



LATVIJAS REPUBLIKAS IZGLĪTĪBAS UN ZINĀTNES MINISTRIJA
RĪGAS TEHNISKĀ KOLEDŽA

Reģistrācijas Nr. 90000022223, Braslas iela 16, Rīga, LV-1084, tālrunis 67081400, e-pasts: brasla@kcrtk.lv

Internal Rules

Procedure for the Development and Modification of Study Programmes at Riga Technical College

Riga

26.07.2024. Nr. 1.1.-/2/12

Approved
Riga Technical College 26.07.2024.
at the meeting of the Council (Minutes No.3-2024)
Issued in accordance with the Law on the State Administration System
Section 72 (1) (2)
and Section 55 (3) of the Law on Higher Education

I. General rules

1. The Internal Regulations "Procedure for Developing and Changing Study Programmes at Riga Technical College" (hereinafter - the Regulations) establish the procedure for initiating, developing, evaluating, approving and changing study programmes at Riga Technical College (hereinafter - the College).
2. The programme of study shall include all the requirements for the award of a short-cycle vocational higher education qualification and a level 5 professional qualification leading to a short-cycle vocational higher education diploma.

II. Developing new study programmes

3. The development of a new study programme may be initiated by the head of a department/division, teaching staff, employers or partner universities of the college (hereinafter – the initiator) by submitting an application to the Deputy Director of the college in the field of quality and development of education, stating:
 - 3.1. the rationale for the study programme;
 - 3.2. the professional qualification;
 - 3.3. the aims and objectives of the study programme;
 - 3.4. the field of study to which the study programme will correspond;
 - 3.5. a study of the supply of higher education at the appropriate level in Latvia and abroad;
 - 3.6. an analysis of opportunities for cooperation with other study programmes, higher education institutions and other institutions;
 - 3.7. the possible sources of funding for the establishment and implementation of the study programme.
4. The Vice Principal for Educational Quality and Development shall assess the relevance and appropriateness of the proposal in accordance with the College's policy planning documents and take a decision on whether to proceed to the College Council for approval or rejection.
5. The Vice Principal for Educational Quality and Development shall assess the relevance and appropriateness of the proposal in accordance with the College's policy planning documents and

- take a decision on whether to proceed to the College Council for approval or to reject the proposal.
6. After the decision of the College Council on the development of a new study programme has been adopted, the head of the relevant department, with the involvement of the proposer, shall organise the development of the programme and its course descriptions in accordance with external normative acts, taking into account the guidelines published on the website of the Foundation 'Academic Information Centre'¹.
 7. Study programmes shall be developed in accordance with these Regulations, applicable external normative acts and the Occupational Standard, which defines the knowledge, skills and competences appropriate for obtaining a professional qualification, taking into account the guidelines published on the website of the Foundation "Academic Information Centre", in compliance with the uniform requirements of the College set out in the Annexes to these Regulations:
 - 7.1 Schedule of the study process (2.5 years – full-time studies) /Annex No.1/;
 - 7.2. Schedule of the study process (2 years – full-time studies) /Annex 2/;
 - 7.3. Study plan with credits (2.5 years – full-time studies) /Annex 3/;
 - 7.4. Study plan with credits (2 years – full-time) /Annex 4/;
 - 7.5. Contact hours breakdown (2.5 years – full-time studies) /Annex 5/;
 - 7.6. Breakdown of contact hours (2 years – full-time) /Annex 6/.
 8. The curriculum is evaluated by the Deputy Director for Studies and Education and submitted to the College Council for consideration.
 9. The decision on approval and submission of a study programme for licensing shall be taken by the College Council.
 10. After receiving a licence to implement a study programme, the Director of the College appoints the Director of the established study programme.

