

APPROVED

In the BIA Senate meeting on 11.12.2013.
Minutes No.112

(with amendments,
the BIA Senate meeting on 13.12.2023
Minutes No.161)

Baltic International Academy REGULATIONS OF THE FIELD OF STUDIES COUNCIL

The field of study council (hereinafter - the Council) performs coordinating work between science study programs of the Baltic International Academy (BIA) corresponding to the field (sub-field) of study; implements general quality control of the study scientific work in accordance with the goals and objectives of the study programs; in this work are involved academic staff and students in its work.

1. Composition of the field of study council

1.1. Numerical composition of the Council depends on the number of study programs corresponding to the field of study. The Council consists of the head of the field of study, directors of study programs, students and employers. The chairman of the Council is the head of the field of study.

1.2. Numerical composition and personnel composition of the Council is approved by the Senate upon the proposal of the head of the field of study. The term of office of the Council is three years.

1.3. The Council meeting is quorate if at least half of the Council members are present. The Council takes decisions by open voting with a simple majority. Only members of the Council have the right to vote.

2. Basis of the activities of field of study Council

2.1. Council meetings are convened regularly, at least once a semester, or at the suggestion of the Council chairman in order to discuss and solve current problems. The secretary of the Council notifies the members of the Council in writing or by e-mail about convening of the regular meeting not later than three days before the day of the meeting.

(amended on 13.12.2023, senate minutes No. 161)

2.2. Minutes of the Council meeting. The minutes are drawn up within three working days after the meeting and are signed by the chairman of the Council and secretary of the meeting introduces the minutes to the members of the Council by sending it by e-mail.

3. Duties, responsibilities and rights of the field of study Council

3.1. The Council ensures monitoring of the study process quality. The Council discusses and approves the new study program. The Council discusses and approves the changes in the study programs corresponding to the field of study and justification for the changes in the existing study programs.

3.2. The Council shall consider and approve course descriptions for the relevant field of study programme, as well as substantial changes and clarifications to an existing course of study in the course description, which shall be approved by the Council as a new course of study.

(amended on 13.12.2023, senate minutes No. 161)

3.3. Based on the results of the survey of students, alumni and employers, the BIA reviews the data analysis and evaluation report and makes a decision on the need to improve the study programme. The final decision on changes to the study programme shall be taken by the BIA Senate.

3.4. The Council prepares and accepts the annual self-evaluations of the study programs corresponding to the field of study and the chairman of the Council submits them to the Senate for Approval. The Council examines and approves topics of the final theses of the study courses corresponding to the field of study.

(amended on 13.12.2023, min. No. 161)

3.5. The Council organises high-quality methodological support for the promotion of research-based studies in the study programmes of the fields of study:

3.5.1. The task of the Council's methodical work is to improve the existing and introduce new principles, forms and methods in the study process. Methodical work is a complex of activities that ensures:

- learning and implementation of innovative methods of methodical work;
- ensuring the study process with methodical documentation of the study process;
- increasing the qualification of academic staff in methodical work;
- improvement of classes and independent work of students of all levels (Short cycle, bachelor's, master's and doctoral study programs).

3.5.2. The Council discusses study methodical materials related to the studies and recommends them for publication. Study methodical materials include:

- textbooks;
- teaching methodical means (including chronology, dictionary, practical, methodical instructions for full-time and part-time students, teaching tasks and materials for seminars and practical classes, and other similar materials);
- descriptions of study programs and study courses, methodological instructions for organizing the study process and internships, methodological materials for monitoring students' knowledge, organization of students independent work, writing and designing study papers, final theses in a separate field of study, and other similar materials).

3.5.3. Research, generalization and implementation of innovations in pedagogical experience, new forms and methods of training related to open educational space and the most important trends of the Bologna process in the study process. Preparation of recommendations for the implementation of pedagogical innovations, techniques and methodologies in the study process.

(amended on 13.12.2023, min. No. 161)

3.6. The Council examines compliance of the applicant to the academic position with the requirements (education, degree, years of work, activities, publications, participation in conferences) and recommends to the BIA Senate candidates for election to academic positions up to and including the position of Assistant Professor.

3.7. If there are vacant academic staff positions in the field of study, the Council can consider and propose to the BIA Senate to support for a period of up to 2 years' appointment of an assistant - for the position of lecturer, lecturer - for the position of docent, docent - for the position of associate professor, associate professor - for the position of professor from the academic staff involved in the

study programs corresponding to the field of study. The Council can consider the issue of announcing a competition for the position of associate professor and professor and submit a request to the BIA Senate for the announcement of a competition.

3.8. Members of the Council perform other tasks that correspond to the competence of the Council. Material and technical base of the Council is provided by the head of the field of study.

3.9. The work in the Council is paid in accordance with *the Regulations on the organization of BIA payment for work*.