



**UNIVERSITY OF
LATVIA**

**Regulations on the University of
Latvia
Study Field Management**

APPROVED
by the UL Senate Decision No. 70
of 27012020
of 27.01.2020

Issued in accordance with the Article 55 of the Law on Higher Education Institutions³,
Regulations of the Cabinet of Ministers "Regulations on Opening and Accreditation of Study Fields",
Regulations of the University of Latvia on study programmes and further education programmes

I. General Provisions

1. The Regulations on the Management of Study Fields at the University of Latvia (hereinafter - the UL) determine the procedure for the management, quality assurance and development of study fields at the UL, the functions and operating principles of the Study Field Council, qualification requirements, duties, responsibilities and rights of the head of the study field and director of the study programme and head of the sub-programme of the field.
2. The Regulations apply to all study fields implemented by the University of Latvia, the study programmes included and developed therein, as well as to the opening and closing of study fields.
3. The staff involved in the management of the study field observe the requirements of regulatory enactments, decisions of the UL Senate, orders and instructions of the UL governance, UL administration and faculty administration, as well as decisions of the Study Field Council, the Faculty Council and UL Study Programme Quality Assessment Board (hereinafter - Board)

II. The UL Study Fields

4. The study fields implemented by the University of Latvia are defined in the Annexes to the Regulations.
5. The Faculty Council submits an application for opening of a new UL study field to the Board, which evaluates it and submits it to the UL Senate for approval. The Senate of the University of Latvia approves and directs the application for opening of a new study field for submission to the Ministry of Education and Science.
6. The study field of the University of Latvia is closed by a decision of the Senate of the University of Latvia, on the proposal of the Faculty Council or Faculty Councils involved in the implementation of the study field.

III. Study Field Council

7. The Study Field Council of the University of Latvia (hereinafter - the Study Field Council) is a collegial study field management institution, which supervises the academic, professional (including residency) and doctoral study programmes of all levels corresponding to one study field.
8. Inter-university study programmes can be formed by inter-university study programme councils, while ensuring the participation of the UL programme director in the field council.
9. For the resolution of particular issues and for the performance of certain functions of the Study Field Council, the Study Field Council may form sub-councils or commissions, whose composition, functions and chair shall be approved at the request of the Study Field Council by the Vice-Rector of the respective field.
10. Study Field Council shall consist of:
 - 10.1. the Head of Study Field Council;
 - 10.2. directors and sub-programme directors of all study programmes included in the study field;
 - 10.3. representatives of students studying in the study field programmes, not less than 20% of the composition of the field council. Student representatives are nominated by the Student Council;
 - 10.4. representatives of employers and study field partners who are not in employment relations with the University of Latvia (candidates are proposed by heads of structural units, heads of study fields and study programme directors, heads of sub-programmes);
 - 10.5. the graduates of the study field programmes who are not involved in the implementation of the field of study may be invited to join the Study Field Council;
 - 10.6. The composition of the Field Council can be enhanced by field professors, associate professors and other qualified specialists (candidates are proposed by the heads of structural units, heads of fields of study and study programme directors).
11. The composition of the Study Field Council is approved by the Vice-Rector for the respective field on the proposal of the Faculty Council.
12. The Study Field Council shall elect a Chairman, a Vice-Chairman, from among its members at the beginning of its term of office, and shall approve the Secretary on a

proposal from the Chairman (the Secretary may not be a member of the Study Field Council). The Head of the Study Field may not be the Chairman of the Study Field Council.

13. Functions of the Study Field Council:

- 13.1. to evaluate and approve the study field development plan in accordance with the UL normative regulations;
- 13.2. to implement the strategic management of the study field and to determine the objectives of study field development;
- 13.3. to evaluate and submit new study programme concepts for approval by the Commission;
- 13.4. to discuss, assess and direct the applications for licensing and accreditation of study programmes and related documentation for approval by the Faculty Council;
- 13.5. to discuss, assess and submit the annual study field report for approval by the Faculty Council;
- 13.6. to assess and submit changes in the study field programmes to the Faculty Council for approval, including proposals for the closure of the the study field programmes;
- 13.7. to consider the question of recognition of study courses acquired in previous study periods on the proposal of the director of the study programme or on the proposal of the student.

