



**TRANSPORTA  
UN SAKARU  
INSTITŪTS**

**LECTURER  
HANDBOOK  
2021**

Version 1.0

## TABLE OF CONTENTS

1.	<b>ABOUT TRANSPORT AND TELECOMMUNICATION INSTITUTE (TSI)</b>	
2.	<b>TSI ORGANISATIONAL STRUCTURE</b>	
3.	<b>TSI BUILDING</b>	
4.	<b>CONTACTS</b>	
5.	<b>ESTABLISHING LEGAL EMPLOYMENT</b>	
	5.1. My contacts at TSI	
	5.2. Types of contracts (which one will I have?)	
	5.3. Documents necessary to formalise legal employment	
	5.4. Who will supervise my work?	
	5.5. Remuneration	
	5.6. Code of ethics and conduct for TSI employees	
6.	<b>STUDY COURSE PREPARATION</b>	
	6.1. Study course development	
	6.2. Study course description	
	6.3. Course description updates	
	6.4. Number of contact hours in a course	
	6.5. Assessment	
7.	<b>CURRICULUM PLANNING</b>	
	7.1. Curriculum planning and approval	
	7.2. Where can I find my and other teaching staff class schedule?	
	7.3. Where can I get a list of students in my class?	
	7.4. How do I control and register attendance?	
	7.5. What should I do if I cannot deliver a lecture (or lectures)?	
	7.6. What should I do if I need additional equipment, software etc.?	

8.	<b>PREPARING FOR CLASSES</b>	
	8.1. How do I distribute study materials among students?	
	8.2. What is the e.tsi.lv (Moodle) system, and what is it for?	
	8.3. Making copies of the assessment papers	
	8.4. TSI information systems	
	8.5. How do I log on to a particular TSI information system?	
	8.6. How do I upload materials to the e.tsi.lv (Moodle) system?	
	8.7. Who can provide advice on a particular TSI information system?	
	8.8. Use of wireless internet at TSI	
	8.9. Where can I get/return the keys for a classroom?	
	8.10. What must I do before and after the class?	
	8.11. How do I solve problems with the classroom equipment?	
	8.12. Where is my Faculty's staff room?	
9.	<b>RULES OF CLASSES</b>	
	9.1. Timetable	
	9.2. Academic year, its division	
	9.3. Communication with students during the first lecture	
	9.4. Monitoring compliance with the duration of classes at TSI	
	9.5. Code of ethics and conduct for students	
	9.6. Computer Classroom Rules	
	9.7. Making a video recording of a class	
	9.8. Assessment of the quality of my classes	
	9.9. How will students assess the quality of my classes?	
10.	<b>STUDENT TESTING AND ASSESSMENT</b>	
	10.1. Test format requirements	
	10.2. Students' assessment system at TSI	
	10.3. Admission to the exams if not all mandatory tests are passed	

	10.4. When and where should student assessment results be recorded and submitted?	
	10.5. Explaining your grade to students	
	10.6. Negative assessment. Can I put "Fail"?	
	10.7. Should I accept individual students taking missed or failed tests?	
	10.8. Requirements and rules for the preparation of projects	
	10.9. Plagiarism control	
11.	<b>LIBRARY</b>	
	11.1. Regulations for using the library; working hours	
	11.2. Library services	
	11.3. Digital databases available to students and lecturers	
	11.4. How can I request to purchase literature necessary for my course?	
12.	<b>ACADEMIC ELECTIONS</b>	
	12.1. Advantages	
	12.2. I would like to be elected. What to do?	
13.	<b>OTHER IMPORTANT QUESTIONS</b>	
	13.1. How to get to TSI using public transport	
	13.2. ITIC card	

**Abbreviations used:**

**APAC:** TSI Academic and Professional Aviation Centre

**HelpDesk:** Computer Technology Unit support specialists

**LR:** Republic of Latvia

**SPBAD:** Student Recruitment and Business Development Centre

**TSI:** JSC "Transport and Telecommunication Institute"

**VID:** State Revenue Service

## 1. ABOUT “TRANSPORT AND TELECOMMUNICATION INSTITUTE” (TSI)

*TSI has a long history as a provider of education as successor to RKIIGA (Riga Civil Aviation Engineers Institute, founded in 1919) and RAU (Riga Aviation University).*

**In its current form, TSI was founded in 1999.** *TSI is the only private university-type accredited non-state technical HEI in the Republic of Latvia, Latvian and English being the languages of instruction.*

To find out more about TSI's official documents, please go to:

