

Requirements for the study courses in the MOODLE environment (eRISEBA) for full time, part time, distance learning and remote studies

No.	Group	Course Component	Description	Comments and examples	Distance learning	Distance learning, Eng	Full and Part time	Full - time remote	Evaluation form
1	Descriptive part	Description of the study course	Description of the study course prepared by the lecturer	The course description is prepared according to the RISEBA approved form	Mandatory	Mandatory	Mandatory	Mandatory	SQC audit
2	Descriptive part	Lecturer's address	The lecturer prepares an address for the students in the form of a video recording (the lecturer MUST be visible). The address includes a short description of the lecturer, a small annotation of the study course and how it fits into the study program. What the student will learn within the course - for example, will be able to register a company in Latvia, etc. Wishes for successful studies.	The file is recorded by IT Department or independently	Mandatory	Mandatory	At the lecturer's discretion	At the lecturer's discretion	SQC audit
3	Descriptive part	Lecturer's photo	The lecturer uploads his / her photo in the course description section		Mandatory	Mandatory	Mandatory	Mandatory	SQC audit
4	Descriptive part	Lecturer's contact information	The lecturer indicates his / her contact details		Mandatory	Mandatory	Mandatory	Mandatory	SQC audit
5	Descriptive part	Study course acquisition guidelines	The lecturer describes the sequence of material research, recommends how to properly perform study activities, etc.		Mandatory	Mandatory	Not applicable	Mandatory	SQC audit
6	Descriptive part	Description of study results	The lecturer describes the expected study results of the study course - the skills and abilities that the student will acquire upon completion of the course	According to the description of the study course	Mandatory	Mandatory	Mandatory	Mandatory	SQC audit
7	Descriptive part	Information about the tasks to be performed independently and their evaluation	On the platform e.riseba.lv, the lecturer has posted clear and complete information about the tasks to be performed independently and the evaluation criteria.	The evaluation criteria for each test are clearly and distinctly indicated on the study course website	Mandatory	Mandatory	Mandatory	Mandatory	SQC audit
8	Descriptive part	Exam / course paper and evaluation criteria	The lecturer describes the course and requirements of the exam / course paper. The choice of the type of final test depends on the level of the program and the description of the course.	If the exam is oral, a list of exam questions must be prepared and available to students before exam	Mandatory	Mandatory	Mandatory	Mandatory	SQC audit
9	Descriptive part	Course final evaluation system	The lecturer describes the assessment system (methodology) and form of the study results (access requirements for the test / examination and assessment criteria, assessment calculation formula). The system of assessment of study results MUST coincide with the task / test, etc. modules created in the Moodle environment.	For example, the formula for final score can be as follows: the score for test - 20%, 2 tests 2 * 20%, exam 40%.	Mandatory	Mandatory	Mandatory	Mandatory	SQC audit
10	Study course materials	Study course topics in Moodle environment	The lecturer creates a division of topics (Topic) in the Moodle environment according to the study course topics indicated in the study course description so that it is possible to identify materials that are relevant to the specific topic. The lecturer can use additional sections, for example: Zoom section for links to lessons, separate sections for tests and exams, separate section for additional materials, etc.		Mandatory	Mandatory	Mandatory	Mandatory	SQC audit
11	Study course materials	Video Lectures	The lecturer records video sessions (duration 10-30 minutes) providing explanations on the topic of the lecture. Minimum number of video lectures: 2 video lectures per credit point, which cover all topics included in the study course		Mandatory	Mandatory	Not applicable	At the lecturer's discretion	SQC audit
12	Study course materials	Literature	The lecturer prepares files of used literature or references to information sources: normative documents related to the course content; scientific publications; books; Internet sites; video. Regardless of the source of the information, it must be placed in a Moodle environment (document) or have a link to it where the student can access the source of the information. The basic literature indicated in the description of the study course MUST be publicly available (free of charge), in the RISEBA library or on the study course website e.riseba.lv	If the lecturer of the study course uses information from other sources, references to their originals are mandatory	Mandatory	Mandatory	Mandatory	Mandatory	SQC audit