14. Organisation of Study Field Council meetings:

- 14.1. Study Field Council meetings is the main form of activity of the Study Field Council;
- 14.2. Study Field Council meetings shall be held not less than twice per semester;
- 14.3. The meeting is convened upon the request of the Chairperson of the Council, the Director of the study programme, the Dean, the UL governance, all student representatives at the Study Field Council or faculty Students' Council or, if several faculties are involved in the implementation of the study field, on the written proposal of the Student Councils of the respective faculties or 1/3 of the members of the Study Field Council. The day of the meeting of the Study Field Council shall be determined by the Chairman of the Study Field Council, but not later than two weeks after the receipt of the proposal for convening the meeting;

- 14.4. the Study Field Council meetings shall be open to the public. The Study Field Council may decide that the meetings of the Council shall be closed to the public, if this is necessary to meet the interests of the field of study;
 - 14.5. the chairman is responsible for drafting the agenda for the Study Field Council meeting. The agenda is approved by the Study Field Council;
 - 14.6. Proposals on issues to be discussed at the Study Field Council may be submitted by UL governance representatives, Board representatives, heads of structural units, study programme directors, student councils, academic staff members, as well as stakeholders - employers, professional organizations and governmental institutions;
 - 14.7. proposals and materials for the Study Field Council meeting shall be submitted to the Study Field Council secretary not later than ten days before the meeting;
 - 14.8. the secretary shall send the notice of the Study Field Council meeting, its draft agenda and materials to the members of the Study Field Council not later than one week before the meeting.
15. Decisions of the Study Field Council:
- 15.1. decisions of the Study Field Council shall be taken by a majority of the members present if at least half of the members of the Study Field Council are present. The election of the Chairperson and Deputy Chairperson of the Study Field Council shall be by secret ballot;
 - 15.2. if less than half of the members of the Study Field Council have attended the meeting, the matter shall be re-examined at the next meeting;
 - 15.3. for solving certain urgent issues, the Study Field Council may make decisions by the electronic voting procedure provided for by UL IT systems or from identifiable emails. The Secretary of the Study Field Council shall send the emails within two working days of receipt of the proposal;
 - 15.4. a decision may be taken by electronic vote if:
 - 15.4.1. none of Study Field Council members object to such a decision-making process. objections to the use of the electronic voting procedure must be sent to the Secretary of the Study Field Council not later than the end of the working day following the receipt of the draft decision;
 - 15.4.2. responses are sent by at least half of the Study Field Council members. responses must be sent within three working days, or by an agreed extended deadline upon receipt of the draft decision;

15.4.3. more than half of the responding Study Field Council members have voted in favour of the proposed decision;

15.4.4. the Study Field Council secretary shall electronically send the result of the vote and the decision taken to the Study Field Council members by the end of the next working day following the vote and shall follow the Study Field Council Chairman's instructions for further action. The decisions of the Study Field Council are placed in the UL System of Normative Acts.

IV. Head of Study Field

16. Each study field implemented by the University of Latvia has a study field head (hereinafter - Head of Study Field) who ensures the management and development of the study field.

17. The Head of the study field is approved by the Rector on the proposal of the Dean of the faculty.

18. The Head of study field is accountable to the Study Field Council and the Dean.

19. The qualification and competency of the Head of study field shall meet the following requirements:

19.1. the Head of study field shall be a professor, associate professor or assistant professor;

19.2. the Head of the study field has at least three years experience in the management of the study programme or studies administration;

19.3. the Head of the study field may be the director of the study programme. The head of study field cannot be the dean of the faculty.

