

## **The guidelines for the preparation of the joint report of the experts for study programme licensing**

The guidelines for the preparation of the joint report of the experts for study programme licensing (hereinafter – the guidelines) are developed in accordance with Subparagraph 2.3 of Cabinet Regulation No. 408 of 14 July 2015 "Regulations Regarding Licensing of Study Programmes" and are subject to the requirements set forth in these regulations.

The purpose of the guidelines is to provide the experts with a structured framework to prepare the joint report about licensing of the study programme. The experts shall prepare the joint report within the study programme's licensing process.

### **The joint report shall be prepared by the experts:**

- 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;
- providing recommendations for the elimination of the deficiencies found (in a short-term period) and for the improvement of the study programme (in a long-term period).

Preparing the joint report, the experts shall assess all assessment criteria specified in the guidelines. Each assessment criterion is followed by aspects (in italics) which are to be taken into account when assessing the relevant criterion. At the discretion of the experts, they also may assess other aspects which are significant for the assessment of the relevant criterion. Assessing each criterion, the experts shall analyse the available information, giving examples and reference to the information specified in the application of the higher education institution<sup>1</sup> (hereinafter – HEI) and in the description of the study programme, as well as the information obtained during the visit.

The experts shall analyse each criterion and make conclusions, specifying strengths and weaknesses of the HEI with regard to the compliance with the assessment criterion in the study programme.

Assessing the compliance of the study programme with the provisions of regulatory enactments, the experts shall evaluate each criterion as follows: "compliance", "non-compliance" or "partial compliance", and shall provide fact-based justification.

Preparing their joint report about the study programme, the experts shall agree on the evaluation of the criteria. If the experts' opinion regarding any of the criteria differs, the different opinion shall be specified in the joint report.

In the end of the joint report, the experts shall provide a summary and conclusions regarding the study programme, which shall take into account both the assessment of the study content (Part I – V) and compliance assessment (Part VI).

---

<sup>1</sup>The definition "higher education institution" used herein is applicable to all higher education and science institutions mentioned in the Law on Institutions of Higher Education 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).

In the part with recommendations, the experts shall provide justification for the recommendation about licensing of the study programme (to license or not license the study programme), as well as short-term recommendations for the elimination of the deficiencies detected, and long-term recommendations for further improvement of the study programme.

The joint report of the experts shall be prepared electronically and shall be submitted in an electronic and paper format. The report submitted in a paper format shall be drawn up in duplicate and signed.

After licensing is completed, the joint report of the experts shall be published in the Register of Study Directions.

### **The structure of the joint report of the experts**

Information about the experts

Information about the study programme

- I. Justification of the creation of the study programme and compliance with the study direction and the strategy of the HEI
- II. Management of the study programme
- III. Resources and provision of the study programme
- IV. Content and implementation mechanism of the study programme
- V. Employment opportunities of the graduates
- VI. Compliance of the study programme with the provisions of regulatory enactments
- VII. Assessment
- VIII. Recommendations

Expert's different opinion (*if applicable*)

Joint report of the experts for licensing of the study programme within  
the study direction

## STUDY PROGRAMME

(name)

Name of the higher education institution

The experts recommend to license / not to license the study programme.

Experts:

1. Expert, degree / professional qualification, name, surname (signature)
2. Expert delegated by the Employers' Confederation of Latvia, name, surname (signature)
3. Expert delegated by the Student Union of Latvia, name, surname (signature)

Date (dd/mm/yyyy)

### Information about the experts

|  |  |          |                  |
|--|--|----------|------------------|
| Name   |  | Surname  |                  |
| Workplace  |  | Position |                  |
| Degree / professional qualification  |  |          |                  |
| Assessing the study programme, I do hereby confirm that I HAVE/DO NOT HAVE a conflict of interest. |  |          | <i>Signature</i> |

| Expert delegated by the Employers' Confederation of Latvia   |  |          |                  |
|--|--|----------|------------------|
| Name   |  | Surname  |                  |
| Workplace  |  | Position |                  |
| Degree / professional qualification  |  |          |                  |
| Assessing the study programme, I do hereby confirm that I HAVE/DO NOT HAVE a conflict of interest. |  |          | <i>Signature</i> |

| Expert delegated by the Student Union of Latvia  |  |         |                  |
|--|--|---------|------------------|
| Name   |  | Surname |                  |
| Assessing the study programme, I do hereby confirm that I HAVE/DO NOT HAVE a conflict of interest. |  |         | <i>Signature</i> |

|   |   |
|---|---|
| Visit to the HEI  | <i>Date</i>   |
| The joint report prepared according to the observations made during the visit and the following sources | <i>Full reference to a document, database, other source and place in it. If the document is not publicly available, it shall be added to the annex, indicating consecutive number for each document (external regulatory enactments, additional information requested by the experts)</i> |

