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TRANSPORT AND TELECOMMUNICATION INSTITUTE STUDY REGULATIONS

1. Terms used in study regulations

Full-time studies - a type of study which corresponds to 40 credit points per academic year and at least 40 academic hours per week.

Part-time studies - a type of study which corresponds to less than 40 credit points per academic year and less than 40 academic hours per week.

Credit (CP) - is a study accounting unit, which complies with the work volume of 40 academic hours of the student (one study week). 1 credit (CP) corresponds to 1.5 ECTS credits.

Contact hour - is a period of direct access between academic staff and students, during which the achievement of the purposes and tasks of study programme is implemented in accordance with the plan of the study programme and the duration of which is one academic hour.

Distance learning is a form of education where the student acquires the content of the educational programme implemented by the educational institution independently in an individual way, using the specially structured study materials offered by the educational institution, various technical and electronic means. Achievements of the student are assessed according to the requirements of the relevant educational programme.

E-study environment is a part of the informative system of the website tsi.lv, where study materials are placed and communication is performed on the issues of the study process between students and lecturers.

Matriculation is the enrolment of a person on the list of students of TSI after the fulfilment of the requirements for admission.

Ex-matriculation is the discharge of a student from the list of students.

Examination is a purposeful measure to be organised in accordance with the certain procedure for the assessment of knowledge, skills and other study results of the student. Types of examinations are: regular examinations (such as a test, independent work, practical work, laboratory work, report, essay, paper, work in workshop etc.) and final examinations of the study course (test, exam, final examination).

Academic leave is a period during which the student does not carry out active study work, but is not ex-matriculated.

Applicant is a person, who has submitted an application for the commencement of studies.

Study course is the description of a system for the acquisition of knowledge, skills and competence appropriate for the study programme in a certain level and scope with the defined study results, for the achievement of which credit points are granted. A study course may be implemented within the framework of one or several semesters.

Study course register is a systematised catalogue of study courses.

Study plan is a layout of parts of the study programme (study modules, study courses) in a logical sequence and time, in accordance with the purposes of the study programme.

Study programme is a basic unit of organisation of education, including all requirements necessary for the acquisition of the particular academic degree and/or professional qualification. It is regulated by a description of the content and implementation of studies, determining the purpose of studies, study results planned at the end of the study programme, requirements with regard to previous education, content of education to be offered, including study courses, modules and the distribution of credit points between them, in accordance with the national education standards, as well as criteria for the achievement and assessment of study results and forms and procedure of the examination.

Study programme licensing - granting the right to a higher education institution, college, or their affiliates to implement a particular study programme.

Accredited study programme - a study programme corresponding to a certain accredited field of study of an institution of higher education or college, which in the process of evaluation of the respective study field is recognised as complying with the requirements of this Law.

Accreditation of study field - examination in order to determine the quality of the institution's resources and ability to implement the study programme corresponding to the particular field of study in accordance with the requirements of regulatory enactments. The accreditation of the study field of the higher education institution entitles the higher education institution to issue a state-recognised higher education diploma for successful completion of the study programme corresponding to the respective study field.

Note. Study directions that exist in the higher education of the Republic of Latvia are defined in Regulation No. 793 of the Cabinet of Ministers, adopted on 11 December, 2018.

2. General provisions

2.1. The Study Regulations is a document regulating the basic principles of studies at the Institute of Transport and Telecommunication (hereinafter - TSI).