20. The Head of the study field has the following responsibilities:

20.1. in cooperation with the study programme directors, to elaborate the study field development plan, promote its harmonization and implementation;

20.2. to encourage improvement of the study programmes in the field, reorganization of study programmes, creation of new study programmes, as well as closure of obsolete study programmes;

20.3. to supervise academic activities in the field of study and documentation related to the field of study;

20.4. in cooperation with the study programme directors, to carry out an annual assessment of the quality and development of the study field, to prepare an annual report and to submit it for further approval;

- 20.5. in co-operation with the study programme directors and the Academic Department to co-ordinate the development, approval and entry into the relevant information systems of the study field accreditation and substantial change documentation, to coordinate the external assessment of the study field or study programmes;
 - 20.6. to assess the evaluations and recommendations provided by external experts, as well as organize the elimination of the indicated shortcomings and implementation of recommendations;
 - 20.7. to evaluate the sufficiency of resources necessary for the implementation of the study field and to manage cooperation with external partners;
 - 20.8. to participate in meetings, where the issues of the study field are discussed, to inform about the topicalities in study field implementation;
 - 20.9. to promote the integration of research or creative work as well as innovative study methods into the study process.
21. The Head of study field has the following rights:
- 21.1. to set tasks for the directors of study programmes to implement the study field development plan and to ensure study quality;
 - 21.2. to receive the necessary information about the study field and the study programmes included therein from the UL information system, administration departments, faculty and study programmes directors;
 - 21.3. to represent the field of study in discussions related to it in collegial institutions or institutions outside the University of Latvia;
 - 21.4. to initiate discussion on activities necessary for the improvement of studies and to propose the examination of questions in the Study Field Council and in the decision-making bodies of the faculty;
 - 21.5. to be involved in the control of the enhancement, continuity and compatibility of study programmes implemented in the study field, as well as in the teaching staff assessment and development planning.

V. Study programme Director

22. Each study programme implemented by the University of Latvia has a study programme director who is responsible for the development, management and implementation of the study programme.
23. The director of the study programme is approved by the Senate on the proposal of the Faculty Council.

24. Acting Director of the study programme shall be approved by the Vice Rector for the respective field upon the proposal of the Faculty Council in the temporary absence of the Director.
25. The director of the study programme is a member of the Study Field Council of the respective branch and coordinates his/ her activities with the Head of the Study Field and Study Field Council.
26. The director of the study programme is accountable for his/ her activities to the dean of the faculty.
27. Qualification of the Director of study programme shall meet the following requirements:
 - 27.1. the director of undergraduate and graduate programmes must be a professor, associate professor, or associate professor;
 - 27.2. the director of the doctoral programme must be a professor; the Chairman of the Promotion Council may not be the director of the doctoral study programme;
 - 27.3. The director of a professional higher education programme other than a professional bachelor's, a professional master's or a second level professional study programme may be a lecturer.
28. The director of the study programme has the following duties and responsibilities:
 - 28.1. to ensure the operation of a successfully functioning, sustainable study programme at the University of Latvia in accordance with the procedure established by the University;
 - 28.2. to organize and manage the development of the structure and content of the study programme in accordance with the requirements of the particular science or national economy sector, as well as to prepare the documentation necessary for the licensing and accreditation of the study programme, to ensure its input into the information system;
 - 28.3. to make proposals and plan systematic improvement of the study programme in accordance with the study field development plan, recommendations and UL normative regulations;
 - 28.4. to organize and involve the programme teaching staff and branch directors, if the programme is implemented in the UL branches, in the attraction of students to be co-responsible for the enrollment of students and the number of graduates in accordance with the agreement between the University of Latvia and the Ministry of Education and Science;

