

Confirmed at
Art Academy of Latvia
Senate meeting of 29 January 2019

Changes in the Bylaws confirmed at
Art Academy of Latvia
Senate meeting of 10 March 2023,
Minutes No. 21

BYLAWS ON PROCEDURE FOR THE IMPLEMENTATION OF STUDY PROGRAMMES AT THE ART ACADEMY OF LATVIA

1. Basic principles of the implementation of study programmes

1.1 Studies at the Art Academy of Latvia (hereinafter — LMA) are organised in line with the LMA Constitution, the Law on Higher Education Institutions, Law on Scientific Activities and the applicable laws and regulations — laws of the Republic of Latvia, regulations of the Cabinet of Ministers, orders of the Ministry of Education and Science of the Republic of Latvia and other legislative documents in force in the Republic of Latvia and affecting the area of competence of the LMA, its “Bylaws on Study Arrangements at the Art Academy of Latvia” as well as the standards of international activities of higher education institutions, including the Bologna Guidelines.

1.2 The Bylaws on the Procedure for Implementation of Study Programmes at the Art Academy of Latvia (hereinafter — Bylaws) govern the establishment, internal approval, supervision and periodic review of bachelor’s, master’s, doctoral and further education study programmes, including the main principles and main aspects of programme structure, content and management, as well as reorganisation and dissolution.

1.3 The practical solution of certain matters referred to in the Bylaws shall be determined by other normative documents of the Republic of Latvia and the LMA.

1.4 Basic principles and terms used in the Bylaws:

1.4.1 The objective of the bachelor's study programme is to provide a set of knowledge, skills and competence in accordance with level 6 of knowledge, skills and competence of the qualification framework specified in the Classification of Latvian Education. The content of the bachelor's study programme ensures a scientifically sound achievement of a wide range of study outcomes. The bachelor's degree programme may be organised in the relevant field of arts and/or science and in the thematic area of education.

1.4.2 The objective of the master's study programme is to provide a set of knowledge, skills and competence in accordance with the level 7 of knowledge, skills and competence of the qualification framework specified in the Classification of Latvian Education. The content of the Master's study programme ensures the achievement of study outcomes that include the acquisition of in-depth theoretical knowledge and the development of research skills and competences in the chosen field of science and/or art and thematic field of education.

1.4.3 The objective of the doctoral study programme is to provide a set of knowledge, skills and competence in accordance with level 8 of knowledge, skills and competence of the qualification framework specified in the Classification of Latvian Education. The content of the doctoral study programme ensures the achievement of study outcomes that includes the acquisition of in-depth theoretical knowledge and the development of research skills and competences in the chosen field of science and/or art and thematic field of education.

1.4.4 Doctoral study programmes may be implemented as academic doctoral study programmes; following the completion thereof and the defence of the thesis a scientific doctoral degree is obtained; alternatively they are implemented as professional doctoral study programmes in arts, following the completion thereof and the theoretical research, development and defence of the thesis, a professional doctoral degree in arts is conferred.

1.4.5 If the development trends in the field of art, design and art science or the historical traditions of the Art Academy of Latvia require so, bachelor's, master's or doctoral programmes may be implemented in one thematic area of education in several groups of programmes of the respective thematic field of education.

1.4.6 Study discipline — a set of study programmes defined and accredited in accordance with the Law on Higher Education Institutions. In accordance with the strategic speciality of the LMA it implements the study discipline 'Arts'. The historical term 'discipline' can be used in the LMA, taking into account the use of the term 'discipline' in the Constitution of the LMA, provided that it does not contradict the use of the corresponding term in the Law on Higher Education Institutions.

1.4.7 A study programme includes all requirements necessary for the acquisition of the academic degree or professional qualification in higher education. The study programme is governed by a special document — description of the content and implementation of studies which:

