

TRANSPORT AND TELECOMMUNICATION INSTITUTE REGULATION ON TEACHING - METHODOICAL WORK

1. General Provisions

The Regulations on Teaching Methodical Work determine the requirements and regulations for organization of teaching methodical work (TMW) at the Transport and Telecommunication Institute (hereinafter - Higher Education Institution).

The Regulations apply to those types of teaching methodological work aimed at establishing, maintaining, effectively using and developing a teaching-methodological basis for the implementation of higher education study programs.

The Regulation defines the types of TMWs and provides their characteristics.

The Regulations provide references to other regulations and guidance documents of the Higher Education Institution, which form the regulatory basis of the TMW.

The Regulations do not regulate or describe the procedures and methods of execution of the TMW.

2. Competencies

The work of TMW is carried out in accordance with the annual work plans of the Higher Education Institution, faculties and departments, which have been elaborated and approved in accordance with the procedure of work planning of the Higher Education Institution.

The Vice Rector for Learning is responsible for the TMW.

TMW on faculties are led by deans of the faculty.

TMW in departments are managed and organized by department heads.

Lecturers' responsibility in the field of TMW is defined in their individual plan and specific tasks included in the work plan of the Higher Education Institution, faculty, department.

3. Types of TMW

The Regulations defines and regulates the following activities aimed at establishing, maintaining and developing the teaching methodological basis of the higher education institution's study programmes:

1. Development of a new study programmes,
2. Making changes in the study programme
3. Compilation of study course methodological materials,
4. Development of distance learning courses,
5. Development of study materials,
6. Updating of study materials,
7. Open classes,
8. Methodological seminars.

Note The types of TMW implemented by the School are not limited to this list. Other types of TMW require separate guidance documents and changes to these regulations.

The main characteristics of the types of TMW and the general requirements for its fulfilment

1. Development of a new study programmes

TMW parameters	Requirements and Terms
1) Regulatory basis	Study directions and study programmes management regulations.
2) Responsible officer	Dean of the Faculty
3) Purpose	Realization of study direction goals
4) Effectiveness criteria	Execution of the Technical Task (regarding parameters of the content and term of the programme)
5) Rationale / Planning	Faculty work plan. Development plan (as part of the Terms of Reference). Contract with Developer.
6) Expected result	The set of study programme documents is specified in the Technical Specification.
7) Control of execution	The Dean of the Faculty reports to the Study Direction and the Council of the Faculty about the fulfilment of the tasks of program development within the framework of the study plan implementation plan implementation report.
8) Evaluation of results	Prior to approval of the program licensing application, the study programme documentation package is evaluated by an expert.

4.2. Making changes in the study programme

TMW parameters	Requirements and Terms
1) Regulatory basis	Study directions and study programmes management regulations.
2) Responsible officer	Director of the study programme
3) Purpose	Realization of study direction goals
4) Effectiveness criteria	Experts and Study direction councils' implementation of objections and recommendations
5) Rationale / Planning	The study program development plan is approved as part of the annual self-assessment. The task to make changes is a part of faculty annual plan. Contract with Developer.
6) Expected result	Agreed and prepared for approval study plan where changes are added. Updated study programme description.
7) Control of execution	The Dean of the Faculty supervises the implementation of the Faculty's annual work plan.
8) Evaluation of results	During agree the study plan the dean reviews the changes were made. The study programme accreditation specialist carries out the examination of the changes made in the study program.

4.3. Compilation of study course methodological materials

TMW parameters	Requirements and Terms
1) Regulatory basis	Study Course Management Regulations
2) Responsible officer	Leading lecturer
3) Purpose	Fulfilment of accreditation requirements. The HE Institution fulfils its obligations to the students regarding the methodological provision of the study process.
4) Effectiveness criteria	Deadline. Compliance with the prescribed requirements for the composition of teaching materials.
5) Rationale / Planning	Department work plan.
6) Expected result	The head of the department verifies the completeness of the content of the study course teaching materials in the e-learning environment Moodle

TMW parameters	Requirements and Terms
7) Control of execution	The content of the teaching - methodological material complex of study course is complete, as required.
8) Evaluation of results	Decision of the Head of the Department on the readiness of the study course to enter it in the Register of Study Courses.

