



GRĀMATVEDĪBAS UN FINANŠU KOLEDŽA

APPROVED

at the meeting of the Council
of College of Accountancy and Finance
on September 3, 2007, Records No.3

REGULATIONS OF THE STUDY METHODOLOGICAL COUNCIL

1. General Provisions

1.1. The Study Methodological Council (hereinafter – the Council) of the College of Accountancy and Finance (hereinafter - the College) is a collegial institution comprised of the members of the academic staff – the College employees (hereinafter - lecturers) with advisory rights.

1.2. The task of the Council is to analyze and give recommendations for changes in the content and form of study courses, to improve the study process and to promote the development of students' professional skills, academic knowledge and research.

1.3. The Council guides its activities by the Higher Education Institutions Law, Education Law, Vocational Education Law, the Law on Scientific Activity, the College Regulations, these Regulations and other binding documents.

2. Composition of the Council and Management

2.1. The Head of the Council is the Head of the College study direction, the Deputy head is the Head of the study program.

2.2. The members of the Council are all lecturers of the College in the accounting and economics study courses.

2.3. The composition of the Council at the beginning of the study year is approved by an order of the Director of the College

3. Activity of the Council

3.1. The work is organized by the Head of the College study direction, but during his / her absence - by the Head of the study program, convening meetings at least once every two months.

3.2. The work of the Council aims at the continuous improvement of the quality of the study process, education and acquaintance of the academic staff with the best pedagogical experience and promotion of its acquisition.

3.3. The Council discusses matters collegially and makes decisions by voting.

3.4. The Council meetings are recorded and decisions are binding on all members of the College academic staff and students, if the project of the decision is not illegal, it is based on well-known democratic principles and is approved by the order of the College Director.

4. Main directions of the Council activity

- 4.1. To evaluate and approve the content of the study program, the content of the study course programs, their changes or projects.
- 4.2. To evaluate and approve the choice of study literature, teaching aids, methodological provision of theoretical and practical training and recommend methods for their effective use.
- 4.3. To analyze the academic staff teaching activity and suggest proposals for the improvements.
- 4.4. To provide methodological assistance to new lecturers for mastering pedagogical skills.
- 4.5. To review the study materials submitted for publication, to participate in the development of study literature and to promote its publication.
- 4.6. To recommend measures for further professional development of the College academic staff (by way of encouraging to attend courses, seminars, lectures, etc.).
- 4.7. To review and approve the content for the final examination of the study courses, the questions for the qualification exams, the sample topics for the course papers and qualification papers.
- 4.8. To analyze the results of final examinations.
- 4.9. To approve the directions of research work for the forthcoming study year.

5. Rights of the Council

- 5.1. To advise the College administration to take into account the experience of methodological work and research performed by members of the academic staff when determining their category, pedagogical workload and basic salary rate.
- 5.2. To make proposals for the adjustments of the existing study programs in accordance with the analysis of the study process or changes in the educational profile.