculation of the study programme costs (including the*

*amount of necessary funding, the number of students required to ensure a high-quality study process).*

## 2. Description and assessment of the teaching staff involved in the implementation of the study programme

*Justification of selection of the teaching staff involved in the implementation of the study programme; criteria laid down for the teaching staff's selection process and their analysis, including compliance of the teaching staff's qualification with the provisions of regulatory enactments. Compliance of the teaching staff's qualification with the requirements referred to in Section 55 of the Law on Higher Education Institutions shall be additionally assessed in case of an academic study programme.*

*Summary and analysis, including quantitative indicators and analytical resume, giving examples of scientific activities, research and/or artistic creation of the teaching staff involved in the implementation of the study programme (for the last 6 years, specifying achievements that correspond to the field of the study programme being licensed).*

*Add in the annex a list of all members of the teaching staff to be involved in the implementation of the study programme (see the recommended sample in Annex 3) The list shall be signed by all members of the teaching staff specified therein. Participation of the foreign teaching staff in the study programme may be certified by signature of the director of the study programme, attaching documents that confirm their participation in the study programme.*

*Creative and scientific biographies of all members of the teaching staff involved in the implementation of the study programme shall be added in the annex (Curriculum Vitae in the Europass format).*

*A list with teaching staff's scientific publications that are related to study programme and published in reviewed editions within the last six years, or a list of achievements in research or artistic creation shall be added in the annex (it is desirable to sort them by significance).*

## 3. Information about the structural units and necessary ancillary staff involved in the implementation of the study programme

*Information about the structural units involved in the implementation of the study programme (departments, groups of professors, laboratories, institutes, etc.), specifying their objectives in the implementation of the study programme, as well as description of the ancillary staff required for the implementation of the study programme, specifying its objectives.*

## 4. Description and assessment of the infrastructure and material and technical provision

*Description and assessment of the infrastructure and material and technical provision provided for the implementation of the study programme, its availability for students and teaching staff.*

## 5. Informational support

*Description and assessment of the library and databases available for students, including the following aspects:*



- *working hours of the library ensure the availability both for informational resources and students' needs;*
- *number/area of premises, accessibility for independent study and research activities;*
- *services provided by the library;*
- *literature is available in the library for the implementation of the study programme;*
- *databases of the required field which are available for students;*
- *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.*

#### 6. Methodological support (guidelines, methodologies, manuals, etc.)

*Description and assessment of the methodological support provided for the implementation of the study programme, its availability for students (including information systems of the HEI (e.g. e-learning environment, etc.), their functions, and use in the study process).*

#### 7. Provision for the implementation of the study programme in the form of distance learning (if applicable)

*If the study programme is implemented in the form of distance learning, describe and assess the infrastructure, premises and specific equipment, as well as methodological and informational support provided for distance learning.*

*If the study programme is implemented only in the form of distance learning, the provision shall be described by aspects mentioned in sections 1 to 6 of this part.*

#### 8. Provision for the implementation of the study programme in a branch (if applicable)

*If the study programme is implemented in a branch of the HEI, describe and assess financial and infrastructure resources, material and technical provision, methodological and informational support, administrative and technical staff, as well as teaching staff provided for the implementation of the study programme in the branch.*

*If the study programme is implemented only in the branch, the provision shall be described by aspects mentioned in sections 1 to 6 of this part.*

## **Part IV – Content and implementation mechanism of the study programme**

### 1. Content of the study programme

*Description of the study programme content, analysing and assessing study courses/modules of the study programme, their relevance and compliance with the trends of the relevant industry and science. Analysis of the results and aims planned to be achieved during the study courses, and correlation between them and results and aims of the study programme.*

*Curriculum of the study programme for all intended forms of the implementation of the study programme shall be added in the annex (see the recommended sample for full-time studies in Annex 4).*

*Descriptions of the study courses/modules shall be added in the annex, sorting them sequentially according to the curriculum (descriptions of the study courses must be attached in all languages the study programme is supposed to be implemented in). The mandatory information to be included in the study course description on the basis of Section 56<sup>1</sup> and Section 56<sup>2</sup> of the Law on Higher Education Institutions is specified in Annex 5.*

*Description and assessment of the correlation of the study courses/modules, methodologies used for its creation, aim of correlation (e.g. correlation between the results of the study courses/modules and those of the study programme, showing how the results of a certain course/module contribute to achieving the results of the study programme, etc.).*

*Correlation of the study courses/modules shall be added in the annex in tabular format (see the recommended sample in Annex 6).*

*Assessment of the interrelation between the study courses/modules and their compliance with the aims of the study programme and results to be achieved.*