<https://tsi.lv/about-us/official-documents/>

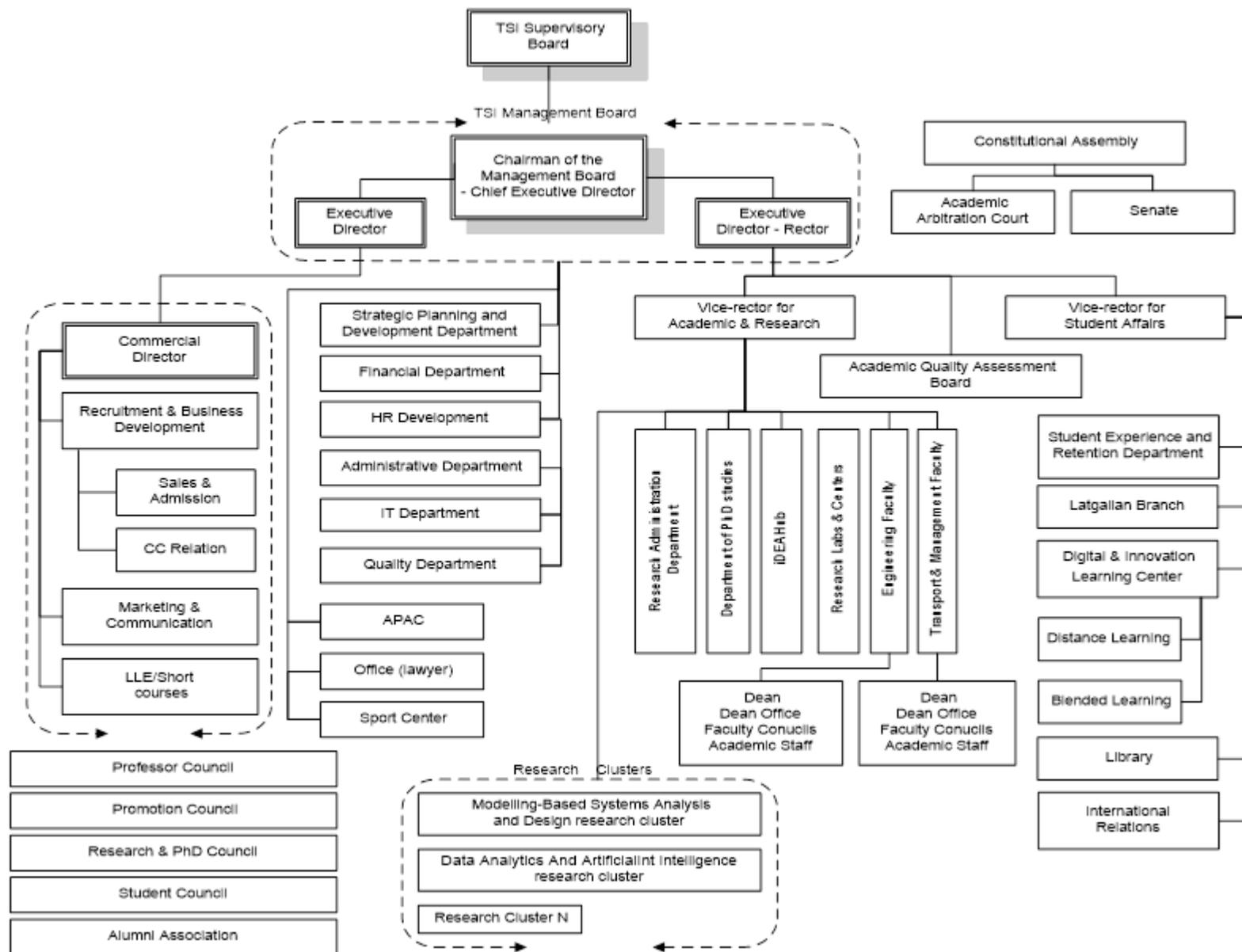
TSI offers study programmes in the following fields: Transport and Logistics, Computer Science, Electronics and Telecommunications, Robotics, Management, Air Transport.

TSI provides first and second level higher vocational education, Bachelor's and Master's programmes, as well as Doctoral programme. TSI also provides distance-learning programmes. Research excellence and innovation are integral to the vision of the TSI.

The total number of the Institute's graduates has exceeded 7500. Currently, there are more than 3000 students from 32 countries studying at TSI.

*TSI is accredited for the indefinite period.*

**Additional information:** [www.tsi.lv](http://www.tsi.lv)



### 3. TSI BUILDING

The studies take place in a 9-floor building.

Board displaying the **location of the Institute's departments and units on each floor** is displayed by the lifts on the 1st floor.

#### Layout:

##### 1. floor:

- 100 — **Study Department**
- 100a, 100b – Student Recruitment and Business Development Department
- 101 — Lecture Hall (Aviation)
- 102 — Marketing and Communication Department
- 103 — Meeting Room
- 105 — Lecture Hall
- 106 — Meeting Room
- 114, 116, 118, 120 — Research Department
- 117 — Small Seminar Room
- 119 — Applied Software Systems Laboratory/Image Processing, Biometry and Automated Border Control Laboratory
- 125 — Telecommunications, Electronics and Robotics Centre
- 127 — Student Council
- 130 — Conference and Seminar Hall
- L1 — Laboratory of Telecommunications and Electro-Optical Systems
- L2 — Laboratory of Industrial Automation
- L3 — Laboratory of Electronics
- L4 — Laboratory of Subsurface Radiolocation
- L5 — Laboratory of Physics and Electrical Machines
- L6 — Laboratory of Robotics and Student Research Work
- L7 — Laboratory of Design and Prototyping
- L8 — Laboratory of Modelling of Electronic Systems
- L9 — Laboratory of Embedded Systems and Digital Signal Processing

##### 2. floor:

- 200 — Computer Technology Department
- 220—230 — Classrooms and Computer Classrooms
- 228 — **HelpDesk**
- I - Lecture Hall named after Jevgenijs Kopitovs, TSI founder and TSI first Rector
- II - Lecture Hall named after Talgat Musabayev, cosmonaut: RKIIGA (TSI predecessor institution)
- III — Lecture Hall
- Library (see Section 11)
- Cafe

##### 3. floor:

- 301 — Academic quality assessment board
- 303, 304, 305, 306 — Computer Classrooms
- 308 — Computer Technology Department