- 1) sets the requirements for prior education;
- 2) determines the field of study the study programme corresponds to;
- 3) according to the level and type of education it determines:
 - (a) the aim of the specific study programme and the study outcomes planned at the end of the study programme, including the planned study courses, study modules and the study outcomes intended for them,
 - (b) content of the education offered,
 - (c) volume of the compulsory, restricted elective and elective parts of the study programmes and the distribution of credit points among them,
 - (d) educational criteria for the achievement and assessment of learning outcomes, forms and procedures for examination;
- 4) includes a list of the academic staff involved in the implementation of the programme, their qualifications and expected duties. The implementation of the compulsory part and the restricted elective part of academic study programmes shall involve not less than five professors and associate professors in total who have been elected to their academic positions at the respective higher education institution, except for in the cases provided for in Article 55(2) of the Law on Higher Education Institutions. The academic doctoral study programme shall be implemented with the participation of at least five persons with doctoral degrees, at least three of whom shall be experts in the relevant field approved by the Latvian Council of Science. The professional doctoral study programme in the arts shall be attended by at least five persons holding a doctoral degree (until 31 January 2024, professors of arts may also attend the professional doctoral study programme in the arts);
- 5) includes a list of the structural units involved in the programme implementation (departments, groups of professors, laboratories, institutes, etc.), indicating their role in programme implementation;
- 6) includes a description of the support staff required, indicating their tasks;
- 7) includes a description of the physical facilities required for the programme implementation;
- 8) assesses the costs of the programme;
- 9) includes justification that the study programme is in line with the university or college's development strategy and available resources.

1.4.8 Accredited study programme — a study programme that corresponds to a specific study discipline of a higher education institution or a university accredited in line with the procedure established by law. The term of accreditation of an accredited study programme shall not exceed the term for which the corresponding study discipline at the higher education institution or college is accredited.

1.4.9 If this is determined by development trends in the sector of art, design and art science, or if the Art Academy of Latvia implements the study programme in cooperation with other higher education institutions, the part of the study programme corresponding to one group of study programmes may be designated as a sub-programme. If trends in the sector of art, design and art history so dictate, several sub-programmes may be implemented within the same study programme.

1.4.10 If trends or historical traditions in the field of art, design and art history dictate so, study programmes or sub-programmes may be implemented within the same or several specialities. Specialities may correspond to the Latvian science sectors 6.4 or 6.5, the relevant sub-sectors or parts thereof, mentioned in the Regulation on Latvian science sectors and sub-sectors (Cabinet of Ministers Regulation No. 49 of 23.01.2018).

1.4.11 Corresponding structural units — departments — are established for the implementation of one or several specialities within the framework of a study programme. According to the LMA Constitution, departments represent a particular speciality and unite the academic staff of the LMA involved in the implementation of the speciality's study courses. The departments must ensure and control the development of the specialities within their competence during the study programmes and the entire study process of the Academy. The department is chaired by a Head of Department who is accountable to the Senate and the Rector for the relevance of their speciality or specialities to the study programmes of the LMA.

1.4.12 Workshops may be held to organise the practical or technological aspects of specialised studies. The structural units of the speciality may be united in faculties or divisions for the purpose of innovation and research.

1.4.13 Contact lesson — is a period of direct contact between the academic staff and students, during which the achievement of the purposes and tasks of study programme is implemented in accordance with the plan of the study programme and the duration of which is one academic hour.

1.4.14 Credit point — is a measurement unit for studies equalling the work volume of 40 academic hours of the student (one study week). One credit point is equivalent to 1.5 ECTS.

1.4.15 Study course — is the description of a system for knowledge, skills and competence appropriate for the study programme in a certain level and scope with the defined study results, for the achievement of which credit points are granted.

1.4.16 Study programme licensing — granting the right to a higher education institution, college, or their affiliates to implement a particular study programme.

1.4.17 Study module — a component of a study programme established by combining the courses or parts thereof that have a common goal and study outcomes to be achieved.

1.4.18 Study Council — the Study Council of the Art Academy of Latvia is a consultative body. It is set up to discuss the content of study programmes and the study process, and decisions proposed by it are examined by the Senate. The Study Council shall be established by a decision of the Senate and its term of office corresponds to the term of office of the Senate. The Study Council is composed of the heads of all study and research disciplines and sub-disciplines of the Academy, the heads of research-related departments and at least 20% of the students.

1.4.19 Study stage — any part of a study programme that is assessed and documented and involves the acquisition of knowledge, skills and competences, but is not a full programme of study.

1.4.20 Study results — is a set of knowledge, skills and competences to be acquired at the end of the study programme, study module or study course.

1.4.21 Accreditation of study discipline — an examination to determine the quality of the resources and ability of a university or college to implement the study programme corresponding to the particular study discipline in accordance with the requirements of regulatory enactments. The accreditation of the study discipline of a university or college entitles the university or college to

issue a state-recognised higher education diploma for successful completion of the study programme corresponding to the respective study discipline.

