



RIGA MANAGEMENT COLLEGE

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APPROVED

05.07.2017.

At the meeting of the Council,

Protocol No 2

With amendments

02.11.2023,

At the meeting of the Council,

Protocol No. 1-1.5/2023/04

No. 1-4/2023/17b

Study regulations of Riga Management College

1. General Regulations

1.1. The study regulations (hereinafter – Regulations) determine the procedure for studying in the short-cycle professional higher education study programs implemented by the Riga Management College (hereinafter – the College), the forms of learning study programs, the system for evaluating students' knowledge and skills, the procedure for interrupting and resuming studies.

1.2. Studies shall be organized following the laws of the Republic of Latvia (hereinafter – LR), the Regulations of the Minister Cabinet of the Law of the College, the decisions of the Council of the College and other regulatory documents, which are in force in the Republic of Latvia and affect the field of competence of the College.

1.3. Studies at the College are organized according to the study calendar schedule; it is approved by the director for each academic semester.

1.4. The college has a joint list of classes, which is approved by the director. Classes start at 9:00 a.m., end at 9:00 p.m. The duration of the academic lesson is 45 minutes.

1.5. Terms used:

1.5.1. matriculation – registration of a person in the list of students of the College;

1.5.2. exmatriculation – exclusion from the student list;

1.5.3. exam, assessment and thesis defense – forms of evaluation of study course learning in the program;

1.5.4. appeal – a complaint to a higher instance in order to achieve correction or cancellation of an error or injustice;

1.5.5. academic debt – failure to pass the final exam of the study course (exam, test or thesis defense) provided for in the study program;

1.5.6. plagiarism – passing off another author's work (literary, scientific work, invention, etc.) or part of it as one's own;

1.5.7. credit point – accounting unit that expresses the amount of study work based on the study results defined in the study program or part of it and the study load related to their achievement. 60 credit points correspond to the study results acquired in full-time studies in one academic year in accordance with the European credit transfer and accumulation system. Credit points are expressed in whole numbers. One credit point corresponds to 25–30 hours of study work;

1.6. The Study Regulations and their amendments are approved by the College Council.

2. Matriculation

2.1. The order on the matriculation of students is issued by the director of the College based on the opinion of the Admissions Committee, as well as after the conclusion of the study contract.

2.2. From the moment of matriculation, a student has all the rights of a student at the College, which are provided for by these regulations, the College Regulations, the Law of the Republic of Lithuania, the Law of the Republic of Lithuania on Higher Education Institutions and other normative acts binding on the activities of the College.

3. Procedure for starting studies in later stages of studies

3.1. Studies at the College can be started at later study stages, by transferring from another higher education institution or from another study program at the College, or by resuming previously interrupted studies (in case of exmatriculation).

3.2. In the later study stages, persons who have completed a licensed or accredited higher education study program or a part of it can start studies in accordance with regulations.

3.3. It is allowed to start studies in the later study stages in a study program of the same or lower level.

3.4. Persons who wish to start their studies at the College in the later stages of their studies must

comply with the following conditions:

- 3.4.1. an application for registration for studies in a specific study program must be submitted;
 - 3.4.2. an academic certificate issued by a higher education institution must be attached;
 - 3.4.3. study courses are counted if their amount in credit points in both comparable study programs is the same or the number of credit points in the respective study course previously studied is greater;
 - 3.4.4. additional tests must be taken in study courses that cannot be counted due to their volume mismatch (the total amount of additional study courses to be taken cannot exceed 30 credit points) according to the individual study plan.
- 3.5. The director of the study program compares the previously learned study courses and their volume with the corresponding part of the study program and indicates which study courses can be counted in the conclusion. When equalizing credit points, the results of the last five years of studies are taken into account. The closure is approved by the Recognition Commission.
- 3.6. The number of credit points obtained in the study program together with additional study courses during the study year may not exceed 60 credit points.
- 3.7. The student can take the study courses of the program gap free of charge within 6 months from the moment of approval of the Comparison Protocol. If it is reasonably impossible to complete the gap courses within the specified period, the issue is examined individually by the college director based on the student's application.
- 3.8. In the case of matriculation, the person must also submit other documents, which are specified in the College's Admission Rules.