### Information about the study programme

|    |  |  |
|----|--|--|
| 1. | Name of the HEI  |  |
| 2. | Name of the study direction  |  |
| 3. | Study programmes in the study direction  |  |
| 4. | Name of the study programme  |  |
| 5. | Education classification code of the study programme   |  |
| 6. | Language of the implementation of the study programme  |  |
| 7. | Type and form of the implementation of the study programme (also for distance learning)  |  |
| 8. | Place of the implementation of the study programme   |  |
| 9. | Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (code in the classification of occupations) |  |

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

*Assessing the criterion, please analyse the following aspects:*

- 1. Justification of creation of the study programme and its development process;*
- 2. Compliance of the study programme with the study direction of the HEI and 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;*
- 4. Development prospect of the study programme.*

Analysis

Conclusions, specifying strengths and weaknesses

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

*Assessing the criterion, please analyse the following aspects:*

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

Analysis

Conclusions, specifying strengths and weaknesses

## **III. Resources and provision of the study programme**

Resources and provision planned for the implementation of the study programme (including branches and distance learning, if applicable) are suitable for the implementation of a high-quality study process that complies with the current trends in the relevant industry.

*Assessing the criterion, please analyse the following aspects:*

1. *Financial provision;*
2. *Teaching staff<sup>2</sup>;*
3. *Support provided by the involved structural units and necessary auxiliary teaching staff;*
4. *Infrastructure and material and technical provision;*
5. *Informational support;*
6. *Methodological support.*

Analysis

Conclusions, specifying strengths and weaknesses

#### **IV. Content and implementation mechanism of the study programme**

The content of the study courses and curriculum of the study programme complies with the requirements of the relevant industry and current activities. The mechanism provided for the implementation of the study programme (also for distance learning, if applicable) complies with the set aims of the study programme and study results to be achieved, as well as with the student-centered education principles. Scientific activities, research and/or artistic creation of the teaching staff and students are related with the aim of the study programme and study results to be achieved, as well as with the content of the study courses.

*Assessing the criterion, please analyse the following aspects:*

1. *Content of the study programme;*
2. *Provision of traineeship for students;*
3. *Mechanism for the implementation of the study programme;*
4. *Scientific activities, research and/or artistic creation.*

Analysis

Conclusions, specifying strengths and weaknesses

#### **V. Employment opportunities of the graduates**

Employment opportunities of the graduates are based on the labour market demands which is confirmed by the employers of the relevant industry; and they are in compliance with

---

<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.

the medium- and long-term development trends of the labour market and with skills and competencies to be required in the future.

*Assessing the criterion, please analyse the following aspects:*

- 1. Compliance of the employment opportunities of the graduates with the medium- and long-term demand of the labour market and the relevant industry;*
- 2. Compliance of the skills and competencies acquired by the graduates with the medium- and long-term development trends of the labour market and the relevant industry.*

Analysis

Conclusions, specifying strengths and weaknesses

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

| No. | Criterion   | Compliance | Non-compliance | Partial compliance | Justification |
|-----|---|------------|----------------|--------------------|---------------|
| 1.  | If an academic study programme is provided for less than 250 full-time students, a relevant opinion of the Council of Higher Education has been received in accordance with Paragraph 2, Section 55 of the Law on Institutions of Higher Education  |            |                |                    |               |
| 2.  | Documents proving that the HEI will ensure an option for students of the relevant study programme to continue the acquisition of education within other study programme or in other HEI in case of termination of the study programme (financial justification or contract with another accredited HEI) |            |                |                    |               |
| 3.  | Qualification of the teaching staff complies with the conditions and requirements of the implementation of the study programme which are specified in the regulatory enactments that regulate education,  |            |                |                    |               |

