

*Approved
by TSI Senate on 15 May 2017
with amendments approved at the Senate meeting on 15.12.2020, protocol no. 01-7/4
with amendments approved at the Senate meeting on 21.06.2022, protocol No. 01-7/9*

REGULATIONS

On the Organization of Distance Learning Studies at the Transport and Telecommunication Institute

1. General Provisions

- 1.1. These Regulations determines the rules of organization of the distance learning study form of the academic and professional study programmes of the Transport and Telecommunications Institute (hereinafter - TSI)
- 1.2. The form of distance learning is offered to students in all study programmes implemented by the institute, where such study form is provided by accreditation (licensing) conditions of study fields.

2. Content of the Distance Learning Study Service

- 2.1. The decision on the implementation of the study programme in the form of distance learning is made in accordance with the TSI Study Programmes and Study Plans Management Regulations.
- 2.2. The elaboration and approval of distance learning study plans is carried out in accordance with the uniform requirements, which are governed by the TSI Study Programmes and Study Plans Management Regulations.
- 2.3. The matriculation of students and the Institute's cooperation with applicants and students in the form of distance learning takes place in accordance with the general provisions regulated by the TSI Admission Rules, Study Regulations and Tuition Fee Payment Regulations of Transport and Telecommunication Institute.
- 2.4. Students who are matriculated for studies in the form of distance learning studies are registered in the student database and receive access to their data in the student card, materials and the content of specific study courses in the "*distant.tsi.lv*" system, in accordance with the study plan and operating instructions.
- 2.5. During the study process students are provided with current tasks and materials for their fulfilment, as well as consulting services of the Institute staff.

26. Assessment of study courses, transfer of students to subsequent courses, different programmes, change of study form and ex-matriculation of students in the form of distance learning takes place on the general terms and conditions in accordance with the Study Regulations.
27. The defence of the final theses takes place after the complete acquisition of all credits provided for in the study program, in accordance with the Regulation on the awarding of professional qualifications and degrees in the TSI. Defence of final theses for distance learning students takes place in person, in the presence of the state examination commission. In cases of justifiable reasons, with the written permission of the rector, the defence can be organized remotely.

3. Responsibilities of the Participants in the Organization and Implementation of the Distance Learning Process

- 3.1. In the organization and implementation of distance learning process are involved: Student Experience and Retention Department, Digitization and Innovation Training Center, Academic Quality Assessment Department, faculties, directors of study programmes, lecturers and IT Department. Other structural units of TSI are also involved in the provision of the distance learning study process within the scope of their competence - the Library, the Research Administration Department, etc. *(as amended in TSI Senate decision No. 01-7/9 of 21.06.2022)*
- 3.2. The Student Experience and Retention Department, together with the management of the faculties, plans and organizes the distance learning study process at TSI, carries out its organizational and information provision, as well as implements communication with students and lecturers, provides them with support by organizing the study process in the form of distance learning. *(as amended in TSI Senate decision No. 01-7/9 of 21.06.2022)*
- 3.3. The Student Experience and Retention Department is responsible for: *(as amended in TSI Senate decision No. 01-7/9 of 21.06.2022)*
 - 3.3.1. registration of distance learning study students and control of the implementation of their study plans;
 - 3.3.2. providing students with access to study and methodological materials of distance learning courses;
 - 3.3.3. implementation of cooperation with students - counseling, monitoring of the fulfillment of the intermediate and final control requirements of study courses;
 - 3.3.4. organization of consultations for students by lecturers who conduct distance learning study courses in online or offline mode (according to the lecturers' consultation schedule);
 - 3.3.5. organizing the evaluation of mid-term and final exams of study courses and signing the evaluations by the lecturer of the relevant course or a teaching staff determined by the dean;

- 33.6. performance of clerical functions in the process of distance learning studies - creation, storage and addition of students' personal files, registration of student applications, orders for matriculation, changes in student status and changes in programmes or forms of study, and preparation of student exmatriculations for signing, their registration, as well as the issuance of diplomas.
- 3.4. The Digitization and Innovation Learning Center is responsible for *(as amended in TSI Senate decision No. 01-7/9 of 21.06.2022)*
- 3.4.1. introduction of innovative forms of activity, methods and techniques in the TSI distance learning study process, using advanced international experience;
- 3.4.2. Development of guidelines for the development of distance learning study courses in TSI (*Distance Learning Courses Development Guidelines*) and control of compliance with these Guidelines, placement of new or updated teaching methodical materials for distance learning study courses in TSI Learning Management System platforms (*Learning Management System*) in cooperation with relevant TSI lecturers or employees;
- 3.4.3. providing methodical support and consultations to TSI study programme directors, lecturers and employees in the development of teaching methodical materials for distance learning studies;
- 3.4.4. administration of the virtual learning environment of the form of distance learning studies, issuing orders to the IT part for the modernization of the virtual learning environment and monitoring their execution.
- 3.5. The Academic Quality Assessment Department is responsible for monitoring the quality of teaching materials for the educational process of distance learning, updating the content of training courses and introducing new educational materials. *(as amended in TSI Senate decision No. 01-7/9 of 21.06.2022)*
- 3.6. The faculty is responsible for the topicality and quality of teaching methodical materials of the distance learning study courses under its control. The faculty ensures the development of these teaching methodical materials, content expertise of the newly developed teaching methodical materials, periodic revision and updating of the existing materials. *(as amended in TSI Senate decision No. 01-7/9 of 21.06.2022)*
- 3.7. The director of the study programme is responsible for the compliance of the content of the study programme offered by TSI with the accreditation requirements, in accordance with the Study Directions and Study Programmes Management Regulations, including regarding the implementation of this programme in the form of distance learning studies. *(as amended in TSI Senate decision No. 01-7/9 of 21.06.2022)*
- 3.8. Lecturers ensure the development of new distance learning study courses, the updating of existing courses and the progress of distance learning studies. Their activities in the provision of the distance learning study process (counselling students, checking tasks and reports, etc.) are regulated by the duties of the academic staff position, the Academic Staff Payment Regulations and/or the terms of the lecturers' individual employment contract with TSI. *(as amended in TSI Senate decision No. 01-7/9 of 21.06.2022)*
- 3.9. The IT Department is responsible for the technical provision of information technology resources necessary for the implementation of the distance learning study form. *(as amended in TSI Senate decision No. 01-7/9 of 21.06.2022)*