- 309 — Building and its outdoor area supervisor
  - 310 — Head of the Library
4. floor:
- 401 — Administrative Manager
  - **403, 405 — Human Resource Development Department**
  - 404, 406 — Lifelong Education Centre, Department of International Relations (ERASMUS+)
  - **409 — Accounting Office**
  - 408, 410, 412 — Distance Learning Department
5. floor: **Faculty of Transport and Management**
- 502, 504, 506 – Deans' office
  - 508, 510, 512, 514 — Faculty's staff rooms
  - 503 — Computer Classroom
  - 505 — Network Technology and Metrology Laboratory
6. floor: **Engineering Faculty**
- 602, 604 — Faculty's staff rooms
  - 603, 605 — **Academic and Professional Aviation Centre (APAC)**
  - 606, 608, 607, 609, 611, 612, 614 — Faculty's staff rooms
7. floor: **Engineering Faculty**
- 702, 704, 706 – Deans' office
  - 705, 707, 709 — Faculty's staff rooms
  - 703 — Classroom
  - 701, 708 — **Academic and Professional Aviation Centre (APAC)**
  - 710 — Classroom
- 8. floor: Rector's Office, Board**
9. floor:
- 903, 906 — Classrooms
  - 904 — Guest Lecturer Office

- **People with special needs** are provided with the possibility to use lifts and a special lifting platform on the first-floor.
- **Bathrooms** are located at the end of the corridor on every floor, and to the left from the entrance on the first floor.
- **TSI Sports Centre** (sport hall, fitness and yoga room, gym) **is open every day, except for holidays: 09:00-21:00 (1st floor, entrance from Lomonosova Street)**. Further information: <https://www.facebook.com/TSIsportacentrs/>
- **TSI car parks:** Car park 1 is at TSI entrance. Car park 2 is in TSI courtyard (access from Aiviekstes Street).  
In order to park your car, you must have a **parking pass** issued by the secretary (8<sup>th</sup> floor).
  - While the vehicle is parked, the parking pass must be placed inside the vehicle, in the left corner of the front panel.
  - Please follow the instructions of the car park officer!



*The publicly available Google Maps service is used.*

#### 4. CONTACTS

**Administrative staff working hours: business days, 09:00-17:30 (unless otherwise specified).**

- You may receive the list of all TSI employees (and their contact information) from the Dean of your faculty, or find it in Lotus Notes → LN Portal → 'Staff management' → **'List of phone numbers'**.

## 5. ESTABLISHING LEGAL EMPLOYMENT

### 5.1. My contacts at TSI

Your contacts at the Institute are:

**The Board**, which is the executive body of TSI. It approves and signs employment contracts for future employees of the Institute.

**Rector** plans and manages the strategic development of the Institute, participates in the planning and drafting of the budget, deals with administrative issues in relation to the academic staff.

**Vice-rector for student affairs** organises and supervises the implementation of the Institute's study programmes, study processes (including distance learning).

**Vice-rector for academic and research** manages and develops research, organises and promotes international cooperation, supervises the implementation of projects important for the Institute, handles the representation of TSI's interests when working with State authorities, partners and general public.

**Faculty dean** plans the academic work of the faculty and the distribution of teaching workload, organises the assessment of the quality of the study programmes and teaching results, coordinates cooperation with the Institute's management.

**Vice-dean for academic affairs** plans and controls the workload of the academic staff, organises the staff's professional and social development.

**Vice-dean for research and external collaboration** provides the Faculty's staff with support in the field of academic and scientific research, as well as provides support for conference and consulting projects participation, organises students' external research activities (including international) according to the Faculty's plan, ensures collaboration with external partners in the Faculty's research area.

**Dean's assistant** – deals with the record keeping documents (receipt, preparation, circulation, storage), give the students' diploma papers to the archive, collaborated with other departments in the matter of record keeping and personnel.

**Programme director** develops the study programme in accordance with the current requirements set for the respective area of science and the laws and regulations that govern the study process, and defines the scope and amount of the subjects to be included in the study programme.

**Study Department**, in cooperation with you, plans your class schedule, classrooms, as well as provides informative support to programme staff and students. Lecturers are given lists of student groups, assessment sheets, etc..

**Human Resources Development Department** carries out a selection of personnel, receives documents, formalises contracts, processes information specified in work acceptance certificates, prepares orders for payments, consults on matters of employment, and coordinates the staff's training and development.

**Marketing and Communication Department** plans and implement the marketing strategy, as well as implement and participate in different advertising campaigns and events in Latvia and abroad. Academic staff is also involved in the events and campaigns supporting them with their knowledge and experience for accomplishing common goals.

**Library** provides TSI students and staff with information resources necessary for education and research.

## 5.2. Types of contracts (which one will I have?)

- Work performance agreement
- Employment contract

If you have any questions related to the employment, please contact the HR Development Department (4th floor, Room 403)

Tax accounting is carried out in accordance with the Latvian law. If you have any questions, please contact the **salary accountant** (Accountancy , 4th floor, Room 409).

## 5.3. Documents necessary to formalise legal employment

In order to formalise legal employment, the following documents and data must be submitted to the head of the department:

- Europass CV and language certificate in Latvian and English (in English, for those who are not Latvian nationals)
- The passport/ID card must be presented, and the following passport/ID card data must be submitted: document No. (ID No. for non-Latvian nationals), personal identification number (date of birth for non-Latvian nationals), date and place of issue of the passport/ID card, and its expiry date
- Copies of documents that certify education (if you have already submitted one, doing so again is not required)
- Copy of the state language proficiency certificate (except for foreign lecturers and individuals who received their degrees in accredited study programmes with Latvian as the language of instruction)
- Bank account No.
- Residential address and contact information (contact phone number and e-mail address)
- **For individuals** who are not Latvian nationals or nationals of another EU (EEA) member state, a residence permit
- A copy of the **statement issued by the Academic Information Centre (AIC)** for the eligibility of degrees previously obtained in **Latvia**, or recognition of education diplomas issued abroad in Latvia (for foreign lecturers), if relevant.

