



GRĀMATVEDĪBAS UN FINANŠU KOLEDŽA

*APPROVED
at the College of Accountancy and Finance
Council Meeting of 13 February 2019,
Minutes No.1-17/01*

PROCEDURE FOR DEVELOPMENT, APPROVAL AND ACCEPTANCE OF CHANGES AND AMENDMENTS TO STUDY PROGRAMMES

1. The study programme includes all the requirements for obtaining one academic degree or professional qualification.
2. The study programme determines the requirements for previous education; determines to which study direction the respective study programme corresponds; the objectives of the study programme implementation and the learning outcomes planned at the end of the study programme, including the intended study courses, study modules and the learning outcomes planned for them; the amounts of the compulsory, limited elective and elective part of the study programmes and the distribution of credit points between them; the content of education, criteria for the achievement and assessment of learning outcomes, examination forms and procedures; includes a justification that the study programme complies with the College's development strategy and available resources; includes the qualifications of the academic staff involved in the programme implementation and the intended responsibilities of the structural units involved.
3. The study programme is developed in compliance with the Law on Education, Law on Higher Education Institutions, Law on Vocational Education, Law on Scientific Activity, Licensing Regulations of the Cabinet of Ministers of the Republic of Latvia, Regulations on Opening and Accreditation of Study Field requirements, requirements for obtaining the 5th level of the European Qualifications Framework, compliance of the study programme with the specific regulatory framework of the respective field, etc.
4. The decision on the commencement of implementation of new study programmes and the termination of the existing ones is made by the Board of the College. The College informs the Study Accreditation Commission about the closure of the study programme.
5. Study programmes are approved by the College Council. Prior to approval, an independent examination of the programme is organized, which includes a justification of the usefulness of the study programme implementation, indicating also the significant differences of the study programme from similar study programmes implemented at the College.
6. Sequence for the development and approval of a new study programme:
 - 6.1. The draft study programme with a description is developed by a working group, the composition of which is approved by the Director of the College.

- 6.2. Submitting the draft content of the study programme for consideration by the Study Methodological Council;
 - 6.3. The opinion of the Study Methodological Council with proposals on the content of the study programme is submitted to the Study Field Council, to which the respective study programme corresponds;
 - 6.4. The Study Field Council compiles proposals and prepares opinions on the preparation of a package of documents for the independent examination and review of the study programme by the College Council;
 - 6.5. The independent expertise of the study programme may be performed by experts in the respective field (but not by those who have participated in the programme development) and it is organized by the Director of Studies of the College;
 - 6.6. The Director of Studies of the College ensures the forwarding of the study programme package for consideration by the College Council.
7. The Head of the Study Programme is approved by the decision of the College Council regarding the introduction of the new study programme, as well as the financial, teaching, methodological and technical provision of this programme is determined.
 8. The Head of the Study Programme is responsible for the licensing, implementation and preparation of the self-assessment of the respective programme.
 9. The Head of the Study Programme prepares the study programme for licensing in the Higher Education Centre in accordance with the requirements of the Cabinet Regulations “Regulations Regarding Licensing of Study Programmes”.
 10. Changes and amendments to the study programme may be proposed by the College staff, including students and partners. The preparation of proposals for changes and amendments is organised by the Head of the Study Programme. Proposals for changes and amendments are evaluated at the Study Field Council and the Study Methodological Council meeting. The College Council makes a decision on making changes and amendments in the study programme.
 11. The lecturers of the respective study course are responsible for updating the content of the study courses, study material, test tasks and literature.
 12. Changes and amendments are licensed or accredited within the study programme, for which an application must be submitted to the Study Quality Commission in accordance with the requirements of the Cabinet Regulations “Regulations for Opening and Accreditation of Study Fields”:
 - 12.1. Changes in the name, code, place of implementation, type of implementation, form, languages of implementation of the study programme, professional qualification to be obtained corresponding to the study field;
 - 12.2. The correspondence of the study programme changes and amendments to the study field;
 - 12.3. Changes in the accreditation period of the study field in the duration or amount of the study program corresponding to this study field exceed 20 percent of the study programme extent in credit points specified in the study field accreditation application;

12.4. Deterioration of the qualification of the academic staff working in the respective field of study or study programme corresponding to the study field since the previous accreditation of the study field, if it refers to at least 20 percent of the total number of academic staff working in the respective study field or at least 50 percent of the total academic work in the study field (excluding the implementation of the elective part of the study programme, internships and final examinations) is no longer ensured by the academic staff, the place of election of which is the relevant higher education institution or college;

12.5. Changes and amendments in the requirements set at the beginning of the study programme corresponding to the study field.