2. Elaboration, development and internal validation of study programmes

2.1 The following study programmes may be elaborated and implemented at the LMA:

2.1.1. bachelor's study programmes leading to an academic or professional bachelor's degree;

2.1.2. master's study programmes leading to an academic or professional master's degree;

2.1.3. doctoral study programmes leading to the degree of Doctor of Science or Professional Doctoral Degree in Arts.

2.2 New study programmes may be developed by a group of LMA academic staff, an LMA academic entity or a working group of the LMA established for this purpose and approved by a decree.

2.3 The new study programme is confirmed by the LMA Senate and the LMA Council.

2.4 In order to confirm a new study programme, the developers of the new study programme shall submit a description of the study content and implementation to the LMA Senate.

2.5 A description of a new study programme shall contain:

2.5.1 name of a study programme;

2.5.2 name of the study discipline corresponding to the study programme;

2.5.3 code of the study programme according to the Latvian classification of education;

2.5.4. scope of the study programme, the duration of full-time study, mode of study, form of study, with a particular reference to distance learning, and instruction language;

2.5.5 admission requirements;

2.5.6 degree to be awarded, the professional qualification or degrees to be awarded and the titles of the professional qualifications;

2.5.7 address of delivery of the study programme, indicating whether the study programme will be implemented by the LMA or its branch and the name of the intended head of study programme;

2.5.8 the description of a new study programme must include a description of the study content and implementation of the study programme in accordance with Article 55(1) of the Law on Higher Education Institutions;

2.5.9 compliance of the study programme with the national standard for academic education or the national standard for vocational higher education;

2.5.10 if applicable, the student traineeship regulations, a timetable and the employer's agreement of intent to provide student traineeships, indicating the expected number of traineeships;

2.5.11 a list of teaching staff involved in the implementation of the study programme;

2.5.12 a comparison of the study content, study results, structure and scope of the study programme with at least two study programmes of higher education institutions and colleges of the same level and in the same discipline recognised in the countries of the European Union (except the Republic of Latvia), indicating the study courses or study modules and their volume in credit points;

2.5.13 information on graduates' employment prospects according to the degree or professional qualification obtained and the involvement of employers in the development of the study programme;

2.5.14 information on the financial resources intended to finance the implementation of the study programme.

2.6 In addition to the documents referred to in Clause 2.5 of these Bylaws, the following must be added to the application for the licensing of a joint study programme:

2.6.1 information on the compliance of the study programme with the provisions of Article 55¹(2) and (3) [the Law on Higher Education Institutions](#).

2.6.2 a written agreement with the higher education institution or college involved in the implementation of the study programme on the development and implementation of a joint study programme.

2.7 An application and the documents accompanying it shall be submitted in hard copy, accompanied by an identical soft copy of the application on an electronic data carrier, or in electronic form.

2.8 When deciding on the licensing of a joint professional doctoral study programme in arts, which is developed by the LMA in cooperation with other higher education institutions, the LMA Senate shall assess the information referred to in Clause 2.5 of present Bylaws within the framework of the participation of the LMA, including the receipt of information on the list of teaching staff of the LMA to be included under Clause 2.5.11.

2.9 Prior to confirmation of the study programme, the LMA Senate organises an independent expert examination of the study programme, which includes grounds for the suitability of the study programme, also indicating the significant differences of the study programme from similar study programmes of the same level and in the same field of study implemented at the same university or college.

2.10 When deciding on the licensing of a joint professional doctoral study programme in arts, which is developed by the LMA in cooperation with other higher education institutions, the Senate of the LMA may adopt a resolution based on the independent examination of the study programme, referred to in Clause 2.9 of this Bylaws, carried out by the cooperating higher education institution.

2.11 The LMA Senate shall approve a new study programme if it complies with the strategic speciality of the LMA, the development strategy of the LMA, the applicable legislative acts governing the licensing of study programmes, and the suitability of its implementation is confirmed in an examination by an external study programme expert.

2.12 By means of a resolution of the LMA Senate appoints a person responsible for implementing the programme (head of the study programme), Study Council of the programme as well as the financial and technical support for the programme with a decision to introduce a new study programme.

3. Monitoring the performance of study programmes

3.1 The head or director of the study programme shall supervise the study programme.

3.2 The supervision of study programme activities, in accordance with the LMA “Bylaws on Study Arrangements at the Art Academy of Latvia”, is ensured in the bachelor level study programme by the Study Department, in the master level study programme by the Master's Study Programme, in doctoral level study programmes by the Doctoral Study Programme.