### Please note that:

- If you submit a copy of a document, you will need to present its original version upon your arrival!
- The employee signs a statement, undertaking not to disclose confidential information and personal data.

## 5.4. Who will supervise my work?

As you conclude your agreement to work at the Institute, you will be informed about the faculty responsible for the corresponding course delivery. You will become its member. The Dean of the faculty and vice-dean for academic affairs will provide instructional support, will invite you to educational seminars and other events organised by the Institute, and will monitor the quality of your lectures.

## 5.5. Remuneration

### Remuneration based on a work performance agreement:

- For each calendar month until the 10th (tenth) of the following month, TSI Study Department prepares and issues a service acceptance certificate to the lecturer, specifying the number of hours of service provided during respective month
- By signing the service acceptance certificate, the head of the TSI Study Department accepts delivered service within 5 (five) days after the lecturer signs the service acceptance certificate.
- Based on the service acceptance certificate signed by both the parties, TSI pays for the service provided during the previous month by the last day of the following month. Transaction is made by bank transfer to the current account specified in the lecturer's contract.

**Remuneration based on an Author's contract** is carried out in accordance with the provisions of the contract.

**Remuneration based on an employment contract** is carried out in accordance with the provisions of the contract.

## 5.6. Code of ethics and conduct for TSI employees

Please find the **TSI Work Regulations** and **TSI Code of Ethics** here:

[https://www.tsi.lv/sites/default/files/editor/Dokumenti/Oficialie\\_Dokumenti/ethical\\_charter.pdf](https://www.tsi.lv/sites/default/files/editor/Dokumenti/Oficialie_Dokumenti/ethical_charter.pdf)

## 6. STUDY COURSE, PREPARATION

### 6.1. Study course development

Upon request of the programme director, the lecturer, who is going to teach a new study course, develops the course. The dean may offer a previously developed study course description to the lecturer, which facilitates the course preparation. The remuneration for the development of a new course is included in the hourly rate; there is no additional remuneration for preparation of the course.

The lecturer gives the course to the programme director; upon request, the IT administrator sets up the new study course and posts it with the corresponding study course materials in the TSI e-learning environment (Moodle).

### 6.2. Study course description

The course description must be developed before the course delivery starts.

On request of the head of the programme director, the lecturer, who will teach this course, must develop a new course description. The course description (in the state language and the language of delivery), must be prepared using TSI course description form and submitted to the Study Course Register on the **Intranet** of the TSI information system.

Study course descriptions are revised and updated at the beginning of every academic year. The programme director may provide a previously developed course description as an example that the lecturer can update and submit to the head of the department. The study course description is signed by the developer of the course, the study programme director(s), the vice-dean for academic affairs; it is approved by the dean. The signed course descriptions are stored at the faculty and uploaded to the Study Course Register in TSI's **Moodle** e-learning system (see Section 8.1).

### 6.3. Course description updates

Course descriptions are updated at the beginning of every academic year. The update of course descriptions is carried out as ordered by the programme director/vice-dean for academic affairs. Course descriptions must be updated in the course register in the TSI **Intranet**. The updated information, with the study course materials, must be uploaded to the TSI e-learning system (see Section 6.2).

### 6.4. Number of contact hours in a course

The basic unit for measuring the size of a study course is the number of credit points (CP). That number is used to define the number of contact hours (classes) and the number of assessments. The number of contact hours that corresponds to one CP differs for different programmes, study forms (full-time/part-time) and levels (bachelor, master). The head vice-dean for academic affairs provides information about the number of contact hours (classes).

### 6.5. Student assessment

TSI distinguishes two types of assessment: regular tests that take place during the study course, and final assessment, at the end of the study course.

**Regular tests** independent projects, tests, practical tests, laboratory projects, reports, essays etc.

**Final assessment** include end-of-course tests, exams and course projects. The lecturer, specifying them in the study course description, determines the number and type of assignments.

The course description also includes the relative weight of each assignment in the overall grade of the course.

