



Augstākās izglītības  
kvalitātes aģentūra

# Steps of assessment procedures (AIKA)

Quality Agency for Higher Education

Head of Quality Assessment Unit

Ilva Grigorjeva

- General overview of procedures
- Preparation for assessment procedures
- Site visits
- Producing reports
- Decision taking

# QA system in Latvia



## Accreditation of HEI

- Permission to issue state recognized diplomas
- Once for each institution
- 7 experts

## Assessment and Accreditation of study fields

- 0/2/6 year term
- Permission to issue diploma
- Ex-post assessment
- At least 5 experts



## Licencing of study programme

- Permission to enroll students
- Ex-ante assessment
- 3 experts

Furder examples will be provided based on the study field assessment and accreditation procedure

# External quality assurance cycle



Review of HEI application and documents and request for additional information (AIKA)

1 month

Receipt of HEI application

**AIKA starts the selection of experts**

1 month

HEI provides updated information

Approval of experts and preparation for the visit

1 month

Site visit

First draft of experts report

1

Comments form AIKA side

2

Final experts report

3

The head of the agency reviews the report, amendments, if necessary

4/5

1,5 months

The joint opinion is sent to the HEI

Amendments in experts report (if applicable)

HEI comments on factual errors (if applicable)

**End of the procedure**

# Regulatory framework (main normative acts for procedure)

**Law on Higher Education Institutions (Section 55.<sup>3</sup> Opening and Accreditation of an Academic Discipline)**

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graph TD; A[Law on Higher Education Institutions (Section 55.3 Opening and Accreditation of an Academic Discipline)] --> B[Cabinet Regulation No. 793 of 11 December 2018 "Regulations on Opening and Accreditation of a Study Direction"]; B --> C[The Guidelines for the Preparation of the Joint Report by the Experts Group on the Assessment of a Study Direction]; C --> D[Methodology for the Assessment and Accreditation of Study Directions];
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Cabinet Regulation No. 793 of 11 December 2018 "Regulations on Opening and Accreditation of a Study Direction"

The Guidelines for the Preparation of the Joint Report by the Experts Group on the Assessment of a Study Direction

Methodology for the Assessment and Accreditation of Study Directions

# Internal documents and support for coordinators

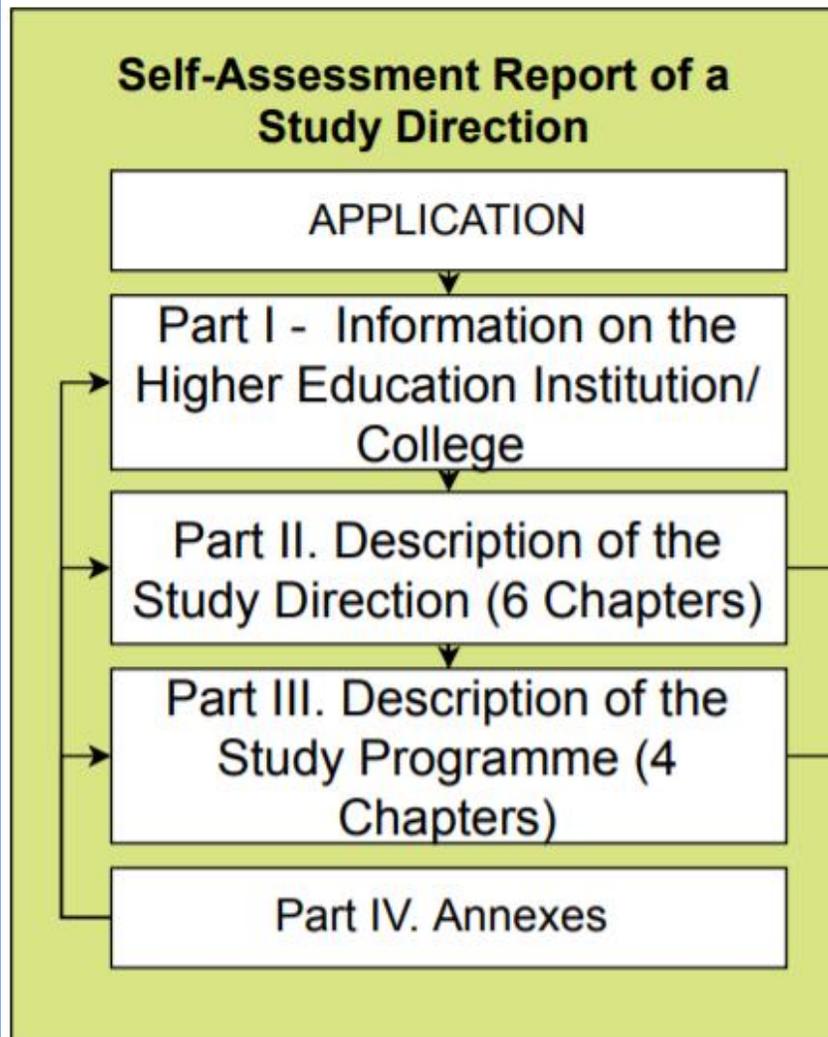
- Support and mentor approach (for new employees)
- weekly coordinators' meetings
- Manual and templates for the assessment procedures (for internal use)
- Regulations for the selection of experts and database of experts