4. Study content

- 4.1. The content of the study program, the content of the study course and the practice according to the basic requirements of the professional qualification to be obtained and the specific requirements necessary for the performance of work duties and tasks in the specific profession are determined by the relevant professional standards.
- 4.2. The study program determines the study courses to be taken, their scope, the number of study papers and the final exams.
- 4.3. The study content is regulated by a licensed or accredited study program in accordance with the law.
- 4.4. The mandatory content of the short-cycle professional higher education study programs implemented by the college is divided into the following basic parts:
- 4.4.1. study courses in the amount of 84 credit points:
 - 4.4.1.1. general education study courses in the amount of 30 credit points;
 - 4.4.1.2. industry study courses in the amount of 54 credit points.
 - 4.4.2. practice in the amount of 24 credit points;
 - 4.4.3. state final exam – a qualification exam, which is evaluated on a 10 point scale and whose component is the defense of a qualification thesis in the amount of 12 credit points;

4.5. The content of the study program is approved and can be amended by the College Council in accordance with the procedure established by law.

4.6. The student chooses free-choice study subjects in the amount of certain credit points at his discretion from the list of free-choice study subjects offered by the college or from the lists offered by other universities with which a cooperation agreement has been concluded.

5. Organization of studies

5.1. Studies at the College are regulated by this regulation, study subject programs, study program semester plans, study calendar schedule.

5.2. Studies at the College are conducted in the national language or in another language provided for in the study contract.

5.3. The amount of study programs and study courses is expressed in credit points in the credit points of the European Credit Transfer System (hereinafter referred to as CP). The volume intended for one study year in full-time studies is 60 credit points. The duration of the academic lesson is 45 minutes.

5.4. Studies in the College take place in full-time and part-time studies. Enrollment in a certain study program, as well as its change, takes place by order of the director.

5.5. In full-time and part-time studies, students study according to the study plan approved by the College, obtaining the credit points provided for each study program.

5.6. The total amount of the study program is 120 CP:

5.6.1. in full-time studies, 60 CP per study year or 30 CP per study semester;

5.6.2. in part-time studies, less than 60 CP per study year or less than 30 CP per study semester.

5.7. Academic groups are formed from students in day, evening or part-time departments of each study program, the minimum number of students in a group is 12 people. A group of students can consist of a smaller number of students, it is approved by the director with an order on the creation of such a group. An academic group can have an unlimited number of students in a distance learning department.

5.8. The duration of the study year, its beginning and end, the division into semesters are determined by the study calendar schedule.

5.9. The content planning of the study year according to the study program is determined by the study semester plan.

5.10. The time and place of the in-person lessons planned in the study semester are determined by the List of Lessons. Lectures can be held both separately for each group of students and jointly for several groups.

5.11. Students of the College, other higher education institutions and any interested party have the right as listeners to additionally attend any classes offered by the College by paying the prescribed fee according to the price list for paid services.

5.12. Distance learning studies at the College are organized in accordance with the Rules for organizing the distance learning process.

5.13. The consultation times for each lecturer are determined by the list of consultation times, which is developed in the Studies department and which the student can get acquainted with in the College's Moodle study environment.

5.14. Students' attendance is recorded using the class attendance sheet.

5.15. Examinations in study subjects can be taken before the set deadline, based on an application addressed to the director, after receiving a positive resolution.

6. Development and approval of study plans

6.1. The study plan is a study process planning document that determines the order of learning the study subjects determined in the program by study half-years (semesters) and lecturer.

6.2. Draft study plans for full-time and part-time studies are developed by the study program director.

6.3. Study plans are approved by the College Council at the beginning of each semester.

6.4. If changes are made to the program based on the decision of the methodological commission of the study program, the approved study plans must be corrected and re-approved at the College Council meeting after the changes have been approved.

Pārbaudījumi un studentu zināšanu vērtēšana

7.1. The basic criteria for evaluating the knowledge of college students are as follows:

7.1.1. the principle of summing up positive achievements – knowledge is evaluated by summing up positive achievements in learning a study subject;

7.1.2. the principle of openness and clarity of requirements – in accordance with the set goals and objectives of the study program, a set of basic requirements necessary for the assessment of the acquired knowledge is determined;

7.1.3. the principle of the diversity of test methods used in assessment – different test methods are used in the assessment of students' knowledge;

7.1.4. assessment compliance principle – in tests, the student must prove analytical knowledge and creative abilities, knowledge, skills and abilities determined by the content of the study course.

7.2. During the study of each study course, the student must pass the regular tests provided for in the study course program, the time of which is determined by the lecturer, and at the end of the study course, he must pass an exam or a test.

7.3. When starting to learn a new study subject, the lecturer must inform the student about the regular tests provided for this study subject (test, report, practical work, etc.) and the ways of their implementation and assessment.

7.4. If during the study course, the student has not completed the planned routine tests, or if the planned tests are not performed qualitatively and have not been passed, the student must individually agree with the lecturer on the possibility of passing the tests scheduled in the study course. The

student may not take the final exams of the study course until the regular exams have been successfully passed. If the student has not settled the financial obligations with the College, he is not allowed to take the test. If the student does not have a grade for completing the study course due to the fact that the student was not allowed to take the final exam due to non-fulfillment of financial obligations, this study course is an academic debt that the student can settle in accordance with Chapter 8 of these regulations.