3.3 The content and quality of study programmes are monitored by the respective study programme councils.

3.3.1 The Study Programme Councils shall be established by the Senate and include the head of the relevant study programme (Head of the Study Department, Head of the Master's Programme and Head of the Doctoral Programme or Director of the Study Programme, as applicable), the heads of the departments involved in its implementation and the Vice-Rector for Studies and Research and the Vice-Rector for Creative and Administrative Work.

3.3.2 The Student Self-Government of the LMA shall delegate representatives of students representing study programmes of relevant level to work in the Study Programme Council, given that the student representatives are at least 20% of the total number of participants.

- 3.3.3 The Study Council shall elect its Chairperson at the first meeting. It is valid if at least 50% of the members of the Study Council participate in its work.
- 3.3.4 The work of the Study Programme Councils is ensured — the Study Department in the bachelor's study programme; the master's study programme — master's studies; the Doctoral study programme — Doctoral studies.
- 3.4 When implementing the joint study programme partly, the LMA Senate may establish a separate study programme council to ensure the content and quality of the programme, or delegate relevant functions to an existing council at the appropriate level, or delegate LMA representatives to work in the joint study programme.
- 3.5 Students are nominated by the Student Self-Government of the Art Academy of Latvia to the Study Programme Council.
- 3.6 Changes in the content of a study programme may be initiated by the study programme council, by the departments or divisions implementing the speciality, or by representatives of students, graduates, employers, professional associations or industry, who are included as external members of the study programme councils.
- 3.7 Changes to the content of study programmes proposed by the departments or divisions implementing the specialisation are subject to prior review and confirmation by the relevant departments or divisions.
- 3.8 Changes in the content of study programmes affecting the areas of speciality shall be coordinated with the departments or divisions implementing the speciality.
- 3.9 Changes to the study programme are confirmed by the programme's Study Council.
- 3.10 The Study Programme Council is not qualified to confirm:
- 3.10.1 changes in the name, code, place of implementation, form of implementation, instruction language of the study programme, professional qualification or degree to be obtained;
- 3.10.2 compliance of the study programme with the study discipline;
- 3.10.3 changes in the requirements established at the commencement of the study programme corresponding to the study discipline;
- 3.10.4 the changes made in the duration or scope of the study programme corresponding to the study discipline during the period of accreditation of the study direction exceed 20 per cent of the volume of the compulsory and restricted elective part of the study programme corresponding to the study discipline in credit points specified in the application for accreditation;
- 3.10.5 changes in the relevant study discipline or in the study programme corresponding to the study discipline are determined by changes in the number of elected academic staff since the previous accreditation of the study discipline, if they pertain to at least 20 per cent of the total number of elected academic staff working in the relevant study discipline or if at least 50 per cent of the total volume of academic work at the LMA in the relevant study discipline (not including the free elective parts of the study programme, of the programme or sub-programme, which are provided by the academic staff of other cooperating higher education institutions in a joint study programme) is no longer provided by academic staff of the LMA who are elected at the LMA.
- 3.11 Changes in the content of a study programme which correspond to those referred to in Clause 3.10 shall be approved by the LMA Senate and the LMA Council at the initiative of the Study Council, at the same time deciding on the necessary action by preparing an application for changes in the accredited study discipline, determining those responsible for preparing the changes and determining the resources for financing the actions necessary to implement changes.
- 3.12 Before changes to the content or quality management of the study programmes are approved, the most recently harmonised and approved version of the study programme is deemed to be valid.

The agreed and confirmed version of the study programme is approved by the Vice-Rectors for Studies and Research of LMA.

3.13 The Study Council of the LMA is convened to discuss the content, development and study process of study programmes.

4. Quality assurance and periodic review of study disciplines and programmes

4.1 Quality assurance in study programmes is implemented in accordance with the LMA Quality Management Policy.

4.2 The study programmes of the LMA are governed by a special document — Description of the content and implementation of studies.

4.3 The description of the study content and implementation of the LMA study programme shall be prepared by the heads of LMA study programmes within the time limit set by the LMA Senate.

4.5 The Head and/or Director of the Study Programme together with the departments involved in the implementation of the study programme, shall prepare a report on the study programme implemented in the previous academic year within the time limit set by the LMA Senate to ensure quality management and the periodic review thereof.