- 28.5. to promote mobility of students and teaching staff of the study programme, attraction of foreign students to the respective study programme;
- 28.6. to make proposals to the Vice Rector, Dean, Head of the Department and Director of the Regional Centre of the University of Latvia, and to the directors of the branches, if the programme is implemented in the UL branches, on the necessary study environment improvement measures;
- 28.7. to prepare the annual study programme report in cooperation with the Head of the study field;
- 28.8. in cooperation with the Executive Director of the Faculty, to calculate the costs of the study programme and to keep track of the financial results of the programme;
- 28.9. to co-operate in the implementation and improvement of the programme with the students of the programme and representatives of the students' interests (head students, Students' Faculty Council, Student Council of the University of Latvia);
- 28.10. to co-operate with domestic and foreign higher education institutions and other study programmes directors of the University of Latvia on the issues of study content coordination and exchange of experience;
- 28.11. to co-operate with employers and professional organizations in the provision of study programme internships, study content and applied research, programme assessment and improvement in order to ensure learning outcomes demanded in labour market;
- 28.12. to recognize the study courses acquired in previous study periods at UL and other higher education institutions;
- 28.13. to examine the applications for the beginning of studies at later stages of studies and to prepare a recommendation to the Dean of the Faculty regarding the possibility to continue studies in a certain semester;
- 28.14. prior to the study period in another domestic or foreign higher education institution to evaluate and in writing to coordinate the possibility of recognition of the study course chosen by the student in the respective higher education institution by the particular UL study programme;
- 28.15. to evaluate and approve individual study plans chosen by students;

- 28.16. to update the study programme plan for the next academic year in accordance with the procedure established by the University of Latvia and to prepare the list of available elective study courses;
 - 28.17. to provide the necessary information to the employees who attend to the record-keeping of the study programme;
 - 28.18. to organize the updating of the study courses included in the study programme according to the procedure established by the University of Latvia;
 - 28.19. to analyse the results of students' surveys, to survey employers and graduates and to evaluate the results of the respective surveys, as well as to encourage and implement the necessary improvement measures;
 - 28.20. to promote the professional development of the teaching staff of the study programme on innovations in the higher education system and didactics of higher education and, taking into account the professional development needs of the teaching staff and the programme development plan, purposefully organize the exchange of teaching staff experience;
 - 28.21. discuss with the teaching staff involved in the programme the failures and shortcomings of their work and, if necessary, inform the head of department/ chair thereof;
 - 28.22. to inform at least once in the academic year the Study Field Council and the teaching staff involved in the implementation of the programme on the performance indicators and topicalities of the study programme;
 - 28.23. to regularly follow up-to-date information and recommendations of the leading European higher education organizations (European University Association, European Higher Education Quality Association, European University Foundation, European Student Association, etc.) on study programme design, development and management.
29. Rights of the study programme Director:
- 29.1. to receive the information necessary for the successful implementation of the programme from the University of Latvia, the Dean of the Faculty, the Executive Director, the Head of the study field, the students and the persons responsible for the study programme record-keeping;
 - 29.2. to participate in meetings of UL institutions, where decisions are held on the operation of the respective study programme and sub-programme;

- 29.3. to participate in the evaluation of the teaching staff and planning of professional development;
- 29.4. to propose replacement of teaching staff in study courses.

VI. Head of study sub-programme

30. If a sub-programme provides a specific qualification or specialization, it shall have the Head. In this case, part of the study programme Director's duties is performed by the Head of the sub-program.
31. The Head of the sub-programme is approved by the Faculty Council. If several faculties are involved in the implementation of the study programme, the Head of the sub-programme shall be approved by the Faculty Council which grants the corresponding degree or qualification on the proposal of the deans of the faculties involved in the implementation of the programme.
32. The sub-program head is a member of the relevant Field Council.
33. The Head of the sub-programme is accountable for their activities to the Director of the study programme.
34. The qualification of the sub-programme head shall meet the following requirements:
 - 34.1. the Bachelor's and Master's sub-programmes should be supervised by a professor, associate professor or associate professor, and doctoral sub-programmes - by a professor;
 - 34.2. the sub-programme of the professional higher education study programme, including professional bachelor's and professional master's study programmes may be supervised by a lecturer.
35. The Sub-programme Head shall have the following duties and responsibilities:
 - 35.1. to organize and manage the development and implementation of the sub-programme in cooperation with the director of the study programme, as well as to prepare the documentation necessary for the approval, licensing and accreditation of the sub-programme;
 - 35.2. to participate in the annual internal quality assessment and preparation of the annual study programme report according to the instructions of the study programme director;
 - 35.3. to analyse the results of the students' surveys, to conduct the employers' and graduates' surveys and the evaluation of their results and to prepare recommendations for the improvement of the content and organization of the