7.5. The final tests of the study course are an exam or a test (rating on a 10-point scale).

7.6. The lecturers evaluate the results of the exam and test with a mark on a 10point scale.

7.7. The assessment levels and criteria of students' knowledge, skills, abilities, and abilities in the final examinations of the study course are as follows:

Level	10point scale	Verbal assessment	Explanation	Estimat ed ECTS grade
Very high level	10	excellent	Knowledge, skills and competence meet and exceed the requirements of the course of study; has acquired knowledge and skills at such a level that he is able to independently use the learning content to acquire new knowledge and solve creative tasks.	A
	9	very well	Knowledge, skills and competence meet the requirements of the study course; can solve relevant problems, justify and logically argue an idea, see and explain regularities.	A
High level	8	very good	Knowledge, skills and competence meet the requirements of the study course; in the basic questions of the curriculum, personal attitude is expressed more at the level of observation than at the level of analysis.	B
	7	good	Knowledge, skills and competence meet the requirements of the study course, but sometimes there is an inability to use the acquired knowledge independently.	C
Average level	6	almost good	Knowledge, skills and competence meet the requirements of the study course; sometimes lacks in-depth understanding of the problem, is unable to fully apply knowledge in practice, but knows how to use knowledge and skills by example.	D
	5	mediocre	Knowledge, skills and competence partially meet the requirements of the study course; lack of competence to apply knowledge in practice.	E
	4	almost mediocre	Knowledge meets minimum course requirements.	E/FX
Low level	3	weak	Superficial knowledge of the most important basic problems of the study course.	F (Fail)
	2	very weak	Some questions of the study course have been learned superficially.	
	1	very, very weak	Has not fully mastered the basic information of the course. There is no understanding of the basic problems	

Level	10point scale	Verbal assessment	Explanation	Estimated ECTS grade
			of the study course.	

7.8. The lowest passing grade in an exam, test or defense is 4 (almost mediocre).

7.9. The teacher can accept the test if the student is recorded in the exam/test report or if the student has an individual assignment. The teacher notes the results of the final exam in the exam/test report or in the individual assignment.

7.10. If the student does not comply with the conditions of the test, uses unauthorized aids, the lecturer or observer has the right to stop the test and expel the student. In such a case, the lecturer must enter an assessment in the exam/test protocol – no assessment (NV).

7.11. If a student submits plagiarism, the lecturer/committee must write an assessment in the protocol of the exam or test – there is no assessment without the possibility to correct it during the semester.

7.12. The lecturer announces the results of the test no later than within five working days after taking the test, submitting the protocol to the methodologist of the study program in the Studies section.

7.13. If the student, upon learning the result of the test, is not satisfied with the evaluation of the test or applies for a higher evaluation, then he has the right to submit an appeal to the Department of Studies within two working days after learning the result. Upon receiving an appeal, the deputy director appoints a commission consisting of three lecturers to accept a re-examination within five working days. The Commission's assessment is not disputed.

7.14 The final exam of the study course may be taken only three times. For the third time, the test must be taken with the participation of a committee of three lecturers appointed by the deputy director. If the test is not passed three times, the student is expelled.

7.15. All test materials, including students' written notes, are kept by the study course instructor. Course papers and papers are stored in the Studies section for a month after their submission or defense.

8. Transfer to the next semester

8.1. The final examinations of study courses scheduled in the study program, which are not successfully completed on the specified exam and test dates, are considered academic debts.

8.2. If the academic debt arose due to excusing reasons (only in cases: transfer from another university, change of group, renewal after academic leave, discharge from inpatient), the student can write an application to the Department of Studies for permission to settle the student debt free of charge, attaching supporting documents. If the resolution of the Study part is positive, you can get a free assignment in the Study part from the methodologist of the study program. If the resolution of the Department of Studies is negative, the fee assignment can be received in the Department of Studies. The invoice for settling the student debt is issued after the assignment is issued, and it must be paid within ten days by bank transfer.

8.3. In order to settle the academic debt, the student must find out from the methodologist of the Study Part of his program the lecturer with whom the academic debt will be settled, and agree on the time of the test with the lecturer.

8.4. You must come to the test with the individual assignment received in the Studies section to settle the academic debt. The individual assignment is valid for ten days. After taking the test, the individual assignment must be left with the lecturer, who writes the assessment in it and transfers the assignment to the Studies Department within three working days.

8.5. At the end of the study semester, the student is transferred to the next semester only if he has paid the study fee specified in the contract and has no more than two academic debts.