## **2. Provision of traineeship for students (if applicable)**

*Description and analysis of the aim and significance of students' traineeship for execution of the final graduation work and for achieving the general aims of the study programme. Description and analysis of the provision of traineeship for students. Principles for selection of cooperation institutions and their contribution to achieving the general aims of the study programme.*

*Rules of traineeship shall be added in the annex.*

*A table that summarizes employers' contracts of intents (certifications) with regard to provision of traineeship for students shall be added in the annex (see the recommended sample in Annex 7).*

## **3. The implementation mechanism**

*Description and analysis of the mechanism for the implementation of the study programme, specifying how the student-centered education principles are taken into account during the course of its creation and including information about organisation of the study process, describing also the system of achievement and evaluation of the study results, planned forms of control checks and their contribution to achieving the aims and planned study results of the study courses and study programme.*

## **4. Implementation mechanism of the study programme in the form of distance learning (if applicable)**

*If the study programme is implemented in the form of distance learning, describe and assess the implementation mechanism of the study programme, the system of evaluation of the achievements and organisation of control checks (methods and procedures), and mechanism for observance of the academic integrity principles.*

*If the study programme is implemented only in the form of distance learning, the implementation mechanism shall be described by aspects mentioned in section 3 of this part.*

5. Scientific activities, research and/or artistic creation within the study programme

*Planned involvement of the teaching staff and students in scientific activities, research and/or artistic creation within the study programme, mechanism for its promotion and correlation between the aim of the study programme and results to be achieved.*

## **Part V – Employment opportunities of the graduates**

1. Employment forecast and opportunities for the graduates

*Assessment of the employment forecast and opportunities for the graduates in accordance with the demand in the labour market and relevant industry and with the acquired degree and/or professional qualification.*

2. Compliance of the skills and competencies acquired by the graduates with the development trends of the labour market and relevant industry

*Description of the compliance of the study results of the study programme and skills and competencies acquired by the graduates with the medium- and long-term development trends of the labour market and relevant industry and with skills and competencies to be required in future.*

## **Part VI – Compliance of the study programme with the provisions of regulatory enactments**

1. Compliance of the study programme with the state educational standard

- *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>

<b>Requirements *</b>	<b>As specified in the standard</b>	<b>Programme indicators</b>
Volume of the study programme (CP)		
Duration of the implementation of the study programme		

Parts of the study programme 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 ( <i>not applicable to the first level professional higher education study programmes</i> )		
Degree or professional qualification, or degree and professional qualification to be awarded		
Basic principles and procedure for evaluation of the acquisition of the study programme		
Description of the study traineeship ( <i>if applicable</i> )		

\*According to the applicable state educational standard

2. Compliance of the study programme with the occupational standard (specify the occupational standard the study programme complies with) (*if applicable*)

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

3. Compliance of the study programme with requirements if a doctoral study programme is implemented (*if applicable*)

No.	Criterion	Justification
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1.	At least five persons with a doctoral degree in the branch of science corresponding or related to a doctoral study programme are participating in the implementation of the study programme who have been elected to the academic positions in the relevant HEI and at least three of whom are experts approved by the Latvian Council of Science in the relevant field of science	<i>Explanation</i>
2.	The scientific and pedagogical qualification of the persons with a doctoral degree conforms to the criteria laid down in the regulatory enactments regarding assessment of the scientific and pedagogical qualification of an applicant for the position of a professor and associate professor	<i>Explanation</i>

4. Compliance of the study programme with the requirements laid down for the joint study programme (Section 55<sup>1</sup> of the Law on Higher Education Institutions) (*if applicable*)

<b>No.</b>	<b>Criteria</b>	<b>Compliance</b>
1.	The HEI together with a partnering institution/-s have entered into a written agreement about the implementation of the joint study programme	<i>Copy of the agreement shall be attached in the annex</i>
2.	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	<i>Explanation</i>
3.	The HEI and partnering institutions involved in the implementation of the study programme shall each implement at least one tenth of the entire relevant study programme	<i>Explanation</i>
4.	Unified requirements with regard to 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	<i>Explanation</i>

	study programme together form a unified content and consecutive joint study programme	
5.	The HEI and partnering institutions have jointly developed a quality assurance system for the joint study programme	<i>Explanation for "Management and implementation of the study programme"</i>
6.	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	<i>Explanation</i>
7.	Mobility of the academic staff is ensured in order that they might also teach at least in one partnering institution	<i>Explanation</i>
8.	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	<i>Explanation</i>
9.	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, and this content complies with Cabinet Regulation "Procedure according to which State-recognised documents of higher education are issued"	<i>Explanation and sample to be added in the annex</i>
10.	Confirmation that the partnering institution/-s is/are recognized in the relevant country ( <i>applicable if the study programme is implemented together with a foreign institution</i> ).	<i>Explanation and confirmation to be added in the annex</i>

