



# **PROCEDURES FOR DEVELOPING AND UPDATING STUDY COURSE PROGRAMS**

Riga

05.12.2023., No.1.1.- 2/26

Issued in accordance with the Law of Higher  
Education Institutions,  
56.<sup>1</sup> Article, (1) Paragraph

## **1. General conditions**

1.1. The procedure determines how study course programs are developed and updated in the Riga Technical College (hereinafter - the College).

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

2.1. In the College, all study courses are implemented in accordance with the programs, which are based on the descriptions of the study courses.

2.2. All study course programs must be developed at the beginning of the study program implementation.

2.3. The study course program is developed according to a uniform form (see the appendix), which includes:

- Name of the structural unit.
- Study program name, code.
- Name of the study course.
- Study course status.
- Study course structure.
- Teacher.
- Requirements for starting a study course.
- The purpose and tasks of the course.
- The planned result of the study course (knowledge, skills, competences).
- Study course plan.
- Literature and sources of information.
  - o Mandatory reading.
  - o Additional literature.

- o Other sources of information to be used.
  - Organization and tasks of students' independent work.
  - Evaluation criteria of study results.
  - Credit requirements.
  - Evaluation criteria of the test work.
  - Department meeting acceptance.
- 2.4. The study course program is developed by the lecturer who manages the specific study course.
2. 5 The director of the study program approved by the College Council is fully responsible for the development of the study course programs.

## **2. Updating study course programs**

- 3.1. Study course programs are updated in all cases when changes are made to the study program based on the decision of the College Council.
- 3.2. The study course programs are updated every two academic years, taking into account the shortcomings noticed during the study course management, the introduced innovations, student recommendations, as well as new technologies.
- 3.3. The director of the study program approved by the College Council is fully responsible for updating the study course programs.

## **4. Additional conditions**

- 4.1. Declared invalid on 13.02.2013. No. 1-02/3 "Procedure in which study course programs are developed and updated".
- 4.2. The order comes into force from the moment of signing.

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

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