# Preparation for assessment procedures [1] - before receiving HEI documents

- HEI counseling (if necessary)
- signing agreements on the assessment of study fields
- E-platform training (if necessary)

Guidelines for preparation of documents are available on the AIKA website (LV and ENG): <https://www.aika.lv/en/laws-and-regulations-publications/internal-rules-and-regulations/>

# Preparation for assessment procedures [2] -upon receipt of HEI documents



## **The Structure of the Self-Assessment Report:**

### **Part I. Information on the Higher Education Institution/ College**

### **Part II. Description of the Study Direction**

1. Management of the Study Direction
2. Efficiency of the Internal Quality Assurance System
3. Resources and Provision of the Study Direction
4. Scientific Research and Artistic Creation
5. Cooperation and Internationalisation
6. Implementation of the Recommendations Received During the Previous Assessment Procedures

### **Part III. Description of the Study Programme “...”**

1. Indicators Describing the Study Programme
2. The Content of Studies and Implementation Thereof
3. Resources and Provision of the Study Programme
4. Teaching Staff

### **Part IV. Annexes**

Other documents which the higher education institution/ college considers relevant.

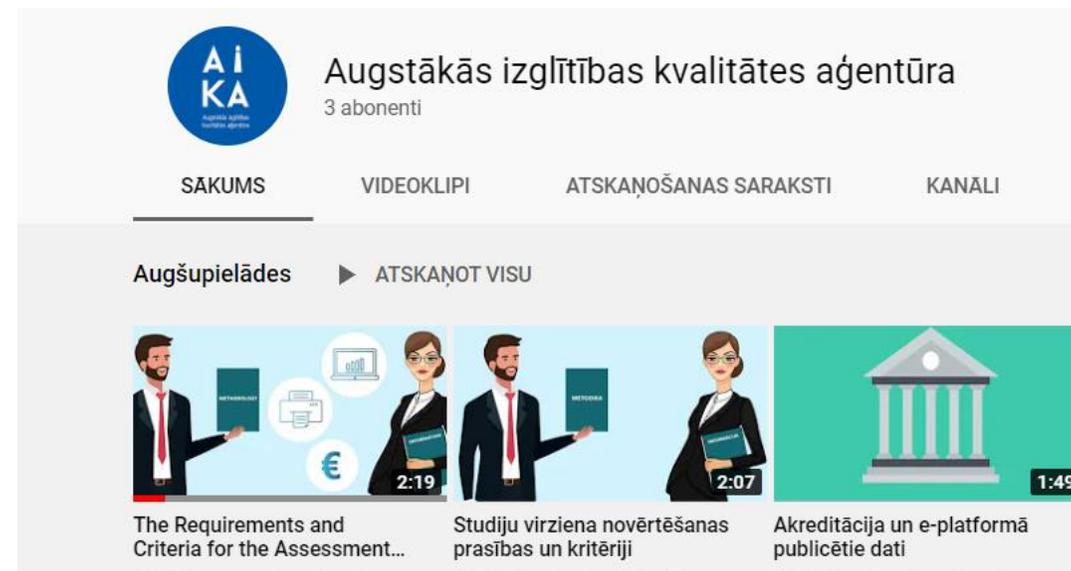
# Preparation for assessment procedures [3] - selection of experts

- An expert group is established\* and approved by AIKA
  - Using E-platform or
  - special approval forms
- The expert group shall be approved by the HEI