III. Development, updating and modification of course descriptions

11. The course descriptions of the study programmes shall be developed in accordance with these Regulations, applicable external normative acts and the Occupational Standard, which defines the knowledge, skills and competences appropriate for obtaining a professional qualification, taking into account the guidelines published on the website of the Foundation 'Academic Information Centre', in compliance with the uniform requirements of the College, as set out in the Annexes to these Regulations:
 - 11.1. RTC course of study. Name, code of the study programme / Annex 7/;
 - 11.2. Study course calendar / Annex Nr.8/;
 - 11.3. Structure of the Study Course /Annex 9/.
12. The course description shall be developed by the course faculty member in collaboration with the study programme director and submitted to the head of the department.
13. The Head of the Department shall evaluate the course description and submit it to the Deputy Director for Studies and Education for approval.
14. Updating of the content and changes in study courses may be initiated by the study programme director, academic staff involved in programme implementation, students and representatives of employers by submitting a motivated application to the deputy director of the college in the field of studies and education.
15. The Deputy Director for Studies and Education organises the updating of the study programme and its advancement to the College Council for approval, involving the proposer or his/her representatives. D

¹ https://www.aika.lv/wp-content/uploads/2019/05/Vadlinijas-studiju-programmas-raksturojuma-izstradei_2019.pdf

16. Existing courses of study in the study programme may be updated up to a maximum of twenty per cent of the total number of credits.
17. In the absence of a proposal as provided for in paragraph 13 of this Regulation, the curricula of courses of study shall be updated every two academic years, taking into account the experience gained during the conduct of the course of study, imported innovations, suggestions from students, as well as developments in the field and new technologies.
18. The study course shall be deemed to be included in the Study programme and shall be implemented after its approval.

IV. Concluding question

19. Internal Regulation No.1.1.-2/25 of 05.12.2023 'Procedure for Development and Approval of Study Programmes' and Internal Regulation No.1.1.-2/26 of 05.12.2023 'Procedure for Development and Update of Study Course Programmes' shall be repealed.

Deputy Director for Studies and Education
E.Džeksone 67081414

EDUCATIONAL INSTITUTION **Riga Technical College**
NAME OF THE PROGRAM , **short-cycle professional higher education**
DURATION OF IMPLEMENTATION **2.5 years**
IMPLEMENTATION FORM **full-time studies**

Adopted at the RTK Council meeting ____ . __ . 20 __ .
 protocol No. __
 Approved by RTK director
 ____ . __ . 20 __ . tool No. ____

SCHEDULE OF STUDY PROCESS

Months	September				October				November				December				January				February				March				April				May				June				July				August							
Weeks	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32.	33.	34.	35.	36.	37.	38.	39.	40.	41.	42.	43.	44.	45.	46.	47.	48.	49.	50.	51.	52.
Course	I.																																																			
	II.																																																			
	III.																																																			

Designations

Breakdown of the study year in weeks

- | |
|--|
| |
|--|

 Theory
- | |
|---|
| E |
|---|

 Exam session
- | |
|---|
| P |
|---|

 Internship in a company or educational institution
- | |
|---|
| K |
|---|

 Qualification practice
- | |
|----|
| KD |
|----|

 Qualification work
- | |
|----|
| KE |
|----|

 Qualification exam
- | |
|--|
| |
|--|

 Free time

Duration of studies		Number of weeks						
Years	Course	Study year					Free time	Total
		Studijas			Examinations			
		Theory	Practice	Q. practice/ q.work	Ses-sion	Quali-fications		
2,5	I.						12	52
	II.						12	52
	III.						2	22
Total:							26	126

Deputy director for studies and research
 Deputy Director for Studies and Education
 Director of the study program

EDUCATIONAL INSTITUTION **Riga Technical College**
NAME OF THE PROGRAM **, short-cycle professional higher education**
DURATION OF IMPLEMENTATION **2 years**
IMPLEMENTATION FORM **full-time studies**

Adopted at the RTK Council meeting __.__.20__.
 protocol No. __
 Approved by RTK director
 __.__.20__. tool No. ____

SCHEDULE OF STUDY PROCESS

Months	September							Oktober							November							December							January							February							March							April							May							June							July							August						
Weeks	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	32.	33.	34.	35.	36.	37.	38.	39.	40.	41.	42.	43.	44.	45.	46.	47.	48.	49.	50.	51.	52.																																
Course	I.																																																																																			
	II.																																																																																			