4.6 The report on the implementation of the study programme shall include the following data to verify:

4.6.1 compliance of the study programme with the requirements of the Law on Higher Education Institutions and other regulatory enactments;

4.6.2. compliance of the study base, science base (if applicable), information base (including libraries), material and technical base and financial base with the terms of study programme implementation and ensuring the achievement of study outcomes;

4.6.3 compliance of the qualifications of academic staff and visiting professors, visiting associate professors, visiting docents, visiting lecturers and visiting assistants with the terms of the implementation of the study programme and the provisions of laws and regulations;

4.6.4 study programme for obtaining a master's or doctoral degree is based on the achievements and findings of the relevant field of science or field of creative work;

4.6.5 linking study programmes to the labour market and the needs of industry development; cooperating with industry representatives and engaging them in content development or evaluation;

4.6.6 involvement of employers and cooperation partners in the development, evaluation and improvement of study programmes, preparation of scientific publications, implementation of creative and artistic projects and cooperation with the domain of economy, public and local governments;

4.6.7 data on the ratio of diploma holders to students matriculated to the programme, data on students who discontinue their studies, and the main reasons for dropping out of studies;

4.6.8 information about the employment or future study paths of the programme graduates.

4.7 At the same time, within the deadlines set by the LMA Senate, LMA structural units prepare and submit the LMA Senate and the Vice-Rector for Study Work the relevant information (annexes to the Study Discipline Improvement Report) providing information on their structural units:

4.7.1 scientific research activity;

4.7.2 international cooperation and internationalisation;

4.7.3 creative and artistic activity;

4.7.4 quality assurance;

4.7.5 alumni surveys to obtain feedback on disciplines and their expected future profession so that they recommend any supplements or modifications to the study content.

4.8 The Vice-Rector for Study Work shall collect the Study Programme Implementation Reports and information provided by the structural units of the LMA, as well as the previous year's Study Discipline Improvement Report and Study Discipline Improvement Plan and, on the basis of the aforesaid, prepare a report on the improvement of the study discipline, which shall include information to ensure that:

4.8.1. continuous improvement, development and efficiency of the study discipline is guaranteed in accordance with Article 5 (2.1) of the Law on Higher Education Institutions, the LMA, by implementing the internal quality assurance system:

a) criteria, conditions and procedures for evaluating the student's results, which make it possible to ensure that the expected study results are achieved and have been elaborated and published;

b) internal regulations and mechanisms for ensuring the qualification and work quality of academic staff have been elaborated;

c) information on student progress, employment of graduates, student satisfaction with the study programme, the effectiveness of the academic staff's work, available study funds and their costs, and other key performance indicators of the university are being collected and analysed.

4.8.2 The scientific research and artistic creation activities of LMA are in line with the level of development of science and creative work (if applicable);

4.8.3 cooperation with various Latvian and foreign organisations is implemented within the study discipline, which ensures the achievement of the study discipline objectives;

4.8.6 shortcomings and deficiencies identified during the previous evaluation period of the study discipline, if any, or of the recommendations made, if any, were implemented.

4.9 The report on the development of a study discipline is approved by the LMA Senate.

4.10 The Study Programme Council develops the Study Programme Development Plan based on the information provided in the Study Programme Report. This plan is submitted to the LMA Senate for update and confirmation.

4.11 The LMA Senate approves the Study Programme Development Plan and submits it to the Vice-Rector for Studies, the heads of the study programme and the Head of Quality.

4.12 The LMA Senate informs the structural units about the Study Discipline Improvement Report and the Study Discipline Improvement Plan.

4.13 The Vice-Rector for Studies and the heads of the Study Programme follow-up the implementation of the Study Discipline Improvement Plan.

5. Reorganisation and closure of study programmes

5.1 A decision on the reorganisation or closure of study programmes may be initiated by the Rector of the Academy of the LMA, the Study Council of the LMA or relevant Study Programme Council.

5.2 The decision to reorganise or close a study programme shall be taken by the LMA Senate, taking into account the strategic speciality of the LMA, the LMA Long-term Development Strategy and the applicable laws and regulations.

5.3 When deciding on the reorganisation or closure of a study programme, the interests of the students enrolled in that study programme shall be taken into account.

6. Final provisions

6.1 All issues related to the establishment, revision and implementation of study programmes at the LMA, which are not governed by the Bylaws, shall be regulated by the LMA Senate.