8.6. In order to be admitted to the qualification tests, the student must have passed all tests of the study courses specified in the study program, including internships, and all financial obligations with the College.

8.7. The director may grant an extension of time for settling academic debts, evaluating each situation individually. If the academic debt is not settled during the term extension, the director, after evaluating the situation, may propose to grant the student an academic leave of absence or order repeated training in the same semester with a semester fee of 100% of the semester tuition fee specified in the contract, or to exmatriculate the student.

9. State final exams

9.1. At the end of the study program, state tests must be taken – a qualification exam and a qualification paper, which are evaluated on a 10 point scale.

9.2. The time of qualification tests is determined by the calendar schedule. All students take the qualification tests in person or remotely.

9.3. The board of qualification tests is approved by the order of the College Director.

9.4. If the student receives a failing grade in the qualification exam or does not defend the qualification paper within the specified time, retaking the exam or defending the qualification paper is possible for an additional fee within the deadline set by the College.

9.5. If a student receives a failing grade in the qualification exam or does not appear for the qualification exam, the student is not allowed to defend the qualification paper.

9.6. An unsuccessful qualification exam can be retaken two more times. If the student does not pass it three times, then the student is exmatriculated, issuing an academic report on the studied courses.

9.7. If the student is dissatisfied with the assessment received as a result of the qualification exam, he has the right to submit an appeal to the Deputy Director within 24 hours.

9.8. One day before the pre-defense, the student submits the qualification paper with the supervisor's review (protocol) to the Study section or distance learning students in the Moodle study environment.

9.9. To defend the qualification paper, the student submits it electronically on the Moodle website, while in the Studies section, until the defense, the student submits the title page of the qualification paper signed by the supervisor and the educational methodologist and a declaration signed by the

student. The qualification paper must be signed by the manager, it confirms the substantive and methodical compliance of the work with the established requirements.

9.10. When submitting the qualification paper to the supervisor for signature, the student must send a report from www.plag.lv, which confirms that the developed work is not plagiarized.

10. Change of study program and study time

10.1. If a student wants to change the study program, study time, academic group, he must submit an application to the Studies Department.

10.2. Tuition fees are determined by the group the student joins.

12. Interruption and resumption of studies

11.1. The student has the right to interrupt and resume his studies in accordance with the established procedure. Academic leave can be granted twice a year at the beginning of the semester. Students of the 1st semester are not granted academic leave. During the study break, the student does not do study work, but he does not lose his student status.

11.2. The Department of Studies decides on the possibility of granting an academic leave, based on the student's application, if there are no financial debts. Academic leave is issued by the order of the College Director.

11.3. The student has the right to interrupt his studies for one year (two study semesters) with the right to extend the academic leave for another year. The minimum duration of the academic leave is one study semester. The total maximum duration of academic leave in one study program is no more than two years (four study semesters).

11.4. In order to resume studies, the student must submit an application before the beginning of the next study semester.

11.5. After a study break, the deputy director compares the previously learned study courses and their volume with the corresponding part of the study program and indicates which study courses can be credited, thereby determining in which study semester the student can be enrolled. The closure is approved by the director.

11.6. The student can take the study courses of the program difference free of charge within six months from the moment of approval of the comparison protocol. If it is reasonably impossible to pass the gap courses within the specified period, the issue is examined individually by the college director, based on the student's application.

11.7. If a student is granted an academic leave after the beginning of the semester, the tuition fee paid to him is not refunded.

12. Exmatriculation

12.1. A student can be exmatriculated, i.e. deducted from the number of students studying at the

College, if:

12.1.1. there is a student's application with an original signature;

12.1.2. the person's admission to the College has been affected by deception or other behavior that violates the principle of equality of applicants;

12.1.3. the student has not fulfilled the requirements specified in the regulations on study and examination procedures;

12.1.4. the student does not fulfill contractual obligations for study fees;

12.1.5. the student has not resumed his studies within two years after the start of the academic leave;

12.1.6. the student has not passed the state final exam or obtained a rating lower than 4 (almost average) three times in the qualification exam or defense of the qualification paper.

12.2. A student is exmatriculated from the number of students if he has completed the study program, passed the state final exams and obtained a professional qualification.

12.3. An appeal for exmatriculation can be submitted within one month from the date of deduction to the College Board, which will consider it within ten days. A decision of the College Board may be appealed to the courts.

13. Final terms

13.1. The College Study Regulations enter into force the day after its approval at the College Council meeting.

13.2. All issues that are not discussed in this regulation are resolved in accordance with the current legislation.

13.3. The decision on amendments to the Study Regulations or its cancellation is made by the College Council.