

#### 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'.
- 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

<sup>&</sup>lt;sup>1</sup> 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

26.07.2024. Internal Rules No.1.1.-2/12

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

EDUCATIONAL INSTITUTION
NAME OF THE PROGRAM
DURATION OF IMPLEMENTATION
IMPLEMENTATION FORM

Riga Technical College ....., short-cycle professional higher education

2.5 years

full-time studies

Adopted at the RTK Council meeting20
protocol No.
Approved by RTK director
20 tool No

#### SCHEDULE OF STUDY PROCESS

	Mon	ths	Sep	temb	er		Oct	tobe	r		Nov	vemb	er		Decen	ıber			Jan	uary			Feb	ruar	y		Ma	arch			Apr	il		1	May			Jui	ıe		Jı	ıly				1	Aug	ust						ĺ
Г	Wee	ks	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. 2	7. 2	28.	29.	30.	31. 3	32. 3	33.	34. 3	35.	36.	37. 38	3. 39	. 40	. 41	. 42	2. 4	3. 4	4. 4	15. 4	46.	47.	48.	49.	50.	. 51	. 52.	ĺ
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	se	II.																																																				ĺ
	ŭ	III.																																																				

## **Designations**

	Theory
Е	Exam session
P	Internship in a company or educational institution
K	Qualification practice
KD	Qualification work
KE	Qulification exam
	Free time

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

### Breakdown of the study year in weeks

Durati stud				Nun	iber of	weeks		
Stud				Study yea	ır		Free	Total
	G		Studijas		Exa	minations	time	Total
Years	Cour- se	Theory	Practi- ce	Q. practice/ q.work	Ses- sion	Quali- fications		
	I.						12	52
2,5	II.						12	52
	III.						2	22
	Total:						26	126

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

EDUCATIONAL INSTITUTION
NAME OF THE PROGRAM
DURATION OF IMPLEMENTATION
IMPLEMENTATION FORM

Riga Technical College

....., short-cycle professional higher education

2 years

full-time studies

Adopted at the RTK Council meeting \_\_.\_\_.20\_\_.
protocol No.\_\_
Approved by RTK director
\_\_.\_\_.20\_\_. tool No. \_\_\_

#### SCHEDULE OF STUDY PROCESS

	Mon	nths	Sej	ptem	ber		Ol	ktobe	er		No	vem	ber		Dec	embe	r		J;	anua	ary		F	ebru	ary			Ma	rch		P	April			May	,		J.	une			July				Αυ	ıgus	t				
	Wee	eks	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12. 1	3. 1	4. 15	. 16	5. 1	7. 18	3. 19	9. 2	0. 2	1. 2	2. 23	3. 24	. 25	5. 26	5. 27	. 28	. 29.	30	. 31.	32.	33.	34.	35.	36.	37.	38. 3	9. 40	). 41	. 42	. 43	. 44.	45.	46.	47.	48.	49.	50.	51.	52.
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Col		II.																																																		П

# **Designations**

E Exam session

P Internship in a company or educational institution

K Qualification practice

KD Qualification work

KE Qulification exam

Free time

# Breakdown of the study year in weeks

Durati stud				Nun	nber of	weeks		
			Studies	Studiju ga		minations	Free time	Total
Years	Cour- se	Theory	Practi- ce	Q. practice/ q.work	Sesiju	Kvalifikā- cijas		
2	I						12	52
2	II						2	42
	Total:						14	94

Deputy director for studies and research Deputy Director for Studies and Education Director of the study program Appendix No.3 26.07.2024. Internal Rules No.1.1.-2/12 "Procedure for the Development and Modification of Study Programmes at Riga Technical College"

EDUCATIONAL INSTITUTION	Rīgas Tehniskā koledža
PROGRAM NAME	
	short cycle professional higher education
DURATION OF	
IMPLEMENTATION	2.5 years

full-time studies

INPLEMENTATION FORM

					$\overline{\cdot}$		CD	CD	CD	CD	CD
i		ade.	<u>e</u>	ster	ester		CP	CP	CP	CP	СР
		a gr	grad	eme	seme	Total number	Lco	urse	II c	ourse	III.course
No.	Study coursies	tout	h a	rk (s	ns (s	of	1.00	4150	11.0	Curse	111.Course
110.	Study Courses	Test withaout a grade	Test with a grade	Course work (semester)	Examinations (semester)	credit points	I. sem.	II. sem.	III. sem.	IV. sem.	V. sem.
Comp	oulsory general education study ies				Н						
1.											
2.											
3.											
4.											
5.											
6.											
7.											
	Total:										
	oulsory professional study										
course	es										
8.											
9.											
10.											
11.											
12.											
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14.											
15.											
16.											
17.											
18.											
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20.											
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<b>-</b> • • ·	Total:										
Limite coursi	ed optional study courses study										
23.						1					
24.											
25.											
26.											
	nal study course**										
27.	Optional study coure										
-/.	Total:										
	Total.										

Intern	ships					
28	Practice					
29.	Qualification practice					
	Total:					
Qualif	fication 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.

<sup>\*</sup> need to get \_\_\_KP

<sup>\*\*</sup> need to get \_\_\_KP

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

EDUCATIONAL INSTITUTION	Rīgas Tehniskā koledža
PROGRAM NAME	
	short cycle professional higher education
DURATION OF IMPLEMENTATION	2 years
INPLEMENTATION FORM	full-time studies

							СР	СР	СР	CP
		rade	ge	보 (	suc (-	Total	I.co		II.co	
No.	Study coursies	Test withaout a grade	Test with a grade	Course work (semester)	Examinations (semester)	numbe r of				
NO.	Study coursies	Te aouí	Te th a	urse	amin	credit				
	1	vith	W.	ညီ	Ex:	points	I.	II.	III.	IV.
						•	sem.	sem.	sem.	sem.
Comp	oulsory general education study									
coursi	les		1							
1. 2.										
3.										
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5.										
6.										
7.										
	Total:									
Comp	oulsory professional study courses									
8.										
9.										<u> </u>
10.										
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21.										<del></del>
22.										
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Limite	ed optional study courses study									
coursi 23.	ics ·									
24.										
25.										
26.										
	nal study course**									
27.	Optional study coure									
	Total:									
	nships									<u> </u>
28	Practice									

29.	Qualification practice					
	Total:					
Qualif	fication 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

<sup>\*</sup> \_\_ credits are required from limited optional study courses
\*\* \_\_ credit is required from optional study courses

Appendix No.5 26.07.2024. Internal Rules No.1.1.-2/12 "Procedure for the Development and Modification of Study Programmes at Riga Technical College"

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Name of the educational institution  Name of the study program		Kiga Te	chnical (	College																								
Duration of implementation		2,5 years																										
The form of implementation		ruii tim	e studie	S																								
															Distribut	tion of co	ntact hou	rs by cou	rses and se	emesters								
1	Bre	akdown l	by semest	ters	Co	ontact ho	urs						1. course							2. course						3.course		
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TITLE OF STUDY COURSE	8	k	at				놖	1	Permanent work					Pactical works 1 sem	Practical works 2 sem						Pactical works 3 sem	Pactical works 4 sem	Permanent work				Pactical works 5 sem	Permanent work
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Compulsory professional study cour	rses																											
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Optional study course**					$\vdash$												ļ						-	<b> </b>				
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Total:					<b>L</b>																							
Internships			_		_			-														-	-					-
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Qualification Internship					<b>—</b>			-									_							<u> </u>				
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Qualification thesis  Total:			-				1			<del>                                     </del>						<del>                                     </del>							<del> </del>	<del>                                     </del>				<del>                                     </del>

26.07.2024. Internal Rules No.1.1.-2/12

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

Name of the study program																							
Duration of implementation		2 years																					
The form of implementation			e studie	s																			
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	Rea	aledown I	by semest	tore		ontact ho				<u> </u>			1. course		Distribut	ion of co	ntact hou	rs by cou	rses and s	emesters 2. course			
	Die	akoown	by semest	ters		ontact no	urs			1	2.sem.		1. course		_		2	4. sem.		Z. course			г
TITLE OF STUDY COURSE			-	1					ά	1. sem	Z.sem.			1 sem	2 sem		5.sem.	4. sem.			3 sem	4 sen	늍
TITLE OF STODI COOKSE	Examinations	ork	Test (without a grade)	Test with a grade			Practical work		Permanent work	T	Т			Pactical works 1 sem	Pactical works 2 sem	Patstāvīgie d.	T	T			Pactical works 3 sem	Pactical works 4 sem	1
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	-				-	-				weeks	weeks	-	-	-	-	1	weeks	weeks	-	-	-	-	_
Compulsory general education st	ıdv cours	ies																					
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Compulsory professional study co	urses									ļ	ļ												
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Optional study course**						-																	
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Internships																							
пошью																							
Qualification Internship																							
Qualification thesis																							
Total:																							
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# 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	

Appendix No.8

26.07.2024. Internal Rules No.1.1.-2/12

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

Study course calendar

No	Topic of the lesson	Type of the lesson	Amount of lessons
		(lectures, practical classes)	
		First semester	
1.			
2.			
3.			
4.			
Type	of test		
		Total:	
	T	Second semester	
5.			
6.	<u> </u>		
Type	of test	TD 4.1	
		Total	

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

# **Study course structure**

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

Criteria for assessing learning outcomes: