

APPROVED

By the Methodological Council
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**New version of the Credit point system and its transition, aligning it
the European Credit Transfer and Accumulation System (ECTS)**

*Developed on the basis of:
The Law on Higher Education Institutions of Latvia;
Cabinet of Ministers Provision No. 305 of 13 June 2023 Provision on the State Standard for
Professional Higher Education;
Cabinet of Ministers Provision No. 240 of 15 May 2014 Provision on the State Standard for Academic
Education.*

1. This methodological material sets out the new version of the credit point system at RISEBA University of Applied Sciences (hereinafter – RISEBA) and its transition, aligning it with the European Credit Transfer and Accumulation System (ECTS).
2. The purpose of the methodological material is to comply with the provisions of the Law on Higher Education Institutions of Latvia in accordance with the amendments to Article 1, paragraphs 8, 9 and 10, and Article 57, paragraphs 1, 3, 4 and 5, which stipulate that:
 - 2.1. **A credit point** is a unit of measurement that expresses the amount of study work, based on the learning outcomes defined in a study programme or part thereof and the study workload associated with achieving them. 60 credit points correspond to the learning outcomes acquired during one academic year of full-time studies in accordance with the European Credit Transfer and Accumulation System. Credit points are expressed as whole numbers. One credit point corresponds to an amount of work of 25–30 hours;
 - 2.2. **Part-time studies** — a type of studies which corresponds to less than 60 credit points per academic year;
 - 2.3. **Full-time studies** — a type of studies which corresponds to 60 credit points per academic year;
 - 2.4. **The volume of full-time first-cycle (bachelor's) studies** is no less than 180 Credit points and three years;
 - 2.5. **The volume of full-time second-cycle (master's) studies** is not less than 60 Credit points and one year, provided that the total volume of first- and second-cycle studies is not less than 300 Credit points and five years. The volume of full-time second-cycle studies following the completion of secondary education is not less than 300 Credit points and five years
 - 2.6. **The volume of full-time third-cycle (doctoral) studies** is not less than 180 Credit points and three years.
3. The methodological material takes into account Cabinet Provision No. 305 of 13 June 2023, “Provision on State **Standards for Professional Higher Education**”, which stipulates that in full-time studies, **at least 40%**, but in bachelor's study programmes falling within the ‘Music and Performing Arts’ group of study programmes, **at least 30% shall consist of Contact hours and of the volume of a Master's study programme** (excluding the portion allocated to internship and the preparation of a diploma thesis (diploma project) and a Master's thesis, or a diploma thesis (diploma project) and a Master's thesis), **Contact hours must constitute at least 30% of full-time studies.**

4. The methodological material takes into account 15 May 2014. Cabinet of Ministers Provision No. 240 'Provision on State **Academic Education Standards**', which stipulates that **in full-time studies, at least 40% of the volume of the bachelor's study programme** (excluding internships, if specified, and the amount of work allocated to the Bachelor's thesis) **must consist of contact hours, and**
In full-time studies, **at least 30% of the volume of the Master's study programme** (excluding any internship, if specified, and the amount of work allocated to the Master's thesis) **shall consist of contact hours.**
5. From the 2024/2025 academic year, RISEBA programme directors will include **1 credit point (ECTS) per academic hour** in their study plans, and faculty members will do the same in their course descriptions, in accordance with the table below:

| Study programme cycle | Full-time on-campus | Part time on-campus | Part-time distance learning |
|--|---------------------|---|-----------------------------|
| First cycle (Bachelor's) study programmes | | | |
| Number of academic hours, including: | 25 | 25 | 25 |
| Contact hour | Not less than 40% | In accordance with RISEBA Order No. 23/1.1-3/88 of 11 August 2023 | 1 |
| <i>For example, a 3 CP/ECTS course:</i> | | | |
| Number of academic hours | 75 | 75 | 75 |
| Contact hour | 32 (42%) | 20 (26%) | 2 |
| Hours of independent study | 43 | 55 | 73 |
| <i>For example, a 4 CP/ECTS course:</i> | | | |
| Number of academic hours | 100 | 100 | 100 |
| Contact hour | 42 (42%) | 26 (26%) | 2 |
| Hours of independent study | 58 | 74 | 98 |
| <i>For example, a 5 CP/ECTS course:</i> | | | |
| Number of academic hours | 125 | 125 | 125 |
| Contact hour | 52 (41.6%) | 32 (25.6%) | 4 |
| Hours of independent study | 73 | 93 | 121 |
| <i>For example, a 6 CP/ECTS course:</i> | | | |
| Number of academic hours | 150 | 150 | 150 |
| Contact hour | 64 (42%) | 40 (26%) | 4 |
| Hours of independent study | 86 | 110 | 146 |
| Second cycle (Master's) study programmes | | | |
| Number of academic hours, including: | 25 | 25 | 25 |

| | | | |
|--|---|---|-----|
| Contact hour | Not less than 30% | In accordance with RISEBA Order No. 23/1.1-3/88 of 11 August 2023 | 1 |
| For example, a 3 CP/ECTS course: | | | |
| Number of academic hours | 75 | 75 | 75 |
| Contact hour | 24 (32%) | 20 (26%) | 2 |
| Hours of independent study | 51 | 55 | 73 |
| For example, a 4 CP/ECTS course: | | | |
| Number of academic hours | 100 | 100 | 100 |
| Contact hour | 32 (32%) | 26 (26%) | 2 |
| Hours of independent study | 68 | 74 | 98 |
| For example, a 5 CP/ECTS course: | | | |
| Number of academic hours | 125 | 125 | 125 |
| Contact hour | 40 (32%) | 32 (25.6%) | 4 |
| Hours of independent study | 85 | 93 | 121 |
| For example, a 6 CP/ECTS course: | | | |
| Number of academic hours | 150 | 150 | 150 |
| Contact hour | 48 (32%) | 38 (25.3%) | 4 |
| Hours of independent study | 102 | 112 | 146 |
| Third cycle (doctoral) study programmes | | | |
| Number of academic hours, including: | 25 | 25 | - |
| Contact hour | In accordance with RISEBA Order No. 23/1.1-3/88 of 11 August 2023 | | - |
| For example, a 3 CP/ECTS course | | | |
| Number of academic hours | 75 | 75 | - |
| Contact hour | 20 | 20 | - |
| Hours of independent study | 55 | 55 | - |

6. A transition period has been set for RISEBA until 31 December 2024. Each academic year, the number of contact hours and any exceptions are reviewed and, if necessary, a Rector's Order is issued regarding changes to contact hours.