<b>7. CURRICULUM PLANNING</b>
<b>7.1. Curriculum planning and approval</b>
<p>The vice-dean for academic affairs offers you a study course(s) that shall be taught during the next academic year and offers preliminary class schedule.</p> <p>Upon agreement to teach an offered course, <b>study planning specialist</b> will offer for your approval a class schedule (with a defined number of contact hours and assigned classrooms) <b>Agreed and confirmed class schedule cannot be changed.</b></p> <p>What to do if, due to objective circumstances, you are unable to deliver the class? Please refer to Section 7.5.</p>
<b>7.2. Where can I find my and other teaching staff class schedule?</b>
<p>The vice-dean for academic affairs will send you by e-mail an approved class schedule. To view your or another lecturer class schedule please go to the TSI <b>Intranet</b> (see Section 8.4). You can check TSI class schedule on your phone, by installing the <b>TSI Schedule</b> app available for download at Play Market and AppStore.</p>
<b>7.3. Where can I get a list of students in my class?</b>
<p>You can get such a list in room 101, on the 1st floor.</p>
<b>7.4. How do I control and register attendance?</b>
<p>Every student is given an ISIC card, which he shall use to sign in for the class. Information about student attendance is available on TSI <b>Intranet</b>. Lecturers can keep their own records of student attendance.</p>
<b>7.5. What should I do if I cannot deliver a class (or classes)?</b>
<p><u>Changes in the schedule are only allowed in emergency situations</u></p> <ul style="list-style-type: none"> <li>● If, for significant and objective reasons, you expect not to show up to a particular scheduled class:       <ul style="list-style-type: none"> <li>- report this <u>by phone</u> to the study planning specialist (<a href="mailto:Pavlova.T@tsi.lv">Pavlova.T@tsi.lv</a>, phone +371 67100649) and the head of your department as soon as possible, and at least <b>24 hours in advance</b>, specifying the reason. If you use e-mail, make sure that your message has been received;</li> <li>- The general approach that classes may not be postponed or cancelled must be observed, and you must offer suggestions on how to fill in the time for the class in question.</li> </ul> </li> <li>● Should you suddenly (less than 24 hours before the beginning of the class) become aware that you will not be able to deliver the scheduled class:       <ul style="list-style-type: none"> <li>- Immediately inform the study planning specialist, or the vice-dean for academic affairs, specifying reasons; always contact them by <u>phone</u> in such circumstances.</li> <li>- Provide suggestions for resolving this problem.</li> <li>- Provide a <u>written</u> explanation to the vice-dean for academic affairs specifying the reasons why you could not come to the scheduled class.</li> </ul> </li> </ul>

- Please note that in the event of prolonged illness (absence), the Institute may find a substitute to continue to teach your study course.

#### 7.6. What should I do if I need additional equipment, software etc.?

If you need:

- additional equipment (speakers, microphones, transformers, marker pens, sticker notes etc.), please contact the **HelpDesk** (room 228), specifying what equipment is necessary, and when;
- specialised software. Settle this matter with the vice-dean for academic affairs before the classes.

<b>8. PREPARING FOR CLASSES</b>
<b>8.1. How do I distribute the materials for students?</b>
<p>Materials for students are uploaded to the <a href="http://www.e.tsi.lv">www.e.tsi.lv</a> (<b>Moodle</b>) learning platform. Using materials in paper format is only allowed as a matter of exception, if distributing them online is not possible.</p> <p>For more information, see <a href="https://docs.moodle.org/31/en/Teacher_quick_guide">https://docs.moodle.org/31/en/Teacher_quick_guide</a></p>
<b>8.2. What is the e.tsi.lv (Moodle) system, and what is it for?</b>
<p>The e.tsi.lv (Moodle) system is an electronic learning platform used for uploading learning materials, communicating with students, carrying out tests and other work related to the teaching process.</p>
<b>8.3. Making copies of assessment sheets</b>
<p>Copies of assessment sheets are produced at the corresponding department. Should the copy machine not be available for any reason, please contact the head of the corresponding department.</p>
<b>8.4. TSI information systems</b>
<p>TSI uses the following information systems:</p> <ul style="list-style-type: none"> <li>● <a href="http://www.tsi.lv">www.tsi.lv</a>: it provides key information about TSI, its faculties, study programmes, subjects, lecturers, news and events</li> <li>● <a href="http://e.tsi.lv">e.tsi.lv</a> (Moodle): see Section 8.2</li> <li>● <a href="http://intra.tsi.lv">intra.tsi.lv</a> (Intranet). The <b>MSDN AA TSI</b> section provides lecturers and students with various free licensed Microsoft software. It is available to students during their studies</li> <li>● <a href="http://cs.tsi.lv">cs.tsi.lv</a> is a service that provides video recordings of conferences, lectures and workshops. It also makes it possible to see live streams of the Institute's various events</li> <li>● <b>Stdomino-01.tsi.lv</b>: TSI learning service (laboratory classwork environment)</li> <li>● <b>Meetings.tsi.lv</b> – videoconference system</li> <li>● <a href="http://tsi.turnitin.com">tsi.turnitin.com</a> - plagiarism checking system.</li> </ul>
<b>8.5. How do I log on to a particular TSI information system?</b>
<p>The username and password are assigned and sent online to the HelpDesk and to the private e-mail address of the employee by the computer system administrator (T: 67100565). Please contact the HelpDesk if you have any questions (see Section 8.7).</p>
<b>8.6. How do I upload materials to the e.tsi.lv (Moodle) system?</b>
<p>Please see: <a href="https://docs.moodle.org/36/en/Managing_a_Moodle_course">https://docs.moodle.org/36/en/Managing_a_Moodle_course</a></p>
<b>8.7. Who can provide advice on a particular TSI information system?</b>
<ul style="list-style-type: none"> <li>● Please consult <b>HelpDesk</b> specialists.</li> <li>● Contacts: TSI building, 2nd floor, Room 228, phone 67100555; e-mail: <a href="mailto:helpdesk@tsi.lv">helpdesk@tsi.lv</a></li> </ul>

- **HelpDesk working hours: on working days, 08:30-19:00, Saturdays: 08:30-14:30**

### **8.8. Use of wireless internet at TSI**

Wireless internet is available in all TSI rooms, without password protection. Please connect to the 'TSI-Free' Wi-Fi network.

### **8.9. Where can I get/return the keys for a classroom?**

The keys are kept by the Security Team in the TSI lobby (1st floor).  
 You must sign off receiving and handing back the keys in a special notebook  
 The lecturer is responsible for the room they use, making sure that after the class, the door is locked, and the keys are given back to the Security Team.

### **8.10. What I must do before and after the class**

After receiving a key, you will be responsible for the corresponding room and the equipment therein remaining in good order, including compliance with the corresponding operation requirements. If you have any questions about the requirements for operating the equipment, please consult the HelpDesk specialists.