2.2. Studies in TSI are governed by:

- Education Law;
- Law On Institutions of Higher Education;
- Laws of Scientific Activity;
- Cabinet Regulation No. 795 "Regulations Regarding the Licensing of Study Programmes" of 11.12.2018;
- Cabinet Regulation No. 793 Regulations Regarding the Opening and Accreditation of the Study Field of 11.12.2018
- Cabinet Regulation No. 141 "Regulations regarding the State Standard for First Level Professional Higher Education" of 20.03.2001.
- Cabinet Regulation No. 512 "Regulations regarding the State Standard for Second Level Professional Higher Education" of 26.08.2014.
- Cabinet Regulation No. 240 "Regulations Regarding the Standard for National Academic Education" of 13.05.2014.
- Cabinet Regulation No. 203 "Regulation Regarding the Procedure for the Preparation and Updating of the Personal File of a Student" of 27.03.2007.
- Cabinet Regulation No. 932 "Procedure for the Commencement of Studies at Later Stages of Studies" of 16.11.2004.
- Cabinet Regulation No. 505 "Regulations Regarding Recognition of the Results of Studies Acquired Outside Formal Education or in Professional Experience and Former Education" of 14.08.2018.

- Cabinet Regulation No. 202 "Procedure According to Which the Documents Confirming Higher Education Recognised by the State are Issued" of 16.04.2013;
- Cabinet Regulation No. 322 Regulations Regarding the Classification of Education in Latvia of 13.06.2017;
- TSI Constitution;
- these *Study Regulations* and other TSI regulatory documents referred to in these Regulations.

2.3. Organisation of studies includes the following processes:

1. development, approval and modification of study programmes, study plans;
2. development, registration and updating of study courses;
3. matriculation;
4. changes in the provisions of studies (change of the study programme and study form);
5. planning and organisation of classes;
6. examinations and assessments;
7. transfer to the next course;
8. interruption and resumption of studies;
9. repeated studies;
10. final examinations;
11. discharge from the list of students (ex-matriculation).

3. Study programmes

3.1. Studies in TSI shall be implemented for study programmes, developed, approved, licensed and accredited in accordance with the procedure prescribed by the legal acts of the Republic of Latvia.

TSI implements the following programmes:

- 1) first and second level professional higher education programmes;
- 2) academic bachelor's study programmes;
- 3) academic master's study programmes;
- 4) professional bachelor's study programmes;
- 5) professional master's study programmes;
- 6) doctoral study programmes.

3.2. Study programmes are implemented in full-time and part-time studies, including distance learning. Study results are the same in all types of studies.

3.3. All TSI licensed (licensed) study programmes are implemented within the study fields accredited by TSI.

4. Development, approval and modification of study programmes, study plans

4.1. Study programme includes the requirements necessary for the acquisition of the academic degree or professional qualification. Study programme is governed by a special document - *Description of the content and implementation of studies*.

4.2. Procedure for development and changes in the study programmes is determined by the *Management regulations of the study fields and study programmes*.

4.3. The student commences studies in the first study year in accordance with the study programme *Study plan*, which in subsequent study years may only change to the extent and in the order specified in the normative documents.

5. Development, registration and updating of study courses

The process of offering, developing, approving, coordinating, updating and changing of the study courses is governed by the *Management provisions of the study courses*. There is also a procedure for managing the *Register of study courses*. Study programmes may only include registered courses.

The management of study courses is part of the teaching methodological activity, which is regulated in the *Regulations on teaching methodical activity*.

6. Admission and enrolment (Matriculation)

Enrolment at TSI shall be conducted by an Admissions Committee approved by the Rector's Order in accordance with the TSI Enrolment *Regulations*, which shall be approved by the Senate. Admission requirements must be in accordance with the Cabinet of Ministers regulations on the requirements, criteria and procedures for admission to study programmes.

In order to commence studies, the applicant shall enter into a written *Study agreement* with TSI in a form that regulates the mutual obligations of both parties.

The procedure for the commencement of studies in later stages of studies is determined by the regulations of the Cabinet of Ministers and the *TSI Study regulations*.

7. Changes in the provisions of studies (change of the study programme and study form)

The student has the right to change the study programme and the type of studies during the studies. If the student wishes to change the study programme, he/she must re-enter into the *Study agreement* in accordance with the *TSI Study regulations*.

8. Planning and organisation of classes

Study programmes are implemented in the form of classroom and independent classes, including distance learning.

