

 <p><b>UNIVERSITY OF LATVIA</b></p>	<p style="text-align: center;"><b>REGULATIONS on</b> University of Latvia study and continuing education programmes</p>	<p style="text-align: right;">Annex <b>APPROVED</b> with the Senate decision No. 102 of April 24, 2017.</p>
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*With amendments made by 28.11.2022.*

*Amendments: University of Latvia Senate 28.10.2019. Decision No. 36*

*UL Senate decision No. 2-3/27 of 28.02.2022.*

*UL Senate decision No. 2-3/44 of 28.03.2022.*

*UL Senate decision No. 2-3/98 of 28.11.2022.*

*Issued pursuant to Section 3, Paragraph one of the Law on Higher Education  
Institutions*

## **I. Concepts**

1. Study Programme - academic bachelor's, master's, doctoral study programmes, first-level, or second-level professional higher education study programme.
  2. Continuing Education Programme - a programme of continuing vocational training, professional development, professional training programmes for teachers, non-formal adult education and interest education, which includes continuing a person's prior education and developing professional mastery to meet the requirements of a particular profession or individual needs and aspirations, or the implementation of individual educational needs and desires, regardless of previous education.  
(In the wording of Resolution No. 36 of the Senate of the University of Latvia of 28.10.2019)
  3. Study module - a part of a study programme which consists of at least two study courses, which ensure the student's specialization in science or professional field.
  4. Mandatory part - study courses, which are compulsory for all students of the study programme.
  5. Limited Electives - one or more study course sets, from which the students have to choose study courses with a certain number of credits for each set, which is less than the total amount of study credits in the given set.
  6. Electives part – part of the study programme with certain amount of credit points which is attributed to study courses that the student, in the established order of University of Latvia (hereinafter – UL), chooses and masters from the offer of free elective courses of UL or other higher education institution or from the same or higher level study programme, except in cases when the student has a justified reason to master the respective study course from lower level study programme by confirming in written form with the study programme director, if required:
    - 6.1. for implementation of student's chosen research;
    - 6.2. for student's mobility;
    - 6.3. for mastering necessary study courses, if the change in study field has happened;
    - 6.4. in other justified cases.
- (In the wording of Resolution No. 2-3/98 of the Senate of the University of Latvia of 28.11.2022)
7. Academic Internship - a study course equivalent to internship either at the UL or outside the University, which promotes the development of professional competence and facilitates the employability of the students after the completion of the study programme.
  8. Generic Skills - non-sectoral, employer's and employee's pro-competitive knowledge, skills and attitudes in critical thinking, interpersonal communication, digital, social, and

civic activity, self-initiative and entrepreneurship, and other areas that are acquired through sectoral studies or by incorporating other sectoral study courses in the programme.

## **II. General terms**

9. The aim of the Regulations is to determine the requirements for the content and implementation of study programmes and continuing education programmes developed and implemented by the University of Latvia, that would ensure the provision of high quality, domestically and internationally competitive, modern study programmes with high added value, continuing education programmes for students, as well as resource-efficient implementation of the same.
10. The Regulations establish the principles of the structure, content and management of study programmes and continuing education programmes at the University of Latvia. The Regulations include the description of the study programmes and continuing education programmes implemented by the University of Latvia and their structure, as well as the rules for programme development.
11. The rules and procedures related to the implementation of these Regulations, as well as other binding normative acts shall be issued by the UL.
12. The UL develops and implements:
  - 12.1. academic study programmes;
  - 12.2. first level professional higher education study programmes;
  - 12.3. second level professional higher education study programmes;
  - 12.4. residency programmes;
  - 12.5. continuing education programmes.
13. The aim of the study programmes is to provide internationally recognized academic and professional higher education, to conduct fundamental and applied research in the humanities, natural, medical, technical, and social sciences, as well as to organize appropriate further education to develop science, Latvian economy, promote community growth, preserve and cherish the Latvian language and culture, strengthen traditions of communication between different cultures.
14. The study programme provides an opportunity to acquire terminology of the respective branch of science in English or another EU language.
15. The Regulations on the University of Latvia study and continuing education programmes (hereinafter - Regulations) are developed in compliance with the Education Law, Law on Higher Education Institutions, Vocational Education Law, Law on Scientific Activity, National Standard of Academic Education, National Standard of the First level professional higher education, National Standard of the Second level professional higher education, requirements of the UL Constitution and other effective legal acts.
16. In full-time studies, contact hours account for at least 40% of the volume of the bachelor's study programme (except for internships, if any, and the amount intended for the development of the Bachelor's thesis).
17. In full-time studies, contact hours account for at least 30% of the master's study programme volume (except for internships, if any, and the amount intended for the development of the master's thesis).
18. The student is scheduled for a maximum of 6 final examinations in one semester of the academic year.
19. Final examinations can be planned on the completion of the study course within the semester.
20. Study courses belonging to the classification group of the Organization for Economic Cooperation and Development other than the study programme itself are approved by the UL and approved by the department responsible for the respective branch of science.
21. This Regulation shall apply to the study programmes, the structure and content of which are governed by external legal acts and which lead to the acquisition of a regulated professional