4.4. Development of distance learning courses

TMW parameters	Requirements and Terms
1) Regulatory basis	Regulations on Organization of Distance Learning Studies. Study Course Management Regulations. Requirements for the composition of teaching materials of distance learning course.
2) Responsible officer	Leading lecturer
3) Purpose	The HE Institution fulfils its obligations towards the students regarding the methodological provision of distance learning studies. Fulfilment of accreditation requirements.
4) Effectiveness criteria	Deadline. Compliance with the requirements for the composition of teaching materials for distance learning.
5) Rationale / Planning	Contract with Developer. Task for the development a distance learning course. Department work plan.
6) Expected result	The head of the department verifies the completeness of the content of the methodological materials of the distance learning course.
7) Control of execution	Content of the study course: distant.tsi.lv.
8) Evaluation of results	The head of the department verifies the completion of the task of developing a distance learning course

4.5. Development of study materials

TMW parameters	Requirements and Terms
1) Regulatory basis	Study Course Management Regulations. Requirements for the composition of teaching methodological materials are defined in the Study Course Management Regulations. Requirements for the presentation of teaching methodological materials.
2) Responsible officer	Leading lecturer
3) Purpose	The HE Institution fulfils its obligations towards students regarding the composition and content of teaching materials.
4) Effectiveness criteria	Topicality of the content Conformity of the content to the planned learning outcomes
5) Rationale / Planning	Study program development plan. Contract with Developer. Task for the development of teaching methodological materials. Department work plan.
6) Expected result	The head of the department verifies the implementation of the department's work plan.
7) Control of execution	Study materials accepted in the department and placed in the e-learning environment Moodle.
8) Evaluation of results	Expertise of study materials organized in the department (faculty).

4.6. Updating of study materials

TMW parameters	Requirements and Terms
1) Regulatory basis	Study Course Management Regulations. Requirements for the composition of teaching methodological materials.
2) Responsible officer	Leading lecturer
3) Purpose	The HE institution fulfils its obligations to the student regarding the topicality of the study courses taught

TMW parameters	Requirements and Terms
4) Effectiveness criteria	Topicality of the content Conformity of the content to the planned learning outcomes
5) Rationale / Planning	Study program development plan Department work plan.
6) Expected result	The head of the department verifies the implementation of the department's work plan.
7) Control of execution	Updated teaching materials accepted in the department and placed in the e-learning environment Moodle
8) Evaluation of results	Expertise of study materials organised in the department (faculty)

4.7. Open classes

TMW parameters	Requirements and Terms
1) Regulatory basis	Rules of study procedure. Regulations on the Department. Lecturers' Job Descriptions. Description of the Study Course. Methodological plan.
2) Responsible officer	Head of the Department
3) Purpose	Evaluation and analysis of teaching methods.
4) Effectiveness criteria	Conformity of the classes to the methodical plan of the course and the planned learning outcomes. Applying of proven teaching methods. Use of approved teaching aids. Compliance with the rules.
5) Rationale / Planning	Department work plan. Open classes plan.
6) Expected result	The head of the department verifies the implementation of the department's work plan
7) Control of execution	Department decision following the results of the open class discussion. Recommendations for improvement. Recommendations for using of best practices.
8) Evaluation of results	The Dean controls the implementation of departmental plans and assesses the methodological work of the departments.

4.8. Methodological seminars

TMW parameters	Requirements and Terms
1) Regulatory basis	Study Regulations. Study directions and study programmes management regulations. Study course management regulations.
2) Responsible officer	The Vice-Rector for Academic Affairs
3) Purpose	Determination of general requirements for the planned learning outcomes. Requirements for teaching methodology. Determination of intermediate and final examinations of study results
4) Effectiveness criteria	Implementation of methodological seminar plans. Achievement of goals - development of requirements for methodical work Satisfaction level of the seminar participants.
5) Rationale / Planning	TSI Annual Work Plan. Annual plan of methodological seminars.
6) Expected result	Follow-up of TSI annual work plan (for academic work).
7) Control of execution	Requirements for methodical work accepted at methodological seminar and submitted for approval to the management of the HE institution.
8) Evaluation of results	Proposals accepted by the HE Institution's management