Study results in full-time and part-time studies are the same.

Students of the full-time and part-time study in accordance with the approved *Study plan*, acquiring credit points provided therein.

The length of the study year, its beginning and end, and the duration of the examination sessions are determined by the *Schedule for the academic year*.

Time and place of classes planned during the semester is determined in the *List of classes*.

Time and place of consultations, examinations and tests planned during the examination period is determined in the *List of exams*.

The preparation of the documents referred to in this chapter and the organisation of classroom activities shall be in accordance with the *TSI Study regulations*.

The distance learning study process is carried out in accordance with the *Regulations on organisation of the distance learning study form*.

9. Examinations and assessments

Students' knowledge, skills and abilities are assessed after each study course. Intermediate tests may also be applicable.

A 10-point grading system is used to evaluate the tests: 10 - outstanding; 9 - excellent; 8 - very good; 7 - good; 6 - almost good; 5 - average; 4 - almost average; 3 - poor; 2 - very poor; 1 - very, very poor.

The test is considered passed if the grade is not lower than 4 points.

In addition to the final examinations (exams and tests) of the study courses, there are other final examinations, i.e. examinations, in which the assessment received is registered on the exam evaluation sheet.

The procedure for passing and taking examinations, the rights and obligations of students and lecturers in passing and taking examinations are determined by the TSI *Study regulations*.

10. Transfer to the next course

A student who has fulfilled the requirements of the *Study plan* and other obligations of the *Study agreement* shall be transferred to the next study course by the Rector's order. The conditions for transferring a student to the next course are governed by the TSI *Study regulations*.

11. Interruption and resumption of studies

A student has the right to temporarily interrupt his/her studies while on academic leave. A student is entitled to a study break for one semester or two semesters. Tuition fees are interrupted during academic leave. During academic leave the student is not entitled to an extension of the student certificate.

Discontinuation and resumption of studies shall be in accordance with TSI *Study regulations*.

12. Repeated studies

If the student does not fulfil the requirements of the *Study plan*, he/she may be required to undergo repeated studies. In order to commence the repeated studies, he/she must re-enter into the *Study agreement* in accordance with the TSI *Study regulations*.

Repeated studies may be for the entire study year or for one semester. Tuition fee is applied for repeated studies. The student is charged the same tuition fee as other students in the respective semester. Repeated studies shall be carried out in accordance with the effective *Study plan*.

13. Final examinations

Studies end with final examinations in compliance with the provisions of the *Study programme*.

A student is permitted to pass final examinations, if the requirements provided for in the *Study programme* are fulfilled.

The procedure, according to which final examinations are organised, is determined by the *Regulations for the final examination* of TSI. The award of qualifications and degrees is governed by the *Qualification/Degree allocation regulations*. The diploma is issued *in accordance with the regulations of the Cabinet of Ministers* (16.04.2013 Cabinet Regulation No. 202 "Procedure According to Which the Documents Confirming Higher Education Recognised by the State are Issued").

Upon successful completion of the *Study programme*, the student is awarded the appropriate degree and/or qualification and the appropriate diploma.

14. Discharge from the list of students (ex-matriculation)

Person (student) may be ex-matriculated in the following cases:

- 1) if the student wants it himself/herself;
- 2) if the student has not passed the necessary examinations or has not performed other study tasks within the set terms, violated the Institute's internal laws and regulations (procedure for the resumption of studies after the end of academic leave is not settled within two weeks' time, the study agreement period ends (fixed duration of programme acquisition ends), tuition fee has not been paid within one calendar month of the prescribed period;
- 3) for obtaining a Bachelor's/Master's degree and/or professional qualification;
- 4) due to a person becoming deceased.

The decision on expulsion of a person is made by the Rector of TSI. Appeals shall be dealt with in accordance with the *TSI Procedure for receiving and reviewing complaints*.

A student, who has been deleted from the list of students, shall be entitled to receive the academic statement regarding the paid for study semesters.