qualification, as well as study programmes implemented by the UL together with Latvian or foreign higher education institutions or which UL takes over from another higher education institution in accordance with the concluded agreements to the extent that it is not contrary to external laws and in order to attain the objectives specified in the external laws and study programme.

21<sup>1</sup>. Mandatory, limited elective and elective parts are included in the study programme.

(In the wording of Resolution No. 27 of the Senate of the University of Latvia of 28.02.2022)

### **III. Type of study programme implementation**

22. The UL offers full-time studies (FTS), part-time regular studies (PTRS) and part-time correspondence studies (PTCS).
23. FTS studies require at least 40 credits but not more than 52 credits per one academic year.
24. PTRS provide less than 40 credit points per academic year and less than 40 academic hours per week, with study work planned throughout the study year in evenly distributed classes, allowing working students to complete the programme according to a relevant study plan.
25. PTCS provide less than 40 credit points per academic year and less than 40 academic hours per week, using mostly distance learning methods in study work, with a limited number of face-to-face sessions, thus enabling working students, including those living in remote areas and abroad to complete a study programme as determined in a relevant study plan.
26. The UL provides the opportunity to use the e - learning environment in all types of studies.
27. The student has the right to develop an individual study plan in accordance with the procedure established by the University of Latvia.

### **IV. Academic study programmes**

28. The LU develops and implements academic bachelor's, master's, and doctoral programmes.
29. The content of the academic study programmes shall be developed in accordance with the structure described in these Regulations, including observance of the requirements of the external legal acts regarding the content and structure of the study programmes.
30. Deep specialization may be envisaged within the overall aims and objectives of the study programmes through the introduction of sub-programms.

### **V. Academic Bachelor's study programmes**

31. The volume of the academic bachelor's study programme is from 120 to 160 credits.
32. The aim of the Bachelor's Degree Programme is to provide internationally recognized academic higher education by performing basic and applied research in the natural sciences, humanities, engineering and technology, medical and health sciences and social sciences to obtain the competences required in the labour market at level 6 of the International Standard Classification of Education (ISCED) and employability at the 4th to 1st level of the Occupational Classification of the Republic of Latvia.
33. The development of the academic bachelor's study programme shall be carried out in accordance with the Cabinet of Ministers Regulations No. 240 of May 13, 2014 "Regulations on the National Academic Standard of Education" and respect the requirements for the volume and structure of mandatory and limited elective courses, by including in the mandatory part of the study programme:
  - 33.1. acquisition of academic or other internship at the University or outside the University in the amount of at least 2 credits;
  - 33.2. civil protection and environmental protection courses in total not less than 2 credits, if these courses are not included in the mandatory part of the study programme in a bigger volume.

34. The limited electives of the academic bachelor's programme comprise study courses or modules of at least 20 credits within the degree granting programme.
35. The limited elective modules or study courses of up to 20 credits in total may be acquired in related study programmes, subject to approval by the study programme director and in accordance with the procedure laid down at the UL.
36. Free electives within the scope of the study programme can also be taken in other higher education study programmes at the UL or outside the UL.
37. The mandatory part or limited electives of the bachelor's academic programme shall include study courses or modules in a foreign language (English or another EU language) of at least 4 credits. This paragraph shall not apply to study programmes conducted in English or other EU languages.

## **VI. Academic Master's degree programmes**

38. The amount of the academic master's programme is at least 80 credits if the conditions for admission provide for the enrolment after the academic bachelor's programme acquisition in the amount of 120 credits or at least 40 credits if the conditions for admission provide for the enrolment after the professional bachelor's programme acquisition in the amount of 160 credits.
39. The aim of the Master's Degree Programme is to provide research-based internationally recognized academic higher education by performing basic and applied research in the natural sciences, humanities, engineering and technology, medical and health sciences and social sciences, services sector to obtain the competences required in the labour market at level 7 of the International Standard Classification of Education (ISCED) and employability at the 3rd to 1st level of the Occupational Classification of the Republic of Latvia.
40. In the development of the academic master's study programme the requirements of the Cabinet of Ministers Regulations No. 240 of 13 May 2014 "Regulations on the National Standard of Academic Education" for the volume and structure of the mandatory part study courses are observed.
41. The student develops his / her master's thesis under the guidance of a scientist.
42. The mandatory part or limited electives of the academic master's study programme include courses or modules delivered in a foreign language (English or another EU language) in the amount of at least 8 credits in 80 credits study programmes and in the amount of at least 4 credits in 40 credits study programmes. This paragraph shall not apply to study programmes conducted in English or other EU languages.
43. In addition to the mandatory part of the academic master's study programme, the student shall take a total of at least 2 credits in civil protection and environmental protection courses, if the student has not acquired them in the previous stage of studies.

## **VII. Academic doctoral study programmes**

44. The duration of academic doctoral study programme in full-time studies is at least 3 years. Mandatory, limited elective and elective parts are included in the study programme.  
(In the wording of Resolution No. 27 of the Senate of the University of Latvia of 28.02.2022)
45. The aim of the Doctoral Programme is to provide internationally recognized academic higher education by performing basic and applied research in the natural sciences, humanities, engineering and technology, medical and health sciences, social sciences, and services sector to obtain the competences required in the labour market at level 8 of the International Standard Classification of Education (ISCED) and employability at the 1st level of the Occupational Classification of the Republic of Latvia.

46. The mandatory part of the doctoral study programme contains:
- 46.1. study and promotion work, including literature and sources analysis, research implementation, incl. regular, but not less than once a year evaluation of the progress made by the supervisor, preparation and presentation of the final report at the end of each academic year in accordance with the procedures laid down in the study programme, summarizing and analysing the results, preparing publications and participation in scientific conferences;
  - 46.2. a generic skills module of at least 12 credits, which may include pedagogical practice at a higher education institution, a university didactics course and other study courses designed to develop general skills;
  - 46.3. promotion examinations, study courses in the branch or sub-branch of science in the amount of at least 14 credits;
  - 46.4. participation in UL doctoral schools or equivalent experience in foreign higher education institutions or research institutions of at least 6 credits.

### **VIII. First level professional higher education study programmes**

47. The volume of the first level professional higher education study programme is 80 to 120 credits.
48. The aim of the first level professional higher education study programme is to provide internationally recognized professional higher education of uncompleted first cycle to obtain the fifth ISCED level of education and the competencies required in the labour market according to the fourth level professional qualification standard approved by the Republic of Latvia.
49. The requirements for the scope and structure of the courses to be included in the study programme shall be observed in the development of the first-level professional higher education study programme in accordance with the Cabinet Regulation No. 141 of 20 March 2001, "Regulations on the National Standard of the First-level Professional Higher Education."

### **IX. Second level professional higher education study programmes**

50. The UL develops and implements the following second level professional higher education study programmes:
- 50.1. professional undergraduate study programmes;
  - 50.2. professional master's degree programmes;
  - 50.3. other second level professional higher education study programmes.
51. The aim of the second level professional higher education study programmes is to provide internationally recognized professional higher education for the sixth or seventh ISCED level and the competencies required in the labour market in accordance with the fifth level of professional qualifications standard approved by the Republic of Latvia, or according to the requirements of a regulated professional qualification, where the structure and content of the study programme is determined by external regulatory enactments
52. In full-time studies, contact hours account for at least 40% of the volume of the bachelor's study programme (except for internships, if any, and the amount intended for the development of the Bachelor's thesis).
53. In full-time studies, contact hours account for at least 30% of the master's study programme volume (except for internships, if any, and the amount intended for the development of the master's thesis).

## **X. Professional Bachelor's study programmes**

54. The volume threshold of professional bachelor's degree programmes is at least 160 credits.
55. Professional undergraduate programmes include mandatory and limited elective courses organized in study courses or modules.
56. The development of the professional bachelor's study programme shall be implemented in accordance with the regulations stipulated in the Cabinet of Ministers Regulations No. 512 "Regulations on the National Standard for the Second Level Professional Higher Education", which set the requirements for the content and structure of the study courses to be included in the professional bachelor's study programme.
57. The professional bachelor's study programme shall include civil protection and environmental protection courses in the total amount of not less than 2 credit points if these courses are not included in a greater volume in the professional competence acquisition part.

