



LATVIJAS REPUBLIKAS IZGLĪTĪBAS UN ZINĀTNES MINISTRIJA  
**RĪGAS TEHNISKĀ KOLEDŽA**

---

Reģistrācijas Nr. 90000022223, Braslas iela 16, Rīga, LV-1084, tālrunis 67081400, e-pasts: brasla@kcrtk.lv

---

**REGULATIONS  
ON STUDY ORGANISATION  
ACCORDING TO INDIVIDUAL PLANS**

Riga

02.10.2023.No. 1.1.-2/13

Issued in accordance with the Law of Higher  
Education Institutions,  
section 6 (1)

**1. General conditions**

- 1.1. Studies at Riga Technical College (RTC) are organized according to individual plans in order to facilitate the rapid acquisition of new technologies, access to higher vocational education, continuous education and the acquisition of new competences throughout life.
- 1.2. An individual study plan (Appendix 1) shall be drawn up for one study semester and approved by the following committee:
  - Head of the Study Department,
  - Study program director,
  - head of the respective department.
- 1.3. Individual study plans that provide for a higher number of credit points (hereinafter - CP) per semester than specified in the respective semester study plan are admissible, provided that the additional study courses can be acquired by joining the lecture streams, practical and laboratory work groups scheduled in the timetable.
- 1.4. The minimum number of CPs to be obtained in one semester of an academic year (except the last semester) must not be less than 10. Shortened individual study plans shall be formed by excluding and postponing to later semesters courses of study from the nominal study plans of the semesters concerned, while maintaining the sequence of study.
- 1.5. Students shall have the right not to attend classes, but only to take examinations (tests, practical work, etc.) in the study courses included in their individual plans.
- 1.6. RTC students shall have the right to study according to individual plans based on:
  - 1.6.1. A medical certificate from his/her general practitioner, which excludes the possibility of acquiring the study programme in the normal way.
  - 1.6.2. Transferring to another study programme (to bridge the gap).
  - 1.6.3. Work involving frequent travel and staying abroad.

1.6.4. Family reasons.

## **2. Organization of studies according to individual plans**

- 2.1. The student, together with the Head of the Study Department and the director of the respective study programme, shall develop an individual study plan for the semester.
- 2.2. The developed individual plan shall be examined at a meeting of the relevant department and a decision shall be taken to approve it or to refuse it on the grounds for refusal. The decision of the Department meeting shall be of a recommendatory nature.
- 2.3. The student's individual study plan shall be approved by the RTC Director.
- 2.4. The Study Department shall monitor the implementation of students' individual plans.
- 2.5. If a student studying in a state-budget-funded study programme places completes his/her academic obligations during the session and in the allocated extra time, he/she shall be entitled to apply for a scholarship in the following semester in accordance with the "Procedure for awarding scholarships to students".
- 2.6. If a student studying in a state-budget funded study programme places fails to complete the individual study plan in the session and in the allocated extra time and has obtained less than 60% of the planned number of CPs, the student may be transferred to self-funded studies by modifying the agreement. The RTC Director shall issue an order on changes in the form of study based on the decision of the relevant department.
- 2.7. Students who fail to fully complete their individual plans during the session and allocated extra time shall lose the right to study according to the individual plan.

## **3. Closing provisions**

- 3.1. Entry into force of these Regulations shall cancel the 27.01.2021 "Regulations on the Organization of Studies According to Individual Plans" No. 1.1-2/1.
- 3.2. "Regulations on the organization of studies according to individual plans" shall enter into force on 05.10.2023.

Agreed with \_\_\_\_\_ J. Rozenblats, the Director of RTC \_\_\_\_\_

Head of the RTC Study Department \_\_\_\_\_ I.Klotiņa

I.Klotiņa 67081401  
E.Bārdiņš 67081405

APPROVED

Head of the Study Department \_\_\_\_\_

I. Klotiņa \_\_\_\_\_

## Riga Technical College Individual semester plan

Study program code:

Study program:

Name:

Surname:

Student ID No:

Group:

Academic year: .

Semester:

No.	Study course	Credit points	Method of control	Date	Evaluation	Teacher	
						surname	signature
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
<b>Total:</b>							

Student: \_\_\_\_\_  
(name, surname, signature)Study program director: \_\_\_\_\_  
(name, surname, signature)