## Part VII – Annexes

	Annex No. (recommended sample is given)*	Submission form**
<b>Justification of the implementation of the study programme and compliance with the study direction and strategy of the HEI</b>		
Decision made by the Senate of the HEI or Council of the college on creation of the study programme		PE
Strategy of the HEI		E
Independent expertise of the study programme – given opinion or report		PE
Opinion of the institution which performs the certification of persons in the field of regulated professions and in which the HEI implements study programmes ( <i>if applicable</i> )		PE
Opinion of the Council of Higher Education in accordance with Paragraph 2, Section 55 of the Law on Higher Education Institutions ( <i>if applicable</i> )		PE
Comparison with study programmes of other HEIs	Annex 1	E
<b>Management of the study programme</b>		
Schematic management structure of the study programme		PE
Compliance of the study programme with the 1 <sup>st</sup> part of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).	Annex 2	PE
Contract/agreement/certification regarding students' options to continue studies under another study programme or in another HEI		PE
<b>Resources and provision of the study programme</b>		
List of the teaching staff involved in the implementation of the study programme.	Annex 3	PE
Biographies of the teaching staff (Curriculum Vitae in the Europass format).		E
List with teaching staff's scientific publications that are related to study programme and published in reviewed editions within the last six years, or a list of achievements in research or artistic creation		PE
<b>Content of the study programme</b>		
Curriculum of the study programme	Annex 4	PE
Descriptions of the study courses	Annex 5	E
Correlation of the study courses	Annex 6	E
Rules of traineeship ( <i>if applicable</i> )		E
Employers' contracts of intents (certifications) with regard to provision of traineeship for students ( <i>if applicable</i> )	Annex 7	PE
<b>Compliance of the study programme with the provisions of regulatory enactments</b>		

Sample of the study contract		E
Sample of the diploma and its annex to be issued upon acquisition of the study programme.		E

*If a joint study programme is being implemented:*

<b>Compliance of the study programme with the regulatory enactments</b>		
Written agreement with the HEI involved in the implementation of the study programme regarding creation and implementation of the joint study programme		PE
The content of the diploma, as well as of the annex appended to the diploma to be issued jointly by the HEI and partnering institution		E

\* Reference to the number of the annex which has a sample in the annexes to these guidelines

\*\*P – paper format, E – electronically, PE – 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.*



## **Recommended samples of the Academic Information Centre**

The samples are of advisory nature; the HEI may submit the relevant information in the form preferred by it.

Annex 1

### **Comparison with study programmes of other higher education institutions**

**SAMPLE**

	Study programme	Study programmes being implemented in HEIs of the European Union	
		Study programme of the 1 <sup>st</sup> HEI	Study programme of the 2 <sup>nd</sup> HEI
Name of the HEI			
Name of the study programme			
Duration of studies			
Volume			
Comparison of the study courses and their volume			
Study results			
Final examinations			

**Compliance of the study programme with the 1<sup>st</sup> part of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)**

SAMPLE

<b>1<sup>st</sup> part of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).</b>	<b>How the ESG is observed within the study programme</b>
1.1. Policy for quality assurance	
1.2. Design and approval of programmes	
1.3. Student-centered learning, teaching and assessment	
1.4. Student admission, progression, recognition and certification	
1.5. Teaching staff	
1.6. Learning resources and student support	
1.7. Information management	
1.8. Public information	
1.9. On-going monitoring and periodic review of programmes	

List of the teaching staff involved in the implementation of the study programme.

SAMPLE

<b>No.</b>	<b>Name/Surname</b>	<b>Degree and/or professional qualification</b>	<b>Electable status in the HEI (Yes/no)</b>	<b>Position</b>	<b>Implemented study courses/modules</b>	<b>Level of knowledge of foreign languages (<i>if the programme is implemented in a foreign language</i>)</b>	<b>Signature</b>

Curriculum of full-time studies of the study programme “*name*”

SAMPLE

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

## Descriptions of the study courses

The following information shall be included in the descriptions 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
  - Calendar of the study course (thematic plan);
  - 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).

Information to be additionally included:

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

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.

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

## Correlation of the study courses

## 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)					
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			
Planned results of the study course E (5)				X	

Employers' contracts of intents (certifications) with regard to provision of  
traineeship for students

## SAMPLE

Contracting party	Subject of the contract	Period of validity of the contract