RULES FOR THE MANAGEMENT OF STUDY COURSES WITHIN THE TRANSPORT AND TELECOMMUNICATIONS INSTITUTE

I. General Regulations

1. The Regulations shall determine the process of developing and updating the study courses, as well as the procedure for the inclusion and exclusion of a study course in the curriculum.

2. The following terms and abbreviations are used in these Regulations:

    2.1. **Responsible Structural Unit** is a faculty or any other structural department designated by the Rector, which ensures the development and the evaluation of a study course in the relevant field;

    2.2. **ECTS** (European Credit Transfer and Accumulation System);

    2.3. **lead lecturer of the course** (course leader) is a teaching/ academic staff member who develops a new study course and prepares or updates the course description;

    2.4. **lecturer** is any elected or non-elected member of staff of the higher education institution who ensures the implementation of the course(s) of study

    2.5. **study course** is a system of knowledge, skills and competences, organized at a certain level and scope, which is relevant to the curriculum, with determined learning outcomes, for the achievement of which the credit points are awarded. A study course is an integral part of the curriculum;

    2.6. **study course update** is updating the information in the description of the study course in the TTI Intranet system;

    2.7. **Intranet** is the internal information system of the TTI, which ensures the management of the study processes;

    2.8. **Study course description** is a document containing information on the basic data of the course (course title, relevant field and sub-field, course code, number of credits, number of ECTS credits, total number of classroom hours, number of lecture hours, number of seminar and practical work hours, number of laboratory work hours, number of hours of independent work of the student, date of course approval, etc. etc.), the conditions for starting the course, the aim, the intended learning outcomes (knowledge, skills, competences) and the criteria for their assessment, the content of the course required to achieve the outcomes, the timetable for the course, the requirements for obtaining the credits, the required sources of information;

2.9. **Study course register** is an Intranet sub-system containing the information on all TTI study courses and on their status;

2.10. **Curriculum plan** is an arrangement of components of curriculum in a specific order and time, according to the requirements and the purpose of the curriculum;

2.11. **Status of the study course** is information about the condition of the course description. Study Course status abbriviations:

2.11.1. IN (*initial*) – IN (initial) is the registration of the new study course in the register study courses,

2.11.2. DR (*draft*) – Draft of the study course is the description of a new course, which is in the process of development,

2.11.3. NW (*new*) - New study course is a new course description which should be reviewed,

2.11.4. RW (*review*) – Study course review is the study course description, which is in evaluation status,

2.11.5. AC (*accepted*) - Study course accepted is the study course description, which has been accepted,

2.11.6. AT *(active)*– Active study course is the study course included in the study plan,

2.11.7. RV (*revise*) –Study course revised is the study course description, which is in update status,

2.11.8. UP (*updated*) –Study Course updated is the study course description, which has been updated,

2.11.9. NA (*not active*) –Not active study course is the study course, which is not included in any curriculum in TTI.

II.   Development of a new study course

3. The development of a new study course may be proposed by the head of the responsible department (by completing the New Study Course Development Task Form, see Annex 1):

3.1. the relevant Vice-Rector;

3.2. the Dean of the Faculty, Vice-Deans;

3.3. the Study Direction Council (SDC);

3.4. the study programme director.

4. The Head of the responsible structure shall decide on the further progress of the course and:

4.1. assign one or more lecturers of TTI, a lecturer of another higher education institution or a specialist in the field to develop a course in accordance with the form of the assignment for the

development of a new study course (see Annex 1), the form of the study course description and the Guidelines for the Preparation of the Study Course Description;

4.2. inform the Academic Quality Assessment Board (hereinafter - AQAB) of the assignment for the development of a new study course (providing access to the assignment for the development of a new study course);

4.3. if it is not possible to develop a study course, the responsible structure which initiated the development of a new study course shall be informed about the problem. The initiator may recommend another candidate for the development of the course, or refer to another faculty.

5. The creation of a course description in the Intranet course register includes:

5.1. registration of the study course and assignment the study code to the course (provided by the AQAB);

5.2. entering the information on course description in the national language (compulsory) and language of instruction (provided by the course lead lecturer);

5.3. verification of the created course description by the AQAB with the right:

5.3.1. to specify the field of study indicated for the study course and in agreement with the faculty of the relevant field, to indicate two main fields for an interdisciplinary study course,

5.3.2. make editorial corrections to the course description,

5.3.3. to refer the to the determined experts for reviewing the course description,

5.3.4. to send the course description to the supervising lecturer for clarification, indicating the clarifications to be made.