- sub-programme to the director of the study programme and the teaching staff involved in the implementation of the sub-programme;
- 35.4. to inform the programme director about the failures and shortcomings of the teaching staff involved in the implementation of the sub-programme;
 - 35.5. to provide necessary information to the director of the study programme for the successful implementation of the study process, including:
 - 35.5.1. to evaluate and submit to the director of the study programme for approval individual study plans of the students of the sub-programme;
 - 35.5.2. to consider the applications for the commencement of studies at a later stage of a programme and to prepare recommendations to the director of the study programme regarding the possibility of continuation of studies of the applicant in a particular study semester;
 - 35.5.3. to consider and submit to the Director of the Study Program for approval proposals for the recognition of the study courses acquired during the previous study periods.
 - 35.6. to update the study plan of the sub-programme for the next academic year in accordance with the procedure established by the University of Latvia and to provide the necessary information (about study courses, lecturers, etc.) to the employees who keep the records of the study programme;
 - 35.7. to co-operate with other UL study programmes directors and sub-programme heads on issues of co-ordination of study content and experience exchange, as well as with domestic and foreign higher education institutions on issues of student attraction, co-operation and mobility;
 - 35.8. to cooperate with industry representatives, incl. employers, on issues of internships and study content;
 - 35.9. to regularly follow up-to-date information and recommendations of leading European higher education organizations (European University Association, European Higher Education Quality Association, European University Foundation, European Students' Association, etc.) and develop proposals for systematic improvement of the sub-programme in cooperation with the study programme director.
36. Rights of the sub-programme Head:

- 36.1. to receive the information necessary for the successful implementation of the sub-programme from the director of the study programme and persons responsible for the record-keeping of the study programme;
- 36.2. to participate in the evaluation of the quality of the sub-programme and to determine improvement measures;
- 36.3. to participate in meetings of UL institutions, where decisions are made on the operation of the respective study programme and sub-programme.

VII. Final Provisions

37. The Regulations shall enter into force on 1 May 2020.
38. Study Field Councils under this Regulation shall be established before the entry into force of the Regulation - by 30 April 2020.
39. Until the approval of the head of the study field, the UL head of the study field shall be appointed by the UL Order No. 1/255 of 13.07.2018. "On Annual Report of Study Fields" Annex 2 "List of Study Field Heads at the University of Latvia".
40. Revoke the Senate Resolution No. 248 of 25.05.2009. "On Regulation of the Study Programme Council at the University of Latvia".
41. Revoke the Senate Resolution No. 249 of 25.05.2009. "Regulations on the Director of Study Programmes at the University of Latvia".
42. Revoke the UL Order No.186 / 86 of 20.03.2012. "On the Head of the Study Sub-Programme".
43. Revoke the UL Order No. 1/203 "On the Board of Directors of Doctoral Programmes at the University of Latvia".

Chairman of the Senate
Secretary of the Senate

M. Auziņš
I. Upacere

Study fields implemented at the University of Latvia

1. Education, Pedagogy and Sports
2. Arts;
3. Religion and Theology;
4. History and philosophy;
5. Language and cultural studies, native language studies and language programmes
6. Translation;
7. Psychology;
8. Sociology, Political Science and Anthropology;
9. Economics;
10. Information and Communication Sciences
11. Management, administration and real estate management
12. Law
13. Life sciences
14. Geography and Earth Sciences
15. Chemistry, chemical technologies and biotechnology
16. Physics, Materials Science, Mathematics and Statistics
17. Information technology, computer engineering, electronics, telecommunications, computer management and computer science.
18. Architecture and Construction;
19. Health Care
20. Social welfare
21. Environmental protection;
22. Internal security and civil defence