\* AIKA internal rules "Criteria and principles for the selection of experts" (LV only)

# Preparation for assessment procedures [4] - work with experts before the visit

- Introductory zoom meeting
- approval of site visit agenda
- preparation of questions for the site visit
- Training before the site visit



# Site visits: experts shall abide by the following principles

Fact-based

Neutrality

Confidentiality

Cooperation

Respect towards the  
participants of the assessment  
procedure

# Principles of on - site visit

- To **obtain as much information as possible** about the study direction and the relevant study programmes;
- To **discuss and collect the obtained information and the observations** that have been made;
- To discuss the **main findings** and conclusions made during the assessment visit **with the management of the institution**;

- The HEI shall ensure during the assessment visit an **access to all informative resources/infrastructure** of the study direction;
- One representative of the HEI may only participate in a **single meeting**;
- The working language shall be **English (if necessary with translation)**
- **coffee breaks and lunches** shall be held separately from the representatives of the HEI



# Assessment visits shall include following meetings

Management

The working group  
that has developed  
the self-  
assessment

Teaching staff

Students

Graduates

Representatives of  
employers and/or  
professional  
organizations

# Structure of expert report

## Part I. Assessment of the Study Direction

6 Chapters includes analysis, conclusions, strengths and weakness

Chapter 7 Assessment of the Requirements for the Study Direction  
(includes 4 requirements)

Recommendations for the Study Direction (including short - term and long - term recommendations)

## Part II. Assessment of the Study Programme

4 Chapters includes analysis, conclusions, strengths and weakness

Assessment of the Compliance of the Study Programme

Evaluation of study program (Excellent, good, average, poor)

Recommendations for the Study programme (including short - term and long - term recommendations)

## The structure of the joint report by the experts group

The Summary of the Assessment of the Study Direction and the Relevant Study Programmes, as Carried Out by the Experts

### Part I. Assessment of the Study Direction

1. Management of the Study Direction (5 criteria)
2. Efficiency of the Internal Quality Assurance System (4 criteria)
3. Resources and Provision of the Study Direction (4 criteria)
4. Scientific Research and Artistic Creation (6 criteria)
5. Cooperation and Internationalisation (4 criteria)
6. Implementation of the Recommendations Received During the Previous Assessment Procedures (1 criteria)
7. Assessment of the Requirements for the Study Direction (4 requirements)
8. Recommendations for the Study Direction

### Part II. Assessment of the Study Programme “...”

1. Indicators Describing the Study Programme (1 criteria)
2. The Content of Studies and Implementation Thereof (4 criteria)
3. Resources and Provision of the Study Programme (2 criteria)
4. Teaching Staff (5 criteria)
5. Assessment of the Compliance of the Study Programme “...” (4 requirements)
6. Recommendations for the Study Programme “...”

### Part III. Assessment of the Requirements for the Study Direction and the Relevant Study Programmes

# Criteria in chapters (examples)

## 2. Efficiency of the Internal Quality Assurance System

**Criteria:**

- 2.1. The higher education institution/ college has established a quality policy (which is publicly available). The higher education institution/ college has developed and maintains a quality assurance system, which contributes to the achievement of the aims and learning outcomes of the study direction and the relevant study programmes. The system ensures continuous improvement, development, and efficient performance of the study direction and the relevant study programmes.
- 2.2. The procedures for the development and review of the relevant study programmes of the study direction and the feedback mechanisms (including feedbacks to students, employers, and graduates) have been defined and they are logical, efficient, and available for all stakeholders.
- 2.3. The higher education institution/ college collects and analyses the information (statistics) on the relevant study programmes of the study direction on a regular basis and efficiently uses it to improve the study direction.
- 2.4. The higher education institution/ college has identified the standards set forth in Part 1 of the ESG, which require special attention. In order to improve the performance of the relevant study programmes of the study direction, the higher education institution/ college has determined aims and measures, which are integrated in a joint quality assurance system.

Analysis

Conclusions by specifying the strengths and weaknesses

## 3. Resources and Provision of the Study Programme

**Criteria:**

- 3.1. The study provision, scientific support (if applicable), informative provision (including libraries), material and technical provision, and financial provision comply with the specific features and the conditions for the implementation of the study programme, create the prerequisites for the achievement of the learning outcomes, and indicate the possibility to ensure a high-quality study process also in the future.
- 3.2. The study provision and the scientific support, including the resources provided within the cooperation with other scientific institutions and institutions of higher education, comply with the requirements for the implementation of the doctoral study programme, create the prerequisites for the achievement of learning and research outcomes, and indicate the possibility to ensure a high-quality study process also in the future (if applicable).

Analysis

Conclusions by specifying the strengths and weaknesses

## Part I. Assessment of the Study Direction

1. Management of the study direction

2. Efficiency of the internal quality assurance system

3. Resources and provision of the study direction

4. Scientific research and artistic creation

5. Cooperation and internationalisation

6. Implementation of the recommendations received during the previous assessment procedures

**[R1]** In compliance with Section 5, Paragraph 2<sup>1</sup> of the Law on Institutions of Higher Education, the higher education institution/college shall ensure continuous improvement, development, and efficient performance of the study direction whilst implementing their internal quality assurance systems

**[R2]** The cooperation with different Latvian and foreign organisations implemented within the study direction ensures the achievement of the aims of the study direction

**[R3]** Compliance of scientific research and artistic creation with the development level thereof (if applicable)

**[R4]** Elimination of the shortcomings and deficiencies identified during the previous assessment of the study direction, if it has been carried out, or the implementation of the provided recommendations

### Assessment of the Requirements for the Study Direction

### Recommendations for the Study Direction

## Part II. Assessment of Study Programme “...”

1. Indicators describing the study programme

2. The content of studies and implementation thereof

3. Resources and provision of the study programme

4. Teaching staff

**[R5]** Compliance of the study programme with the provisions specified in the Law on Institutions of Higher Education and other related laws and regulations

**[R6]** Compliance of the study provision, scientific support (if applicable), informative provision (including libraries), material and technical provision, and financial provision with the conditions for the implementation of the study programme and ensuring the achievement of the learning outcomes

**[R7]** Compliance of the qualification of the academic staff members, visiting professors, visiting associate professors, visiting docents, visiting lecturers, and visiting assistants with the conditions for the implementation of the study programme and the provisions specified in related laws and regulations