Designations

Breakdown of the study year in weeks

- | |
|--|
| |
|--|

 Theory
- | |
|---|
| E |
|---|

 Exam session
- | |
|---|
| P |
|---|

 Internship in a company or educational institution
- | |
|---|
| K |
|---|

 Qualification practice
- | |
|----|
| KD |
|----|

 Qualification work
- | |
|----|
| KE |
|----|

 Qualification exam
- | |
|--|
| |
|--|

 Free time

Duration of studies		Number of weeks						
Years	Course	Studiju gads					Free time	Total
		Studies			Examinations			
		Theory	Practi- ce	Q. practice/ q.work	Sesiju	Kvalifikā- cijas		
2	I						12	52
	II						2	42
Total:							14	94

Deputy director for studies and research
 Deputy Director for Studies and Education
 Director of the study program

Internships											
28	Practice										
29.	Qualification practice										
	Total:										
Qualification thesis											
	Total:										

One credit point (CP) corresponds to 26 hours of student work, i.e. 13 contact hours and 13 hours of independent work.

In practice, learners have 40 hours a week.

* need to get ___KP

** need to get ___KP

29.	Qualification practice									
	Total:									
Qualification thesis										
	Total:									

One credit corresponds to 26 hours of work, i.e. 13 contact hours and 13 hours of independent work.

Students have 40 hours of internship per week.

* __ credits are required from limited optional study courses

** __ credit is required from optional study courses

“Procedure for the Development and Modification of Study Programmes at Riga Technical College”

Name of the educational institution		Riga Technical College																							
Name of the study program																									
Duration of implementation		2,5 years																							
The form of implementation		full time studies																							
TITLE OF STUDY COURSE	Breakdown by semesters				Contact hours			Credits	Permanent work	Distribution of contact hours by courses and semesters															
	Examinations	Course work	Test (without a grade)	Test with a grade	Total	Theory	Practical work			1. course					2. course					3. course					
										1. sem.		2. sem.		Total	Theory	Practical works 1 sem	Practical works 2 sem	Practical work d.	3. sem.		4. sem.		Total	Theory	Practical works 3 sem
	T	F	T	F	T	F	T			F	T	F	T						F	T	F	T			
	weeks	weeks	weeks	weeks	weeks	weeks	weeks			weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks
	weeks	weeks	weeks	weeks	weeks	weeks	weeks			weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks
	Compulsory general education study courses																								
Total:																									
Compulsory professional study courses																									
Total:																									
Limited optional study courses: study courses*																									
Optional study course**																									
Total:																									
Internships																									
Qualification Internship																									
Qualification thesis																									
Total:																									

“Procedure for the Development and Modification of Study Programmes at Riga Technical College”

Name of the educational institution	Riga Technical College																								
Name of the study program																									
Duration of implementation	2 years																								
The form of implementation	full time studies																								
TITLE OF STUDY COURSE	Breakdown by semesters				Contact hours			Credits	Permanent work	Distribution of contact hours by courses and semesters															
	Examinations	Course work	Test (without a grade)	Test with a grade	Total	Theory	Practical work			1. course					2. course										
										1. sem.	2. sem.	Total	Theory	Practical works 1 sem.	Practical works 2 sem.	Practicigie d.	3. sem.	4. sem.	Total	Theory	Practical works 3 sem.	Practical works 4 sem.	Permanent work		
										T	T						T	T							
E	E	E	E	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks														
Compulsory general education study courses																									
Total:																									
Compulsory professional study courses																									
Total:																									
Limited optional study courses study courses*																									
Optional study course**																									
Total:																									
Internships																									
Qualification Internship																									
Qualification thesis																									
Total:																									

RTC study course description

Name of the study programme, code	
Name of the course	
Teaching staff responsible	
Teaching staff	
Amount in parts and credits	
Language of the course	
Type of the study course	
Goal and objectives, in terms of competences and skills	
Learning outcomes	
Independent work, its organisation and tasks	
Criteria for assessing learning outcomes	
Resources	
Previous knowledge required	

Study course calendar

No	Topic of the lesson	Type of the lesson (lectures, practical classes)	Amount of lessons
First semester			
1.			
2.			
3.			
4.			
Type of test			
		Total:	
Second semester			
5.			
6.			
Type of test			
		Total	

Study course structure

Semester	Credits	Lectures (hours)	Practical work (hours)	Independent work (hours)	Term paper	Type of test

Criteria for assessing learning outcomes: