



# **PROCEDURES FOR THE DEVELOPMENT AND SUBMISSION OF STUDY PROGRAMS FOR APPROVAL**

Riga

05.12.2023. No.1.1.-2/25

Issued in accordance with the Law of  
Higher Education Institutions,  
Article 55, Paragraph (3).

## **1. General conditions**

- 1.1. The procedure determines how the study programs are developed and submitted for approval at Riga Technical College (hereinafter - the College).
- 1.2. The study program is developed in accordance with:
  - 2.3.1. Article 55, Paragraph 1 of the Law on Higher Education Institutions, which determines the description of study content and implementation
  - 2.3.2. Regulations on the State Standard of Professional Higher Education (Cabinet Regulation No. 305, 13.06.2023.), which determines the main parts, scope, basic principles and basic forms of evaluation of the study program.
  - 2.3.3. Professional standard, which determines the knowledge, skills and competencies appropriate for obtaining a professional qualification.

## **2. Development of study programs**

- 2.1. The development of a new study program can be proposed by the head of the department, academic staff or employers.
- 2.2. The College Council decides on the development of a new study program.
- 2.3. The development of a new study program is carried out by the teaching staff, headed by the head of the relevant department / division, in coordination with the employers.

2.4. The study program is designed according to the uniform requirements of Riga Technical College (see the appendix):

2.4.1. Schedule of the study process (2.5 years - full-time studies).

2.4.2. Schedule of the study process (2 years - full-time studies).

2.4.3. Study plan with credit points (2.5 years - full-time studies).

2.4.4. Study plan with credit points (2 years - full-time studies).

2.4.5. Distribution of contact hours (2.5 years - full-time studies).

2.4.6. Distribution of contact hours - (2 years - full-time studies).

2.5. The College Council evaluates the developed study program and makes a decision on its approval and submission for licensing.

2.6 After receiving a license for the implementation of the study program, the College Council approves the director of the established study program.

### **3. Updating study programs**

3.1. The director of the study program may propose the updating of the study program after coordination with the teaching staff and employers.

3.2. Based on the decision of the College Council, the licensed study program may be updated in the amount of 20% of the total number of credit points.

3.3. The updating of the study program is performed by the director of the study program in cooperation with the academic staff and employers.

### **4. Additional conditions**

4.1. Declared invalid on 13.02.2013. No. 1-02/2 "Procedures for the development and submission of study programs for approval".

4.2. The order comes into force from the moment of signing.

Agreed on \_\_\_\_\_ with director p.i. K. Rutinu \_\_\_\_\_

Head of Study Department \_\_\_\_\_ I.Klotina

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