

Approved by Rector's directive No 9 of 20.02.2020

In force from: 20.02.2020

## **Procedure for Study Programme Management**

### **1. General provisions**

1.1 This procedure lays down the procedure for degree level programme (hereinafter “*study programme*”) management, including the quality assurance requirements and the responsibilities of the programme directors and the programme advisory board.

1.2 A study programme is an integrated educational service provided by the university, the content of which is set out in the curriculum.

1.3 Study programme management includes consistent development of the curriculum in cooperation with the stakeholders, organisation of studies and provision of related support services and admission and marketing activities aimed at ensuring the quality and effectiveness of the studies and the curriculum as well as responding flexibly to the needs of the society.

### **2. Study programme management**

2.1 A study programme shall be managed by the school<sup>i</sup>. A course shall be managed by the department<sup>ii</sup> where the course is taught. The dean shall be responsible for the school's study programmes. A university-wide course, which is not taught by a definite department, shall be managed by the school.

2.2 A study programme shall be led by the programme director. The dean is the immediate supervisor of the work of the programme director. In colleges the dean may delegate the rights to supervise the programme director to the college director.

2.3 The funds required for covering the remuneration of a programme director shall be allocated from the budget of the school.

2.4 As a rule, study programme management constitutes up to 50% of the principal job of a full-time academic employee. The dean shall make sure that the school has the administrative support staff required for study programme management.

2.5 A programme director shall:

2.5.1 coordinate the development of the curriculum, make sure that the content and structure of the curriculum comply with the objectives and learning outcomes of the curriculum;

2.5.2 ensure that the curriculum addresses the topics of internationalisation, ethics, responsibility and sustainability in compliance with the objectives of the study programme, and shall make sure that there is good balance between academic subjects and practical training;

2.5.3 in cooperation with the school, be responsible for the quality of the curriculum and teaching as well as for creating favourable conditions for student advancement and graduation efficiency and shall collect, analyse and organise implementation of feedback from all stakeholders and be in charge of internal and external evaluation of the study programme;

2.5.4 order from the departments the courses to be taught, where necessary, initiate creation of new courses, make proposals to departments for appointing lecturers and approve the lecturers undertaking teaching, monitor the quality of teaching as well as coordinate organisation of studies;

2.5.5 coordinate teaching activities and, in cooperation with the departments, ensure consistency of the courses and collaboration between the lecturers, make sure that the teaching methodology used is up-to-date and efficient, contribute to efficient implementation of APEL, organisation of internship and preparation of graduation thesis/final examinations and shall provide advice to students in the issues related to the curriculum;

2.5.6 have an overview of the resources allocated for study programme management, assess the need for teaching resources, coordinate and, by agreement with the departments, contribute to the development of the academic infrastructure and may make proposals concerning financial and staff matters to the head of the structural unit who manages the study programme and the courses;

2.5.7 participate in the student admission process;

2.5.8 contribute to curriculum-related marketing and communication activities;

2.5.9 coordinate information exchange and cooperation with stakeholders;

2.5.10 coordinate the work of the programme advisory board and participate in the formation of the composition of the programme advisory board.

2.5.11 participate in solving issues related to students' Erasmus+ mobility and make proposals for agreements with suitable partner universities.

2.6 The funds to cover the costs of the activities specified in clauses 2.5.1 – 2.5.3 and 2.5.5 – 2.5.11 of the Procedure shall be allocated from the budget of the school. The funds to cover the costs of organisation of studies specified in clause 2.5.4 shall be allocated from the budget of the department or from the study programme development fund at the disposal of the programme director.

2.7 A programme advisory board consisting of at least 6 members is a body that provides advice to the programme director. A programme advisory board includes representatives of the staff undertaking teaching in the curriculum, the stakeholders from outside the university and students. The representatives of stakeholders from outside the university and students shall form the majority of the membership of the advisory board. Each main field of study must be represented by a member of the staff undertaking teaching in the curriculum. The chair of the programme advisory board shall be appointed from among the representatives of the stakeholders from outside the university.

2.8 The programme advisory board shall provide advice to the programme director in the matters related to the development of a curriculum, assess functioning of the curriculum and make proposals to the programme director for improving the curriculum and teaching.

2.9 The Office of Academic Affairs shall organise university-wide development support, counselling and supervision of study programme management and coordination of the network of the programme directors.

### **3. Internal evaluation of study programmes**

3.1 Internal evaluation of a study programme means a systematic and regular process of reviewing teaching and study development activities, which enables to identify the strengths of a study programme as well as the improvement areas on the basis of which an action plan shall be planned.

3.2 As a rule, internal evaluation is conducted three years after the date of the last internal or external evaluation based on the programme self-evaluation form in the study information system ÕIS.

3.3 Internal evaluation shall be organised by the Office of Academic Affairs in cooperation with the school.

### **4. External evaluation of study programmes**

4.1 In order to evaluate implementation of the principles and regulations applied to studies at higher education institutions and effectiveness of the internal evaluation of the study programmes at the university, the Estonian Quality Agency for Higher and Vocational Education (EKKA) shall also assess study programmes on a sampling basis during institutional accreditation.

4.2 In addition to external evaluation carried out during institutional accreditation, thematic evaluation shall be conducted. Thematic evaluation of study programmes shall be organised and conducted by EKKA and it involves assessment of the conformity of study programmes and the studies with the legislation and standards, including the level of the theoretical and practical studies, the scientific and pedagogical qualification of academic and research staff, as well as adequacy of resources for the organisation of studies according to this particular study programme.

4.3 External evaluation of study programmes may be carried out also by occupational or professional organisations.

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<sup>i</sup> In this legal act the TalTech Estonian Maritime Academy shall be regarded as equivalent to a school.

<sup>ii</sup> In this legal act colleges shall be regarded as equivalent to departments.