

**REGULATIONS FOR THE DEVELOPMENT, APPROVAL AND AMENDMENT
OF THE STUDY PROGRAMMES AT THE BALTIC INTERNATIONAL ACADEMY**

I. Development and approval of a new study programme

1. The study programme is developed in compliance with

1.1. the Law on Higher Education Institutions

1.2. the Law on Scientific Activity,

1.3. the Regulation of the Cabinet of Ministers

No. 795 “Regulations Regarding Licensing of Study Programmes ”

1.4. the guidelines developed by the Academic Information Centre “On the development of nature of licensing of the study programme”;

1.5. the criteria developed by the Academic Information Centre for assessment of the licensing requirements of the study programme;

1.6. the Regulation of the Cabinet of Ministers No. 793 “Regulations Regarding Opening and Accreditation of Study Directions”;

1.7. the Regulation of the Cabinet of Ministers No. 240 “Regulations on the state academic education standard” or the Regulation of the Cabinet of Ministers No. 512 “Regulations on the state standard of second level professional higher education” or the Regulation of the Cabinet of Ministers No. 141 “Regulations on the First Level Professional Higher Education State Standard”;

1.8. the requirements of relevant Professional Standard for professional study programmes;

1.9. the compliance of the study programme with the specific normative regulation of the respective field, e.g., the Law on Psychologists, the procedure for the professional unified state examination for the professional qualification of a lawyer, etc. (if applicable).

2. Sequence of development and approval of a new study programme:

2.1. decision of the BIA Study Methodological Council on the development of a new study programme and appointment of a potential director of the study programme, which is approved by the BIA Senate;

2.2. development of the content of the study programme directed by the potential director of the study programme;

2.3. decision of the study direction council regarding the content of the study programme (results to be achieved by the study programme, study plan, names and volumes of the study courses);

2.4. preparation of the package of documents for review of the study programme by the study programme council, study direction council, the BIA study methodological council and the Senate;

2.5. decision of the BIA Study Methodological Council on the submission of the study programme for approval to the BIA Senate;

- 2.6. independent examination of the study programme including the substantiation of usefulness of the study programme implementation and indicating the significant differences between the study programme and the similar study programmes of the same level and the same study direction implemented by the BIA. Independent expertise of the study programme can be performed by the specialists of relevant field (but not those who have participated in development of the programme) or representatives of the other higher education institutions / colleges. Examination is organized by the head of the study direction;
- 2.7. submission of the document package of the study programme for review to the Study Direction Council;
- 2.8. evaluation of the study programme in the Study Direction Council and the BIA Study Methodological Council and evaluation of decision to recommend the approval of the study programme by the BIA Senate;
- 2.9. decision of the Senate on the approval of the study programme;
- 2.10. preparation of the application for licensing of the study programme in AIC in accordance with the Regulations of the Cabinet of Ministers “Regulations on Licensing of Study Programmes” and the guidelines developed by AIC for development of study programme licensing profile.
3. In the course of development of a new study programme the following is to be considered
- 3.1. the external experts, representatives of the relevant field, students, alumni, etc., who are not members of teaching staff of the BIA are to be involved in the development of the content of the study programme;
- 3.2. at least 3 professors and associate professors elected to the academic positions in the BIA have to participate in the implementation of the mandatory part and part of the limited choice of the study programmes;
- 3.3. at least 5 doctors, of which at least three are experts in the relevant field approved by the Latvian Council of Science, have to participate in the implementation of the academic doctoral study programme;
- 3.4. at least 5 persons with a doctoral degree have to participate in the implementation of the professional doctoral study programme in the arts;
- 3.5. applications for a new study programme plan for the 1st and 2nd semester of the study course, internship, etc. are to be submitted to the BIA Study Department for registration in the BIA course register by March 1 of the year of commencement of studies;
- 3.6. in case of a joint study programme:
- 3.6.1. the partner institution may be another Latvian accredited higher education institution or a foreign higher education institution recognized by the respective country (there must be an official document certifying that the partner institution is recognized in the respective country) and a written agreement on the development, implementation and issuance of diplomas is to be concluded;
- 3.6.2. the joint study programme may be implemented in the official languages of the European Union;
- 3.6.3. the joint study programme has to meet the following requirement:
- it consists of two parts of the same higher education level developed by the higher education institution and partner institution;
 - the BIA and partner institution each contribute in its implementation at least one tenth (1/10) of the entire respective study programme;
 - the higher education institutions have uniform requirements regarding the implementation of the joint study programme, final examinations, award of degrees and professional qualifications;
 - parts of the joint study programme together form a substantively unified and consecutive study programme;
 - the BIA and partner institutions have jointly established the quality assurance system of the joint study programme;

- student mobility is ensured which allows to acquire a proportionate and significant part of the joint study programme also in one or more partner institutions;
- mobility of academic staff is ensured to allow teaching also in at least one partner institution;
- the degree or professional qualification to be awarded as a result of acquisition of the joint study programme has been determined which corresponds to the degree or professional qualification system to be obtained in the studies specified in the regulatory enactments of Latvia;
- the BIA and the partner institutions have established the type of a diploma and annex to it to be issued:
- in case of a joint diploma its content and form of it and its annex are determined by the Cabinet of Ministers of the Republic of Latvia;
- the BIA diploma.

4. The study programme document package contains:

4.1. study programme description report developed by the Study Center on the basis of the documents referred to in the Clause 1 hereof, which contains:

- 4.1.1. general description of the study programme;
- 4.1.2. aims of implementation of the study programme and the study results to be achieved;
- 4.1.3. compliance of the study programme with the study direction;
- 4.1.4. resources and characteristics of material and technical provision;
- 4.1.5. description of the study content and implementation mechanism;
- 4.1.6. characteristics of the teaching staff;
- 4.1.7. description of compliance of the study programme with the requirements of regulatory enactments;

4.2. characteristic type annexes:

- 4.2.1. comparison of the study programme with two study programmes of higher education institutions and colleges of the same level and corresponding to the same field recognized in the countries of the European Union;
- 4.2.2. compliance of the study programme with the requirements of the joint study programme (if applicable);
- 4.2.3. compliance of the study programme with the content of state education;
- 4.2.4. compliance of the study programme with the professional standard (if applicable);
- 4.2.5. assessment of compliance of the doctoral study programme with the requirements of regulatory enactments (if applicable);
- 4.2.6. study programme planning for all intended forms of study programme implementation;
- 4.2.7. study course / module programmes / applications.
- 4.2.8. mapping of study courses / modules;
- 4.2.9. study internship practice regulations (if applicable);
- 4.2.10. compliance of the study programme with the standards and guidelines for quality assurance of the European Standards and Guidelines (ESG) Part 1;
- 4.2.11. letters of intent of employers regarding the provision of student internships (if applicable);
- 4.2.12. list of the teaching staff involved in the implementation of the study programme;

4.2.13. Curriculum Vitae in the Europass format

4.2.14. list of scientific publications of the teaching staff in the last six years related to the study programme in peer-reviewed publications or a list of achievements of research or artistic creation;

4.2.15. the BIA Senate decision on the approval of specific study programme;

4.2.16. opinion of the institution performing person certification in the field of regulated professions and in which the BIA is implementing the study programme (if applicable);

4.2.17. opinion of the independent experts on the study programme;

4.2.18. documents certifying that the BIA students will have the opportunity to continue their education in the other study programme or the other higher education institution or college (agreement with the other accredited higher education institution or college) in case implementation of the study programme will be terminated;

4.2.19. document certifying that the BIA guarantees a compensation for losses to the students of a particular study programme in case the study programme is not accredited due to the fault of the BIA, or the license is revoked and the students do not want to continue their studies in the other study programme offered by the BIA;

4.2.20. opinion of the Council of Higher Education in case it is intended that in the developed academic study programme there will be less than 250 full-time students (pursuant to the provisions of Clause 55 part 2 of the Law on Higher Education Institutions);

4.2.21. the BIA confirmation that at least 5 professors and associate professors together, elected to the academic positions in the BIA will participate in the implementation of the mandatory part and part of the limited choice of the study programme;

4.2.22. the BIA certificate of the relevant foreign language skills of the teaching staff involved in implementation of the study programme (at least at B2 level according to the European Language Proficiency Assessment levels www.europass.lv) in case the study programme or a part of it is intended to be implemented in the foreign language,

or Latvian language skills (at least B2 level) in case the study programme or a part of it is intended to be implemented in the Latvian language and the lecturer has not acquired secondary or higher education in the Latvian language;

4.2.23. sample of the study agreement;

4.2.24. sample of a diploma issued for acquisition of the study programme;

4.2.25. the BIA Regulations “On Recognition of Knowledge, Skills and Competences Acquired Outside of Formal Education or Professional Experience”;

4.2.26. procedure for academic recognition at the BIA;

4.2.27. the BIA confirmation that the academic staff of the doctoral study programme consists of at least 5 doctors, of which at least 3 are experts approved by the Latvian Science Council in the field or sub-field of science in which the study programme intends to award a scientific degree;

4.2.28. in the case of a doctoral study programme - confirmation of the BIA that the scientific and pedagogical qualifications of Doctor of Sciences meet the criteria for assessing the scientific and pedagogical qualifications of a candidate for the position of professor and associate professor set forth in regulatory enactments;

4.2.29. in the case of a joint study programme - a written agreement with the higher education institution or college involved in the implementation of the study programme regarding the development and implementation of the joint study programme is to be attached;

5. Package of study programme documents prepared for review by the BIA Study Direction Council is to be submitted electronically 2 weeks before the planned meeting of the Study Direction Council. Package of documents may not include the information specified in Clauses 4.2.13. - 4.2.29 hereof.

6. Evaluation of the study programme in the Study Council:

6.1. within two weeks before the meeting of the Study Council the prepared package of study programme documents is to be sent electronically to the members of the Council.

6.2. At the meeting of the Study Council with the participation of the potential director of the study programme the content of new study programme, usefulness of its implementation and differences from similar study programmes of the same level and the same study field implemented by the BIA are to be evaluated;

6.3. in case of a positive decision, the Study Council has to recommend the approval of the study programme to the BIA Senate;

6.4. if the corrections to be made in the documents of the reviewed study programme upon the recommendation of the Study direction council are very significant, their implementation is to be repeatedly reviewed by the Study direction council. In case the corrections can be made, the documents are to be finalized and sent within three working days to the Study direction council. Decision of the Study direction council is to be sent to the BIA Senate for consideration.

7. Approval of the study programme in the BIA Senate:

7.1. Study direction council has to recommend the approval of the study programmes to the BIA Senate;

7.2. Study direction council has to submit the study programme document package to the BIA Senate;

7.3. When approving the study programme the BIA Senate also approves the director of the study programme.

8. Director of the study programme has to submit to the AIC the application (the form developed by the Study Centre) regarding the licensing of the study programme not later than within 4 weeks after the decision making by the BIA Senate.

9. Application signed with a secure electronic signature according to the requirements of the Law on Electronic Documents and the description of the study programme are to be submitted in electronic form in the AIC information system.

10. Study programme to be implemented in the next study year is to be licensed not later than by April of the calendar year.

11. Within one month since the date of receipt of the license the implementation of the study programme is to be started.

12. Changes in the study plan of a licensed / accredited study programme are to be made according to the order of the Vice-Rector for Studies "On the study programme plans and approval of their changes".

II Introduction of changes to a licensed or accredited study programme

13. In case of necessity to close a licensed or accredited study programme or change its:

13.1. code in accordance with the Latvian education classification;

13.2. study direction;

13.3. name;

13.4. volume, duration of implementation, type of studies, form, language of implementation;

13.5. admission requirements (regarding previous education);

13.6. degree to be obtained, professional qualification to be awarded or degree and name of professional qualification;

13.7. address where the study programme is implemented;

the relevant application is to be submitted to the Academic Information Centre.

14. Procedure for making changes:

14.1. director of the study programme has to initiate the consideration of desired changes by the study programme council. In case director of the study programme wishes to change the name of the study programme, professional qualification or degree to be obtained or duration or scope of the study programme he has to prepare substantiation of the need for changes and the modified study plan. In case director of the study programme wishes to change the language of implementation he has to prepare all study course programmes / applications in English in the BIA study course register;

14.2. upon the proposal of the Study direction council, the changes are to be reviewed by the BIA and GFK Interuniversity Study Methodological Council;

14.3. in case the changes are approved the BIA Study methodological council has to review the extract of the Minutes of the meeting and the substantiation of changes are to be submitted for review to the BIA Senate not later than 2 weeks before the regular meeting;

14.4. The BIA Senate makes a decision on the introduction of changes in the respective study programme;

14.5. director of the study programme has to prepare the application to AIC for introduction of changes to the study programme in AIC in accordance with the Regulations of the Cabinet of Ministers of the Republic of Latvia "Regulations Regarding Licensing of Study Programmes" and submit it to AIC within 30 days after approval of changes by the BIA Senate;

14.7. application signed with a secure electronic signature according to the requirements of the Law on Electronic Documents and description of the study programme are to be submitted in electronic form in the AIC information system.