Switch off any equipment, lights, shut the windows after the class. When locking up the classroom, it must be left in the same condition, in which it was received.

**Please immediately report HelpDesk of any damage!**

### **8.11. How do I solve problems with classroom equipment?**

If you need advice on the use of computer hardware or software, please contact the **HelpDesk** (see Section 4 or 8.7).

### **8.12. Where is my faculty's lecturer room?**

Every faculty has a room for its lecturers. Ask the vice-dean for academic affairs about its location.

### **8.13. Lecturer Portal**

Every lecturer can find his/her workload in the Lecturer Portal; add and modify additional workload; record checked home works, control works, reports. The lecturer does not have access to other lecturers' data.

The lecturer's file now contains six sections:

- Contact workload;
- Exams and tests;
- Contactless workload (home works, control works, reports, etc.);
- Final exams;
- Work in Attestation Commissions;
- Examination records.

<b>9. RULES OF CLASSES</b>	
<b>9.1. Timetable</b>	
<b>Working days:</b> <ol style="list-style-type: none"> <li>1. 08:45–10:15</li> <li>2. 10:30–12:00</li> <li>3. 12:30–14:00</li> <li>4. 14:15–15:45</li> <li>5. 16:00–17:30</li> <li>6. 18:15–19:45</li> <li>7. 20:00–21:30</li> </ol>	<b>Saturdays:</b> <ol style="list-style-type: none"> <li>1. 08:45–10:15</li> <li>2. 10:30–12:00</li> <li>3. 12:30–14:00</li> <li>4. 14:15–15:45</li> <li>5. 16:00–17:30</li> </ol>
<b>9.2. Academic year, its division</b>	
<ul style="list-style-type: none"> <li>• The schedule for every academic year, including the winter and summer exam dates, is approved by the Rector's order</li> <li>• The duration of one semester shall be 20 weeks (the last 4 weeks of the semester is the examination period)</li> <li>• Winter examination period: January</li> <li>• Summer examination period: June</li> <li>• Summer break: July and August</li> </ul>	
<b>9.3. Communication with students during the first lecture</b>	
<p>During the first class, the lecturer shall:</p> <ul style="list-style-type: none"> <li>• Provide information about themselves and their professional experience</li> <li>• Provide detailed information about the study course description uploaded at e.tsi.lv (Moodle) before the class</li> <li>• Explain the conditions for successful completion of the study course, requirements for the exams, tests and the proportional weight thereof in the final grade</li> <li>• Provide information about the textbooks necessary for successful completion of the course</li> <li>• Provide information about tutorials and the preferred mode of communication with the students (e.tsi.lv, e-mail, phone)</li> <li>• Find out who the leader of the student group is, in order to facilitate discussion of matters shared by the entire group (e.g. handing back the marked tests), if necessary.</li> </ul>	
<b>9.4. Monitoring compliance with the duration of classes at TSI</b>	
<p>The lecturer must strictly observe the time of the beginning and the end of the class. The management of TSI has the right to regularly carry out inspections to check compliance with the above rules and policies. These inspections are conducted by a quality control system specialist and the Academic Quality Assessment Board, or another person assigned for this purpose.</p> <p>Student surveys is one of the ways of monitoring quality of teaching, with a question referring to lecturers observing class time requirements.</p>	

<b>9.5. Code of ethics and conduct for students</b>
<p>Lecturers shall set the same standard of conduct for all students. The ethics and conduct requirements for students are included in the <b>TSI Code of Ethics</b> (see Section 5.6). During the classes, students shall also comply with the TSI Internal Code of Conduct. Please remind your students that during the class, they should refrain from using electronic communication equipment, unless permitted to do so by the lecturer. Should a student need to answer a phone call, they shall do so outside the classroom.</p>
<b>9.6. Computer Classroom Rules</b>
<p>In addition to the requirements applicable to other classrooms (see Section 8.10), the following requirements must be complied with:</p> <ul style="list-style-type: none"><li>● Do not change the configuration of the computer</li><li>● After the class, make sure that all the computers are switched off</li><li>● Do not consume food or drink in the computer classroom</li></ul>
<b>9.7. Making a video recording of a class</b>
<p>In order to make a video recording of a class, the lecturer must agree on the use of a specific classroom with their department head and the <b>HelpDesk</b>.</p>
<b>9.8. Assessment of the quality of my classes</b>
<p>In accordance with the TSI quality control system, the rector, vice-rector for academic and research, vice-rector for student affairs, head of the Study Department, vice-dean for academic affairs, representatives of the Quality Control Department or another person assigned for this purpose may attend any class without notifying the lecturer in advance. Regular visits also occur. Class visits occur with the goal of enabling lecturers to learn from one another and to offer suggestions on improving the quality of teaching.</p>
<b>9.9. How will students assess the quality of my classes?</b>
<p>Twice a year, students are issued a study course and lecturer work assessment questionnaires, in which they express their opinions about the quality of the classes. The results of such questionnaires are not published: they are disclosed to the TSI management, the dean of the corresponding faculty and the vice-deans, the programme director and to the lecturer.</p>