## **XI. Professional Master's study programmes**

58. The professional master's degree programme is at least 80 credit points if it is enrolled after 120 credit points in the academic bachelor's program or at least 40 credit points if it is enrolled after 160 credit points in the professional or academic bachelor's program if it includes 5. the study results and practice corresponding to the level of professional qualification of at least 20 credit points or after completion of the academic master's study program. The amount of the professional master's programme is at least 80 credits if the conditions for admission provide for the enrolment after the academic bachelor's programme acquisition in the amount of 120 credits or at least 40 credits if the conditions for admission provide for the enrolment after the professional bachelor's programme acquisition in the amount of 160 credits, if it contains the learning outcomes and internship corresponding to the fifth level of vocational qualification of at least 20 credit points, or after acquisition of the academic master's study programme
59. The development of the professional master's study programme shall be implemented in accordance with the regulations of the Cabinet of Ministers No. 512 "Regulations on the National Standard for the Second Level Professional Higher Education", which stipulates the requirements for the content and structure of the study courses to be included in the professional master's study programme.
60. In the professional bachelor's program, students take additional courses in civil protection and environmental protection totalling at least 2 credit points if these courses are not included in the broader professional competence part of the study program.
61. The professional master's degree programme may include electives.

## **XII. Continuing education programmes**

62. The UL develops and implements continuing education programmes, including:
- 62.1. continuing vocational training programmes;
  - 62.2. professional development programmes of at least 160 hours duration;
  - 62.3. professional development programmes for teachers;
  - 62.4. non-formal adult education programmes;
  - 62.5. interest education programmes.
63. Continuing education programmes aim to provide opportunities to acquire or develop professional qualifications or individual educational needs and aspirations that meet the requirements of the labour market, regardless of previous education.

*(In the wording of Resolution No. 36 of the Senate of the University of Latvia of 28.10.2019)*

## **XIII. Development of study programmes**

64. The University of Latvia develops one branch or interdisciplinary study programmes. The development of study programmes according to the UL order takes place in the following successive stages:

- 64.1. elaboration and approval of the study programme concept by the study programme quality assessment board (hereinafter - SP QAB);
- 64.2. development and approval of a full-time study programme at the SP QAB;
- 64.3. approval of the study programme at the University of Latvia Senate;
- 64.4. licensing and accreditation of the study programme.

*(In the wording of Resolution No. 36 of the Senate of the University of Latvia of 28.10.2019)*

65. The Regulations stipulate that the design of the study programme concept and the full study programme development may be initiated by the UL staff representatives and employees, the UL collegial decision-making institutions, as well as non-UL members.

66. The development of the study programme concept is coordinated with the Dean of the Faculty and the Vice Rector for the field. The development of the concept of the interdisciplinary study programme shall be coordinated with the vice-rectors of the respective fields.

67. The programme concept shall include:

- 67.1. the description of the programme structure, content, study outcome;
- 67.2. the title of the qualification to be obtained;
- 67.3. the analysis of the potential labour market of the programme graduates;
- 67.4. the feedback from the representatives of prospective employers;
- 67.5. the analysis of education offers in Latvia and abroad;
- 67.6. the comparison of plans with similar study programmes implemented in Latvian and foreign higher education institutions;
- 67.7. the analysis of the availability of academic potential;
- 67.8. the analysis of cooperation opportunities with other study programmes and universities;
- 67.9. the description of the necessary material resources, including library resources;
- 67.10. the evaluation of the cost of the programme.

68. The study programme concept is coordinated with the study programme council or councils and with the heads of the structural units involved; The units involved in the design of the programme agree on the person responsible for its promotion.

69. The promoter of the concept shall submit to the Academic Department:

- 69.1. an application addressed to the chairman of the SP QAB requesting an evaluation of the study programme concept;
- 69.2. the conception of the study programme in accordance with Paragraph 75.

70. The SP QAB evaluates the concept of the study programme, inviting independent experts, and prepares an opinion on the further development of the study programme to the proposer of the concept and the head or units involved.

71. In the case of a positive opinion of the SP QAB, the head or heads of unit shall set up a working group to further develop the study programme and shall be responsible for further progress of the programme.

