



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

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## **PROCEDURES FOR WORK IN THE DISTANCE LEARNING PROCESS**

Riga

12.10.2023. No.1.1.-2/16

Issued in accordance with Section 7.3 of the Cabinet Regulations No. 111 of 08.02.2022.  
“Distance learning organization  
and implementation procedures”

### **I. General conditions**

1. The Procedure determines the availability and provision of technical means at Riga Technical College (hereinafter - the College), control of participation and completion of tasks, actions in case of technical malfunctions, security requirements, as well as the use of resources and infrastructure of the educational institution in the distance learning process.
2. The aim of the Procedure is to establish uniform requirements for College lecturers and students in distance learning.

### **II. Organization of distance learning**

3. At the College, up to 50 per cent of the number of contact hours specified in the approved study plan for the study programme concerned may be carried out in the form of distance learning.
4. Distance learning shall be implemented as an effective, qualitative, comprehensive and inclusive part of the face-to-face studies in order to provide students with the opportunity to acquire the expected outcomes of the study process and to develop the transferable skills, as well as to ensure a differentiated, personalized and interdisciplinary study process.
5. Depending on the purpose, task and possibilities of distance learning, it can be used for:
  - 5.1. Various forms of study organization, including individual and group work, tutorials, project work;
  - 5.2. Various venues including libraries, laboratories, research institutions, museums, nature, home;
  - 5.3. A variety of learning tools, including technology solutions.
6. Distance learning shall be organized according to the lecture timetable, but in some cases, in agreement with the Study Department, it can be organized at other times by informing students in the agreed form of communication (email, WhatsApp, etc.).

7. Distance consultations shall take place according to the consultation timetable or, by mutual agreement between the student and the lecturer, at other times.
8. Lecturers must upload study materials, independent assignments and test papers to the electronic platform “MOODLE” and inform students about this in the agreed form of communication.
9. The login link to the online ZOOM or BigBluBottom platforms must be sent to students at least the day before the scheduled lesson.
10. If a student is unable to access the online lesson for technical reasons or other justifiable reasons, he/she shall inform the course lecturer and/or the study programme director. The student shall study the topic independently, using the study materials provided on the electronic platform “MOODLE”, as well as the literature specified in the course description.
11. If a student does not have access to the technical means for distance learning, the course lecturer and the study programme director must be informed immediately.
12. The director of the study programme, in cooperation with the Information Technology Support Unit, shall, as far as possible, provide the student with the technical means for distance learning.

#### **IV. Use of College resources and infrastructure**

13. For purposes of distance learning, students shall be entitled to use all the resources and infrastructure of the College, including indoor and outdoor facilities, libraries, reading rooms, other information repositories and learning resources.
14. Students shall have the right to use the College's wireless internet free of charge for study and communication purposes.
15. On the College premises students shall comply with the “Internal Regulations” established by the College, as well as with the regulations governing the conditions of use of the premises.

#### **V. Closing provisions**

16. In the event that a higher regulatory enactment prescribes another procedure for the implementation of separate paragraphs of these Regulations, the higher regulatory enactment shall apply.
17. The “Procedures for Distance Learning” of 7 December 2022 shall be declared invalid.

Agreed with \_\_\_\_\_ the Director J. Rozenblats \_\_\_\_\_

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

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