<b>10. STUDENT TESTING AND ASSESSMENT</b>
<b>10.1. Test format requirements</b>
<p>Every test must be handed out to students with a special title page. There are special forms for written exams, including electronic documents, which the lecturer can obtain before the exam, from the <b>study planning specialist</b>.</p> <p>All relevant information is available in the e.tsi.lv (Moodle) e-learning environment, section 'Information for final-year students'. Please see Section 8.2.</p>
<b>10.2. Knowledge assessment system at TSI</b>
<p>Study results are assessed according to <b>the 10-point system</b>, in accordance with the national standard for higher education:</p> <p><b>10 — with distinction:</b> the knowledge, skills and competence exceed the requirements for the completion of the study module or study course, suggesting the ability to perform independent research and deep understanding of the issues</p> <p><b>9 — excellent:</b> the knowledge, skills and competences completely comply with the requirements for the completion of the study programme, study module or study course, demonstrating the skill to independently use the acquired knowledge</p> <p><b>8 — very good:</b> the requirements for the completion of study programmes, study module or study course are completely met, but missing a sufficiently deep understanding of certain matters necessary in order to use the knowledge independently for solving more complicated problems</p> <p><b>7 — good:</b> in general, the requirements for the completion of the study programme, study module or study course are met, but sometimes there is a lack of ability in using the acquired knowledge independently</p> <p><b>6 — almost good:</b> the requirements for the completion of the study programme, study module or study course are met, but there is a lack of sufficiently deep understanding of the matter and ability to use the acquired knowledge</p> <p><b>5 — satisfactory:</b> in general, the study programme, study module or study course has been completed, but there is a lack of sufficient knowledge on the number of problems and ability to use the acquired knowledge</p> <p><b>4* — almost satisfactory:</b> in general the study programme, study module or study course has been completed, but there is a lack of sufficient understanding of a few key concepts, with significant difficulties apparent in the practical use of the acquired knowledge</p> <p><b>3 — poor:</b> superficial and incomplete knowledge, the student cannot use it in specific situations</p> <p><b>2 — very poor:</b> superficial knowledge of only some of the matter; most of the study programme, study module or study course has not been completed</p> <p><b>1 — very, very poor:</b> no understanding of the subject matter, almost no knowledge of the study programme, study module or study course.</p> <p><b>* The lowest passing grade is 4 (almost satisfactory).</b></p>
<b>10.3. Admission to exams if not all mandatory tests are passed</b>
Students shall not be admitted to exams if they have not passed <u>all</u> the mandatory tests.

#### 10.4. When and where are student test scores recorded and submitted?

**The test grading sheet** is issued by the **Study Department** 1 day before the exam or final test. The grades in it must be written down both as numbers and as description of a grade. After the day of the test, the grading sheet must be personally submitted at the Study Department within 5 working days; the Study Department will then enter the grade on the Intranet (in the personal records of the students). Starting from January 2020, lecturers may also submit the grades electronically, using the Lecturer Portal (see “Guidelines on filling out examination record lists”). Submitting the results, it is necessary to select a particular group; it is possible to store, change and then submit the grades. Only the corresponding teacher has the right to insert and submit the examination results. The examination record lists must be printed out, signed and submitted to the Study Department.

#### 10.5. Explaining your grade to students

The lecturer defines criteria for assessing the knowledge of students when preparing a course description, and explains them in detail therein. The evaluation criteria must also be explained to the students at the beginning of the course. The lecturer issues grades for tests and examinations completed by the students. If requested by a student, the lecturer must provide detailed clarifications for the given grade. The lecturer is free to choose the format of delivering such a comment: verbally or in writing.

#### 10.6. Failing grades. Can I put them?

Quality is a key value at TSI. If during a test you find out that the student's knowledge does not match the minimum requirements specified in the course description, you should put that student a failing grade. It is more important in such cases than others to provide feedback and a reasoned explanation of the grade to the student. If a student receives a failing grade, the student must come and repeat the test using a personal test order (which can only be issued after it is paid for). Students may receive these orders at the **Study Department**.

### 10.7. Should I admit individual students taking missed or failed tests?

Students can retake failed examinations according to the “Rules for settle of academic debts and admission of TSI students to final examinations and re-passing of the subject”:

N <sup>o</sup>	Settle of academic debts	Term	Price (EUR)	Notes
1.	First time retake	Within the examination period	Free	Retake after unsuccessful pass of scheduled exam for the first time. Retake can be only carried out with an assignment from Student Experience and Retention Department and on date and time arranged with a teacher.
2.	Second attempt for retake or first time retake if the possibility for retake was not used during the examination period.	4 weeks after examination period during a designated resit week	Bachelor program course – 25 EUR Master program course – 35 EUR	Second attempt for retake after first unsuccessful try or first time retake if the possibility for retake was not used during the examination period. Student has time (4 weeks) to prepare for retake. Retake can be only carried out with an assignment from Student Experience and Retention Department and on date and time arranged with a teacher.
3.	Retake after unsuccessful attempt in resit week	Only after re-passing the course	Bachelor program course - 25 EUR per credit point Master program course – 35 EUR per credit point	In order to re-pass the course student shall join to an existing study group. Price of exam is included to the re-pass fee.

### 10.8. Requirements and rules for the preparation of student projects

Please familiarise yourself with the:

- Regulations for the preparation of a graduate thesis (thesis project)
- Regulations for the preparation of a qualification thesis for receiving a bachelor's degree
- Regulations for the preparation of a qualification thesis for receiving a master's degree

### 10.9. Plagiarism control

Term papers, practical work reports, final tests and projects submitted as part of a study procedure of a study course may be subject to examination during any stage of the work process, including the presentation of the paper, if the lecturer/research advisor has reasonable suspicions regarding the possibility of plagiarism.