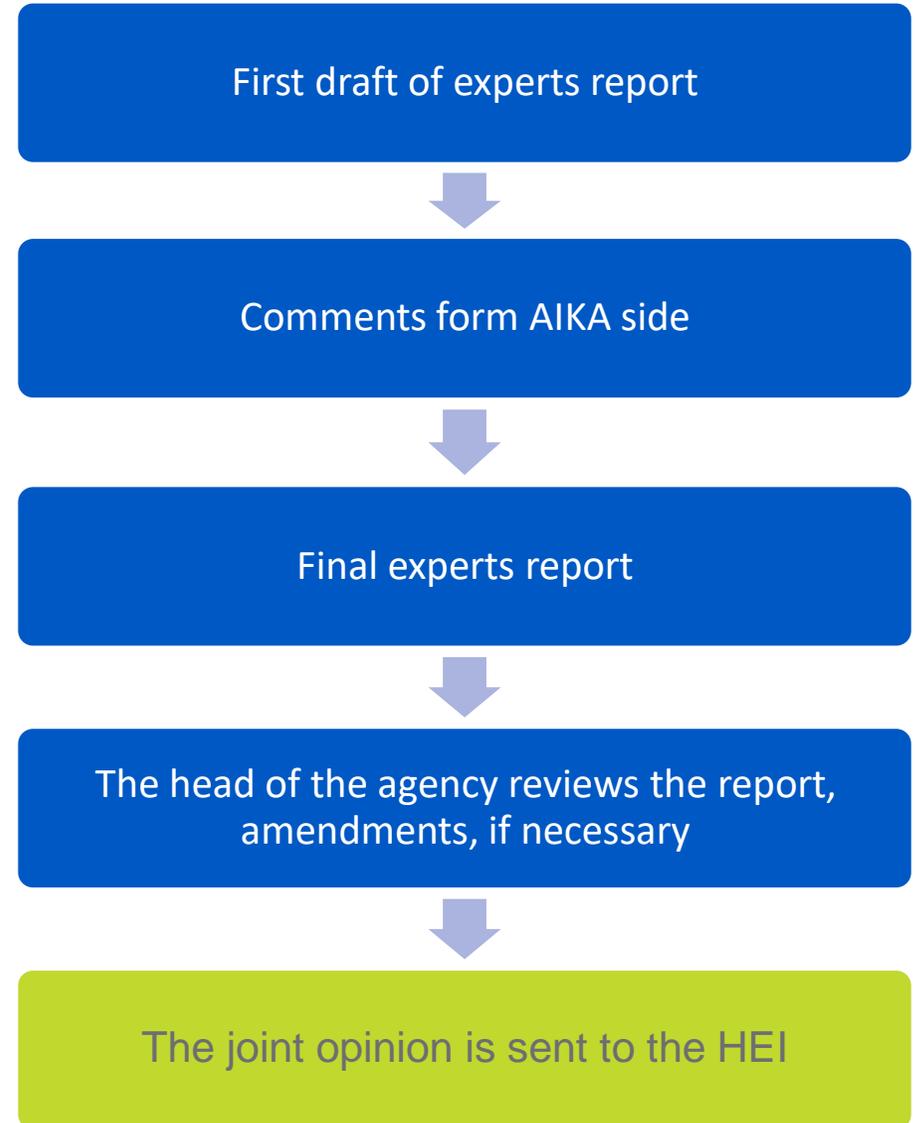
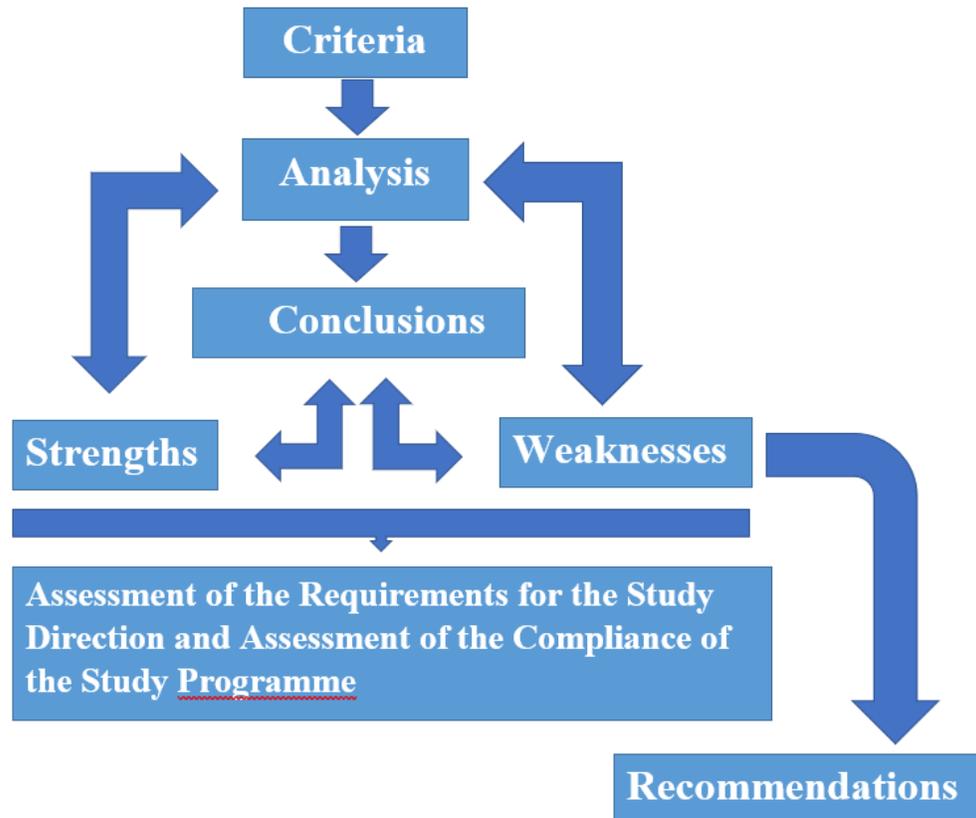
**[R8]** The study programme leading to the master or doctoral degree is based on the advances and findings in the relevant field of science or artistic creation

### Assessment of the Compliance of Study Programme “...”

### Recommendations for the Study Programme

## Part III. Assessment of the Requirements for the Study Direction and the Relevant Study Programmes

# Producing reports



# Decision taking

- AIKA prepares a summary of the procedure for the study quality commission
- Representatives of HEIs are invited to the meeting of the study quality commission
- Representatives of other organizations may be invited to a meeting of the Study Quality Commission
- The study quality commission takes a decision
- AIKA lawyer prepares the decision following requirements set in the Administrative Procedure Law



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