72. In the case of a negative opinion of the SP QAB, the head of unit may ask the SP QAB to reconsider the concept by attracting the help of other reviewers, incl. international.

73. The developed study programme shall be submitted for approval to the study programme council or councils and the faculty council or faculty councils or the scientific councils of the scientific institutes.

74. After approval of the study programme in the institutions mentioned in paragraph 76, the person responsible for the progress of the study programme shall submit to the Academic Department:

- 74.1. an application addressed to the Chairman of the SP QAB;
  - 74.2. an extract(s) of the minutes of the meeting of the Council of the structural units or of the structural units involved;
  - 74.3. the decisions of the institutions referred to in Paragraph 76 regarding the approval of the study programme and its further progress;
  - 74.4. the description of the study programme drawn up in accordance with the requirements of external regulatory enactments.
75. The Academic Department evaluates the compliance of the study programme with the requirements of external normative documents.
76. The quality of the study programme that complies with the requirements of external legal acts is evaluated by two independent experts, who are approved by the UL. The programme's teaching literature resources shall be evaluated, and the opinion shall be provided by the UL Library. The decision on the advancement of study programmes to the Senate for approval shall be made at the meeting of the SP QAB.
77. The SP QAB submits an opinion to the UL Senate on the quality of the study programme approved by the SP QAB and its compliance with legal requirements.

#### **XIV. Development and implementation of continuing education programmes**

78. One-sector or interdisciplinary continuing education programmes can be designed and implemented by the UL's core departments and the Administration Departments.
79. Continuing education programmes are developed and implemented in accordance with UL regulations and programme type.
80. *(Removed by amending Resolution No. 36 of the Senate of the University of Latvia, 28.10.2019)*  
*(In the wording of Resolution No. 36 of the Senate of the University of Latvia of 28.10.2019)*

#### **XV. Implementation of study programmes**

81. The procedure of implementation of study programmes is determined by the UL internal legal acts, including:
- 81.1. launching of new study and educational programmes;
  - 81.2. admission requirements, matriculation and enrolment;
  - 81.3. planning, implementation and updating of study courses and modules, study practices/ internships;
  - 81.4. organization of examinations, final examinations and rotation;
  - 81.5. issuance of exmatriculations, diplomas and certificates;
  - 81.6. assimilation of prior education or professional experience;
  - 81.7. self-assessment of study programmes;
  - 81.8. submission of student proposals and complaints, contestation of administrative decisions;
  - 81.9. promotion process.
82. The rules and procedures related to the implementation of these Regulations, as well as other binding normative acts shall be issued by the UL.
83. Interdisciplinary study programmes, in the implementation of which several units are equally involved, shall be organized by the Rector's order in the form of development programmes at the Academic Department. A monitoring board shall be established for the monitoring of such development programmes, including representatives of all the core units involved in the implementation of the programme and the representatives of the UL Administration.
84. The decision to close the study programme is made by the Senate of the University of Latvia.
- (In the wording of Resolution No. 36 of the Senate of the University of Latvia of 28.10.2019)*



## **XVI. Changes in study and continuing education programmes**

85. Changes in study programmes can be proposed by UL staff, incl. students, social partners of the University of Latvia and the Academic Department, they are evaluated and submitted for approval by the study programme council but approved by the faculty council.

85.1. Changes in continuing education programmes may be proposed by UL staff, incl. attendees, UL social partners and the Academic Department evaluate, and the respective changes are approved in accordance with the UL normative acts.

(In the wording of Resolution No. 36 of the Senate of the University of Latvia of 28.10.2019)

## **XVII. Final provisions**

86. The Regulations shall enter into force on 1 May 2017.

87. The Academic Department shall prepare methodological recommendations for the application of these Regulations.

88. By the entry into force of this Regulation, the Regulation No. 236 of the UL Senate approved by decision No. 236 of 29 March 2004 shall be repealed.

89. At the time of entry into force of the Regulation, accredited study programmes and directions may remain unchanged until the end of the accreditation period.

(In the wording of Resolution No. 36 of the Senate of the University of Latvia of 28.10.2019)

90. With the coming into force of these amendments, the University of Latvia Regulations on Continuing Education and Interests Education (approved by the University of Latvia Senate Resolution No. 224 of 28.05.2012) shall become invalid.

(In the wording of Resolution No. 36 of the Senate of the University of Latvia of 28.10.2019)

Chair of the Senate

M. Kļaviņš

Secretary of the Senate

I. Upacere