Please see the **TSI Plagiarism Control Regulations** [tsi.turnitin.com](http://tsi.turnitin.com)

<b>11. LIBRARY RESOURCES (<a href="http://lib.tsi.lv">lib.tsi.lv</a>)</b>
<b>11.1. Regulations for using the library, working hours</b>
<p>Lecturers and students must follow the same rules for using the library. The library is located on the 2nd floor of TSI (the service point of the academic and research collections of the library, and the digital reading room/service point).</p> <p><b>Library working hours:</b></p> <ul style="list-style-type: none"> <li>Monday: 10:00 — 16:00</li> <li>Tuesday: 10:00—18:00</li> <li>Wednesday: 10:00—18:00</li> <li>Thursday: 10:00—19:00</li> <li>Friday: 10:00—16:00</li> <li>Saturday: 10:00—14:00</li> <li>Sunday: closed</li> </ul>
<b>11.2. Library services</b>
<ul style="list-style-type: none"> <li>• Textbook lending service;</li> <li>• Reading-room services;</li> <li>• E-reading room services;</li> <li>• 19 computers for use in the library;</li> <li>• Print, scan and copy services (fee-based)</li> <li>• Interlibrary loan services: <a href="mailto:library@tsi.lv">library@tsi.lv</a>;</li> <li>• Consulting in the use of digital resources: <a href="mailto:kauce.i@tsi.lv">kauce.i@tsi.lv</a>;</li> <li>• ISBN/ISSN assignment;</li> <li>• Delivery of books published by TSI.</li> </ul>
<b>11.3. Digital databases available to students and lecturers</b>
<p>Databases available:</p> <ul style="list-style-type: none"> <li>• <b>Academic complete</b>, a database with 150,000+ e-books</li> <li>• <b>EBSCO host</b>, a digital resource platform that provides access to databases and collections in humanities, as well as exact, social and natural sciences</li> <li>• <b>ScienceDirect</b></li> <li>• <b>Scopus</b></li> </ul> <p>More information about the use of data bases can be provided by the TSI library.</p>
<b>11.4. How can I request that literature necessary for my course be purchased?</b>
<ul style="list-style-type: none"> <li>• Two times every year (in Spring and Autumn), the library invites lecturers to fill in a special form for the purchase of new textbooks on its website</li> <li>• The procurement of literature needed for study courses is coordinated with programme directors, first making sure that such books are not available in the library</li> <li>• The manager of the library decides on the purchase of the necessary books within the</li> </ul>

library's budget. Literature published in the last 3 years is given priority

- Please note that lecturers are required to update the list of literature for their courses once a year, as they update the course description. In order to do so, please use the e-catalogue of the library and find out what books the library has, which books should be written off, or ordered
- Please motivate your students to use library resources!

**Subscriptions to periodic publications:** in September and October, lecturers are requested to send subscription proposals for periodic publications for the next year (this includes subscriptions both in paper and in digital formats).

<b>12. ACADEMIC ELECTIONS</b>
<b>12.1. Advantages</b>
<p>Elected academic staff have the following advantages:</p> <ul style="list-style-type: none"><li>• 8 weeks of paid calendar holidays</li><li>• health insurance with better conditions</li><li>• free participation in TSI conferences (with publications and articles for a symbolic fee)</li><li>• opportunities to join the ERASMUS+ exchange programme</li><li>• opportunities to continue your education via courses and international workshops (TSI can fully or partially cover the expenses)</li><li>• tuition fee discounts, if the lecturer is studying for a university degree (e.g. doctoral studies)</li><li>• tuition fee discounts for members of the lecturer's family who study at TSI and APAC</li><li>• TSI Sports Centre discounts</li></ul> <p>However, academic staff has additional requirements. Research, teaching and organisational performance reviews of the academic staff take place annually, according to certain criteria. This evaluation determines the wages of the teaching staff. For additional information, please contact the head of your department, or the Human Resource and Development Department.</p>
<b>12.2. I want to be elected. What to do</b>
Contact the Vice-Dean for Academic Affairs of the Faculty, or the Human Resource Development Department.

### 13. OTHER IMPORTANT QUESTIONS

#### 13.1. How to get to TSI using public transport

You can reach TSI (Lomonosova iela 1, Riga) from the Centre of Riga using:

- electric trains departing from the '**Rīga Pasažieru**' station via the Riga—Lielvārde and Riga—Aizkraukle routes, up to the '**Vagonu parks**' station (5 mins).
- **Trolleybus No. 15**, in the direction from the University of Latvia to Ķengarags, up to the 'Lomonosova iela' stop (8—10 mins).
- **Bus No. 18**, in the direction from Abrenes Street to Dārziņi, up to the 'Lomonosova iela' stop (8—10 mins).

For additional information, visit [www.1188.lv](http://www.1188.lv) and [www.rigassatiksme.lv](http://www.rigassatiksme.lv)

#### 13.2. ITIC cards

**ITIC** (International Teacher Identity Card) is the only internationally recognised teacher identification card that makes it possible to use discounts and special offers in 130 countries, including Latvia.

##### **Advantages of ITIC:**

- You can confirm your status as a teacher anywhere in the world;
- You can get discounts at 42,000 locations around the world;
- You can get discounts at 550 locations in Latvia.

##### **Additional information:**

- The card has a fixed validity period: from the beginning of the current academic year (in September) until the end of the next calendar year (in December), e.g. 09/2021—12/2022;
- The standard price of the card is EUR 7.10;
- The application must include a document that confirms the status of the lecturer (a statement issued by the Human Resources Department, room 403), a personal identification document and a photograph.

You may submit your application here: <https://isic.lv/lv/pieteikties/info-itic>