|    |  |  |  |  |  |
|----|--|--|--|--|--|
|    | also ensuring that at least five professors and associated professors together, who are elected to the academic positions by the relevant HEI, take part in the implementation of the academic study programme, except for the cases mentioned in Paragraph 2, Section 55 of the Law on Institutions of Higher Education   |  |  |  |  |
| 4. | Each member of the academic staff has either publications published in reviewed editions within the last six years, including international editions (if they have worked for a shorter period of time, the number of publications shall be in proportion to the work period), or artistic creation achievements (for instance, exhibitions, films, theatre performances and concert activity), or a five-year work experience (except for the experience in the implementation of the study programme) in accordance with the Law on Institutions of Higher Education |  |  |  |  |
| 5. | The language skills of the teaching staff comply with at least the B2 level according to the European language levels (specified levels are available on the website <a href="http://www.europass.lv">www.europass.lv</a> ), if it is intended to implement the study programme or a part thereof in a foreign language  |  |  |  |  |
| 6. | The study programme complies with the national standard of academic education or the standard of professional higher education   |  |  |  |  |
| 7. | If professional qualification is acquired after the completion of the study programme, the programme complies with the occupational standard and the occupational standard of the respective professional qualification is valid   |  |  |  |  |
| 9. | The descriptions of study courses contain all required information, and the descriptions of study courses and study materials have   |  |  |  |  |



|     |  |  |  |  |  |
|-----|--|--|--|--|--|
|     | been prepared in all languages, in which the study programme is implemented  |  |  |  |  |
| 10. | The sample of the study contract complies with the mandatory provisions to be included in the study contract   |  |  |  |  |
| 11. | The sample of the diploma and its annex to be issued upon the completion of the study programme complies with the procedure according to which state-recognised documents of higher education are issued |  |  |  |  |

*Fill in if a doctoral study programme is being assessed:*

| No. | Criterion   | Compliance | Non-compliance | Partial compliance | Justification |
|-----|---|------------|----------------|--------------------|---------------|
| 1.  | At least five persons with a doctoral degree in the branch of science related or relevant to a doctoral study programme are involved in the implementation of the study programme who have been elected to the academic positions in the relevant HEI and at least three of which are experts approved by the Latvian Council of Science in the relevant field of science |            |                |                    |               |
| 2.  | The scientific and pedagogical qualification of the persons with a doctoral degree comply with the criteria set forth in the regulatory enactments regarding the assessment of the scientific and pedagogical qualification of an applicant for the position of a professor and associate professor   |            |                |                    |               |

*Fill in if a joint study programme is being assessed:*

| No. | Criteria   | Compliance | Non-compliance | Partial compliance | Justification |
|-----|--|------------|----------------|--------------------|---------------|
| 1.  | The HEI together with a partner institution/-s have entered into a written agreement about the implementation of the joint study |            |                |                    |               |

|     |  |  |  |  |  |
|-----|--|--|--|--|--|
|     | programme  |  |  |  |  |
| 2.  | The study programme shall be formed by the parts of study programmes of the same level of higher education implemented by the HEI and partner institutions   |  |  |  |  |
| 3.  | The HEI and partner institutions involved in the implementation of the joint study programme shall each implement at least one tenth of the entire relevant joint study programme  |  |  |  |  |
| 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 study programme together form a unified content and consecutive joint study programme |  |  |  |  |
| 5.  | The HEI and partner institutions have jointly developed a quality assurance system for the joint study programme   |  |  |  |  |
| 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 partner institutions  |  |  |  |  |
| 7.  | Mobility of the academic staff is ensured in order that they might also teach at least in one partner institution  |  |  |  |  |
| 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                   |  |  |  |  |
| 9.  | The content of the diploma, as well as of the annex appended to the diploma to be issued jointly by the HEI and partner institutions is specified, and this content complies with Cabinet Regulation "Procedure According to Which State-Recognised Documents of Higher Education are Issued"            |  |  |  |  |
| 10. | Confirmation that the partner institution is recognized in the relevant foreign country (applicable if the study programme is implemented together with a foreign institution)   |  |  |  |  |

## **VII. Assessment**

*Summary and conclusions about the study programme, taking into account the assessment of both the study content (Part I-V) and compliance (Part VI)*

## **VIII. Recommendations**

*Justification of the recommendation to license or not to license the study programme.  
Recommendations for improvement of the study programme or elimination of the deficiencies (in the short-term and long-term period).*

**If the opinion of experts regarding any assessment criterion differs, please specify the different opinion.**

*Expert's name, surname, the different opinion, specifying assessment criterion and providing justification*