13	Study course materials	Topic materials and presentations	<p>The lecturer prepares the sequence of mastering the topics of the study material according to the description of the study course. The theoretical material of the study course can be offered in the form of presentations or topic materials.</p> <p>For each topic, a presentation should be developed with the lecturer's comments and explanations on the main issues of the topic. It is necessary to formulate the content of each topic.</p> <p>For each topic, the lecturer offers additional materials for in-depth studies of the topic.</p>	<p>* It is recommended to design study materials by using RISEBA form (template);</p> <p>* Illustrations and tables should be accompanied by explanatory comments</p> <p>For each topic, the lecturer prepares study materials that he / she has prepared during the last 6 years (with references), as well as scientific publications and conference materials or works of artistic creation. If the lecturer does not have his / her own materials, scientific works created by other authors may be used</p>	Mandatory	Mandatory	Mandatory	Mandatory	SQC audit
14	Study course materials	Self examination tests	<p>The lecturer prepares questions for the students to test the knowledge of the material. Test questions must indicate the correct answers. The number of tests in the course is determined by the lecturer. The recommended number of questions in the test is not less than 10. The question bank can include an unlimited number of questions. The teacher can also offer open-ended questions with individual answers.</p>	<p>It is recommended that the test questions can be checked automatically with the help of Moodle automatic checking tools</p>	Mandatory	Mandatory	At the lecturer's discretion	At the lecturer's discretion	SQC audit
15	Organization of the study process	Schedule	<p>The lecturer indicates a topic in which lesson / date / term is planned.</p>	<p>In distance learning the acquisition plan of the topics should be provided</p>	Mandatory	Mandatory	Mandatory	Mandatory	SQC audit
16	Organization of the study process	Online access to the lecture	<p>On the platform e.riseba.lv at least one day before the lecture, online access (if such is planned), necessary materials or instructions on how to access them must be available.</p>		Mandatory	Mandatory	Not applicable	Mandatory	SQC audit
17	Organization of the study process	Assignment's of study course	<p>Number of assignments in the course: For distance learning study courses - 1 compulsory assignment per 1 CP For full-time and part-time study courses 1 CP = 0, 2 CP = 1, 3 CP = 2, 4 CP = 3 compulsory assignments</p> <p>The lecturer can provide additional assignments in the study course: homework, individual task, test, etc.</p> <p>The lecturer provides a reasonable completion time for students to perform independent assignments.</p>	<p>The date of the assignment must be indicated</p> <p>The evaluation of "other test" in the UNIMETIS system is in the form of one mark for all tests together</p>	Mandatory	Mandatory	Mandatory	Mandatory	SQC audit
18	Organization of the study process	Evaluation of students' assignments	<p>The lecturer provides feedback on the students independent tasks, evaluates the students' assignments in time and within the set deadlines: within 5 working days after the deadline, or within 10 working days if the group size is larger than 50 students in accordance with RISEBA Study Regulations.</p>	<p>The lecturer enters the marks for compulsory assignments, exam, other examination (one mark), as well as the final assessment in the e.riseba.lv and UNIMETIS system.</p>	Mandatory	Mandatory	Mandatory	Mandatory	Study course survey
19	Organization of the study process	Consultation process	<p>The lecturer provides consultations outside the online classes (if any) and it is possible to solve problem situations, if any, as well as receive advice related to the learning process.</p>		Mandatory	Mandatory	Mandatory	Mandatory	Study course survey
20	Organization of the study process	Forum	<p>Originally included in all courses.</p>	<p>The lecturer posts current information about the organization of the study process in the forum. The forum is also used for consultations, when students ask questions about the study course materials, completion of tasks, etc.</p>	Mandatory	Mandatory	Mandatory	Mandatory	SQC audit