



CONFIRMED:
The Art Academy of Latvia
Senate 10.03.2023
Minutes No. 21

The Art Academy of Latvia Course Development and Updating PROCEDURE

1. General terms

1.1 The development, updating and use of the course descriptions at the Art Academy of Latvia (hereinafter referred to as LMA) is organised in compliance with Article 1(11'), Article 55, Article 55', Article 56¹, Article 56.2' of the Law on Higher Education Institutions and other external and internal legislative acts of the LMA.

1.2 Pursuant to Article 1(11¹) of the Law on the Higher Education Institutions, a course is a description of a system for the acquisition of knowledge, skills and competence appropriate for the study programme at a certain level and scope with the defined study results, for the achievement of which credits are granted.

1.3 According to Article 1(13) of the Law on Higher Education Institutions, a study module is a component of a study programme established by combining courses or parts thereof that have a common goal and study results to be achieved.

1.4 Pursuant to Article 1(15) of the Law on Higher Education Institutions the results are a set of knowledge, skills and competences to be acquired at the end of the study programme, study module or study course.

1.5 According to goals, objectives and expected results of the study programmes, the courses ensure such level of test and exam requirements and such evaluation procedures that Latvian and foreign higher education institutions mutually recognise the awarded degrees and titles, obtained diplomas and professional qualifications, as well as the completion of parts of study programmes.

2. Drafting and approval of study course descriptions

2.1 A study course description is a mandatory requirement before starting to teach any course. A new study course description is drafted by the faculty member who will teach the course.

2.2 The study course is elaborated according to goals, objectives and expected results of the study programmes. A study course description is written in the language of implementation of the study programme (specified in the accreditation sheet or in the application for licensing of the programme) and in accordance with the course description template (Annex 1), as well as Cabinet of Ministers Regulation No. 595 of 27.09.2022. "Regulation on Latvian science sector groups, science sectors and sub-sectors".

2.3 A university lecturer shall do the following in a study course description:

2.3.1 define requirements for starting the course;

- 2.3.2 define the goal of the course and the planned study results;
 - 2.3.3 outline the content of the course necessary to achieve the study results, include the course calendar, compulsory literature and additional literature, indicate other sources of information;
 - 2.3.4 describe the organisation and tasks of students' independent work;
 - 2.3.5 establish criteria for the evaluation of study results.
- 2.4 Once the study course description is complete, the university lecturer shall submit it to the head of the department for review and harmonisation at a meeting of the academic staff of the department.
- 2.5 Once the course description has been reviewed by the academic staff of the relevant study sector, the course description shall be submitted to the Vice-Rector for confirmation.
- 2.6 The Vice-Rector of Studies shall supervise the development, updating and use of study course descriptions.

3. Updating study course descriptions

- 3.1 A study course description shall be reviewed and updated at least once per academic year, adding the latest developments and information. The course description must be updated before the academic year in which the self-assessment report is being prepared for the regular accreditation of the study discipline. The course must be entered in the LAIS system of the LMA before the start of the current academic year.
- 3.2 If the changes and updates in the course description do not affect the study plan, i.e., the title, credits, type of examination and semester do not change, the changes are considered to be minor and examined only at a meeting of the relevant department and the changes shall be confirmed by the head of the department.
- 3.3 Responsible for updating the courses; for status and completeness of the teaching methodological materials used for the implementation of courses.
- 3.4 Annual self-evaluation of study programmes takes place once per academic year. It also includes a review of the content of study course descriptions and methodological materials, based on the student feedback, feedback from the head of study programme, and other information such as feedback from employers and industry experts regarding the quality of the course delivery.

Annex 1
**Study course
 Development and Updating
 PROCEDURE**

Academic bachelor's/master's/doctoral study programme “Art” of the Art Academy of Latvia

Course description

Study module name	<i>(only if the course is part of a study module)</i>
Study course name	
Study course code	
Study course type	Part A (compulsory), Part B (restricted elective), Part C (elective)
Study course level	Bachelor's level, master's level, doctoral level higher education
Academic year	
Semester	
Number of credit points to be awarded	LV _ CP/ECTS _ CP;
Scope of study course	Student's workload is hours, of which ___contact hours, ____ hours of independent work
Instruction language	
Position, qualification, full name of university lecturer	
Requirements for starting a course	
Study course goal	<u>Study course goal:</u>
The expected learning outcomes of the course (knowledge, skills, competences acquired by the student) that can be tested or measured	<u>Expected learning outcomes:</u>

Study course content (plan)		
<i>“L” for lecture, “S” for seminar, “D” for discussion, “N” for practical session, “GN” for group work session, “IN” — individual work session</i>		
Topic	Type of lesson/hour (contact hours) number	Tasks for independent work

1.		
2.		
3.		

Teaching methods	
Credit point requirements	
Assessment methods, forms and criteria	
Compulsory literature (compulsory sources)	
recommended reading	
Other information sources	
Learning outcome assessments on a 10 grade scale	

10 grading system	Verbal name of the assessment	Conceptual meaning and explanation
10	With distinction	<i>Exceptionally high rating.</i> <i>Intended for use in cases where a particularly high quality of study work is accompanied by a high level of creative work or scientific research. The learning outcomes achieved go beyond the requirements of the course, demonstrate a deep understanding of issues, and a diverse range of solutions to situations.</i>
9	Excellent	<i>The highest grade that can be used on an ongoing basis.</i> <i>Compatible with <u>very high quality</u> study work. The requirements of the course have been fully acquired. The learning outcomes achieved fully meet the requirements of the course, an ability to independently apply the acquired knowledge is acquired.</i>
		<i>Very good grade.</i> <i>Meets high (<u>very good quality</u>) level of the study work. Course requirements fully met, however</i>

8	Very good	<i>not deep enough understanding of some issues to apply their knowledge independently to more complex problems.</i>
7	Good	Good grade. <i>Corresponds to <u>good quality</u> of study work. In general the requirements for the acquisition of the course are fulfilled, but sometimes an inability to use the acquired knowledge independently is established.</i>
6	Almost good	Almost good grade. <i>Corresponds to <u>almost good quality</u> of study work. The requirements for the acquisition of the course are fulfilled, but insufficiently deep understanding of an issue and inability to use the acquired knowledge is established.</i>
5	Satisfactor y	Average grade. <i>Corresponds to a study work <u>quality that does not exceed the average quality requirements of the programme,</u> however, insufficient knowledge of some issues and inability to apply the knowledge acquired.</i>
4	Almost satisfact ory	Almost average grade. <i>Features a <u>quality of work that meets the minimum quality standards of the study programme.</u> in general the course is acquired, but insufficient understanding of a few principal concepts is established, with significant difficulties apparent in the practical use of the acquired knowledge.</i>
3	Low	Low grade. <i>Corresponds to <u>underperforming and low quality of study work.</u> Knowledge is superficial and incomplete, the student is not able apply them in actual situations. One cannot successfully pass study assignments with grade “3”.</i>
2	Very low	Very low grade. <i>Corresponds to <u>underperforming and very low quality of study work.</u> Superficial knowledge about certain issues only; the largest part of the course is not acquired. One cannot successfully pass study assignments with grade “2”.</i>
1	Failed	A failed assessment. <i>It indicates the <u>lack of quality of any type of study work.</u> No understanding of the basic problems of the course, almost no knowledge of the content of the course. The use of the grade shall be determined by the member of staff concerned and approved by the head of the structural unit. The student's low-quality study work does not meet the quality requirements of LMA.</i>