Internal Regulations

Procedure for the Use of the Study Management Platform Moodle at Riga Technical College

Riga

18.12.2024. No 1.1.-2/18

I. General Rules

1. Internal Regulations "Procedure for the Use of the Study Management Platform Moodle at Riga Technical College" (hereinafter - the Regulations) define the procedure for the use of the study management platform Moodle (hereinafter - Moodle) by academic staff and students in the study process at Riga Technical College (hereinafter - the College).

2. Access to the Moodle study environment is provided to students and academic staff of the College upon conclusion of a study or employment contract.

II. Access to Moodle

3. After the commencement of studies, the programme director shall submit to the IT support staff an updated list of the courses, their lecturers and groups to be taught in the current semester (Annex 1).

4. At the beginning of each academic year, the study programme director shall provide Moodle access to each student by issuing an access code and password.

5. 5. Students can access the e-learning environment Moodle with the Riga Technical College information system authentication data (username, password). If a student has forgotten or lost his/her password, he/she shall restore the data in the self-service portal. If the data cannot be restored in the self-service portal, the student sends an e-mail with a description of the problem to the Information Technology Support Department at vitalijs.aksjonovs@kcrtk.lv.

III. of Moodle in the Study Process for Academic Staff

6. Moodle is used in accordance with the instructions for use (Annex 2).

7. Academic staff are obliged to include the following mandatory documentation and activities in the Moodle environment:

   7.1. study course description;

   7.2. the assessment criteria for the course of study in an expanded form, reflecting the conditions from which the assessment in the course of study is formed;

7.3. teaching literature, including:

    7.3.1. a list of teaching literature;

    7.3.2. links to electronic resources;

7.4. files used as teaching material without infringing copyright laws.

7.5. lecture presentations, notes or references to the content used in the lectures, the topics covered;

7.6. assignments, if available in electronic format;

7.7. thesis submission activities, if they result in content in electronic format (documents and other types of files);

7.8. links to online lessons (if applicable);

7.9. academic staff record students' grades in the Moodle environment (seminar, test, assignment) through assessment activities.

8. At the beginning of a lecture or practical lesson, the attendance of students is recorded using the "Attendance" activity.

9. Academic staff is entitled not to use the Moodle environment in certain justified situations (with prior agreement of the study programme director and approval of the department meeting), if the use of the environment objectively hinders the achievement of study results, however, this does not exempt from the obligation to record grades in the system.

10. Academic staff have the right and are recommended to control the accessibility of the content as the course progresses, using the display/hide function.

11. Academic staff have the right to receive training in the use of the system at least once per semester in the following order:

11.1. training shall be arranged by the Head of the relevant Department informing the Deputy Director for Studies and Education in writing or by e-mail;

11.2. the time and date of the training shall be agreed between the Head of Department, the Deputy Director and the lecturer;

11.3. the training shall be collective.

12. A video recording of the training shall be made for review by the teaching staff after the training.

IV. Use of Moodle in the Study Process

13. Use of study materials:

13.1. All required study materials, including lecture presentations, study literature resources, assignments and internal documentation in the Moodle environment are freely available to students;

13.2. All resources available in the Moodle environment shall be used by students for study purposes only, in compliance with the laws and regulations governing copyright.

14. All electronic assignments, tests and other assessment materials must be submitted on the Moodle platform within the deadlines and in the formats specified.

15. Students' attendance is recorded on the Moodle platform using the 'Attendance' function.

16. Participation in online classes is via the BigBlueButton web conferencing system, which are hosted in the Moodle environment.

17. Participants are obliged to:

17.1. join the specified session using a stable internet connection before the start of the session;

17.2. follow the communication rules set by the instructor;

17.3. use the microphone and camera facilities as necessary to participate actively in the discussions.

18. BigBlueButton online lessons can be recorded and used for study purposes, providing learners with access to the lesson material for revision.

19. Students are obliged to keep up to date with changes to course materials, assignments, lecture timetable changes and other study-related news published on the Moodle platform.

20. Plagiarism control:

20.1. all submissions are randomly checked using the CAPS plagiarism checker to ensure originality;

20.2. in cases where the plagiarism checker detects discrepancies (up to 25%), the student may receive an appropriate remark or penalty in accordance with the College's Academic Conduct Policy;

20.3. the student is obliged to use only self-generated material or to refer to the literature used, in accordance with the principles of academic writing.

21. Viewing assessments and access to information:

21.1. learners have the right to see their assessments in the Moodle environment and receive feedback by asking questions;

21.2. if a learner has questions or concerns about their assessments, they should contact the course tutor in accordance with the communication rules.

21.3. in case the answer given by the course lecturer is not justified in the student's opinion, the student has the right to appeal to the study programme director or to lodge a complaint in accordance with the procedure established by the internal regulations of the college.

22. It is forbidden to take actions or post information or documents in the Moodle environment that:

22.1. infringe or violate the intellectual property rights (copyrights, etc.) of third parties;
22.2. infringes the honour and dignity of a person;
22.3. incites violence, racial hatred or other unlawful acts;
22.4. is vulgar, profane or otherwise offensive;
22.5. contains computer viruses or is designed to interfere with the operation (security) of a computer or electronic communications software;

22.6. which affects or may affect the operation and security of the Moodle environment or violates any internal or external laws or regulations of the College.

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