6. Expertise and evaluation of the content of the developed study course::

6.1. the expert examination and evaluation shall be carried out by an expert - the responsible lecturer, appointed by the Dean of the Faculty;

6.2. The expert shall carry out the assessment on the basis of the following documents:

6.2.1. the task for the new course development

6.2.2. a description of the new course,

6.2.3. guidelines for the preparation of the course description.

6.3. the expert prepares a report (see Annex 2) on the results of the examination within two weeks after the preparation of the course description;

6.4. the course description may be updated in accordance with the expert's comments.

7. Approval of the content of the study course:

7.1. the Dean of the Faculty refers to the SDC for examining the new course description, submitting the following documents to the SDC:

7.1.1. the assignment for the development of the new study course,

7.1.2. a description of the new study course,

7.1.3. the report prepared by the expert;

7.2. The SDC decides whether to accept or return a new course description for additional processing.

III.   Update of the course description

8. The course description shall be updated at least once a year.

9. The update of the course description for the next academic year must be done by the beginning of the autumn semester. If a course is taught in both the autumn and spring semesters, the course description shall be updated not less than five working days before the registration for the following semester.

10. Course descriptions may not be submitted for updating during registration if the students have already registered for the course.

11. Updating of an approved course description may be initiated by the responsible lecturer on his/her own initiative or by the study programme director or the dean/pro-dean of the faculty.

12. Updating of the course description shall be carried out in accordance with the Guidelines for the Preparation of Course Descriptions only in the changeable part of the course description. If changes are required for the unchangeable part, a new study course should be developed.

13. The course description is updated by the course lead lecturer.

14. The updated course description shall be reviewed by the programme director and the relevant Dean, with the right to attract an expert.

IV. Inclusion and exclusion of a study course in curriculum

15. The inclusion or exclusion of a new study course in the curriculum shall be proposed to the SDC by the study programme director and the Dean of the faculty.

16. If a course is to be included in the curriculum, and the field does not correspond to the field of the faculty implementing the curriculum, the programme director and the Dean of the faculty shall request its approval from the SDC, for which field the course corresponds to.

17. When planning changes to the curriculum, the following rules must be applied:

17.1. only the courses approved by the SDC and uploaded in the Intranet course register (course status - AC) may be included in the curriculum;

17.2. the study course may be withdrawn from the curriculum only if it is not attached to the study plan in the semester in which it is to be withdrawn;

17.3. in order to maintain the existing structure of the study programme, the inclusion or exclusion of study course(s) in the compulsory or optional part of the curriculum shall not change the total amount of the part in credit points.

ASSIGNMENT FOR THE DEVELOPMENT OF A NEW STUDY COURSE

Course title	
In Latvian	
In English	
In Russian (if it is planned to use Russian as a language of instruction)	

Level		B		M		D	

Number of credit points		CP		ECTS	

Responsible faculty		TVF		IZF	

Study programme(s) (for which the study course is intended)	1. 2.

Study Results	
1.	

Date (by which the course description is expected)	

Course description developed

Name	Date	Signature	Access to the course register (mark with X)

Experts:

Name	Date	Signature

Study programme director(s):

Name	Date	Signature

Dean of the Faculty:

Name	Date	Signature

EVALUATION REPORT FOR A NEW STUDY COURSE DESCRIPTION

Course title	
In Latvian	
In English	
In Russian (if it is planned to use Russian as a language of instruction)	

Level		B		M		D	

Number of credit points		CP		ECTS	

Documents used for the expertise: assignment for the development of the study course, description of the study course, Instructions for the formatting of the description of the study course.

Criteria	Assessment (accepted, not accepted), if not accepted – comment on non-compliance
Learning outcomes relevant to the assignment	
The specified types of assessment (control) serve to achieve the learning outcomes	
The amount of controlling activities and independent work corresponds to the course content (credits)	
- The content of the course corresponds to the learning outcomes	
The list of recommended literature corresponds to the content of the course of study	

Comments	

Recommendation

Tag (mark with X)	Recommended
	To approve the course description
	To approve the course description with minor corrections
	Not to approve the course description because no substantial change is imminent

Eksperts

Name	Date	Signature