

APPROVEDBy Rector's Order No. 21/1.1-3/25
of 08.03.2021.

Procedure for organizing and applying for optional elective courses

1. Selecting optional elective courses (*hereinafter, Part C courses*)

- 1.1. The Programme director shall prepare a list of proposed Part C study courses of which a student may select any of interest to him/her. The recommended Part C study courses are included in the study plan.
- 1.2. The student may choose any study course offered at RISEBA as a Part C course. At the same time, the student shall verify that the selected study course does not overlap with his/her study course plan. On RISEBA homepage, the student may review the available study courses.
- 1.3. At his/her initiative, the student may take any study course at another university that is later equated by RISEBA with a Part C course (by granting a respective number of credit points). If the student selects a Part C course in another university while he/she studies at RISEBA, when the study course is equated no tuition discount is applied.
- 1.4. Of all elective courses listed in Paragraph 1.1, only those electives that the majority of a student group (or a specific number of students) has selected shall be taught.
- 1.5. If the student selects an elective course listed in Paragraph 1.2, the student shall contact the Programme director of the selected study course, as well as his/her Programme director to agree about a possibility of taking the course and participating in it (Annex 1). In the agreement form, the following information should be included: study programme, group, number of credit points and other information about the course the student wishes to take. If participation is approved, the student shall submit the signed agreement form to the administrator of his/her study programme.
- 1.6. If completed elective courses from other universities are registered (Paragraph 1.3), the name of the course shall be maintained.
- 1.7. When a student registers for a study course, he/she undertakes to meet all requirements included in the course curriculum. If the student fails to meet these requirements, an academic debt shall be recorded.

2. Applying for optional elective courses

- 2.1. Once per year, it is possible to apply for the semester optional elective courses. A student may register for any of the offered study courses with the Study Department, considering the planned number of credit points granted for Part C courses of the study programme. The total number of points awarded to a student may not exceed the number of credit points planned for the study programme. The student may take additional study courses, but without the right to take any tests or exams for the course and according to RISEBA pricelist.
- 2.2. Part C courses for the next academic year shall be selected no later than by 30 April (including).

3. Registration restrictions that apply to elective courses

- 3.1. If the student selects any elective course listed in Paragraph 1.2, applying for the respective study course may be limited in the following cases (list not exhaustive):
 - 3.1.1. Requirement for a minimum number of students applies to the course, and this number is not reached
 - 3.1.2. A limited number of students may take the course
 - 3.1.3. The student does not have the necessary knowledge to take the study course

3.1.4. The selected study course is not appropriate for the student's level

3.1.5. Other

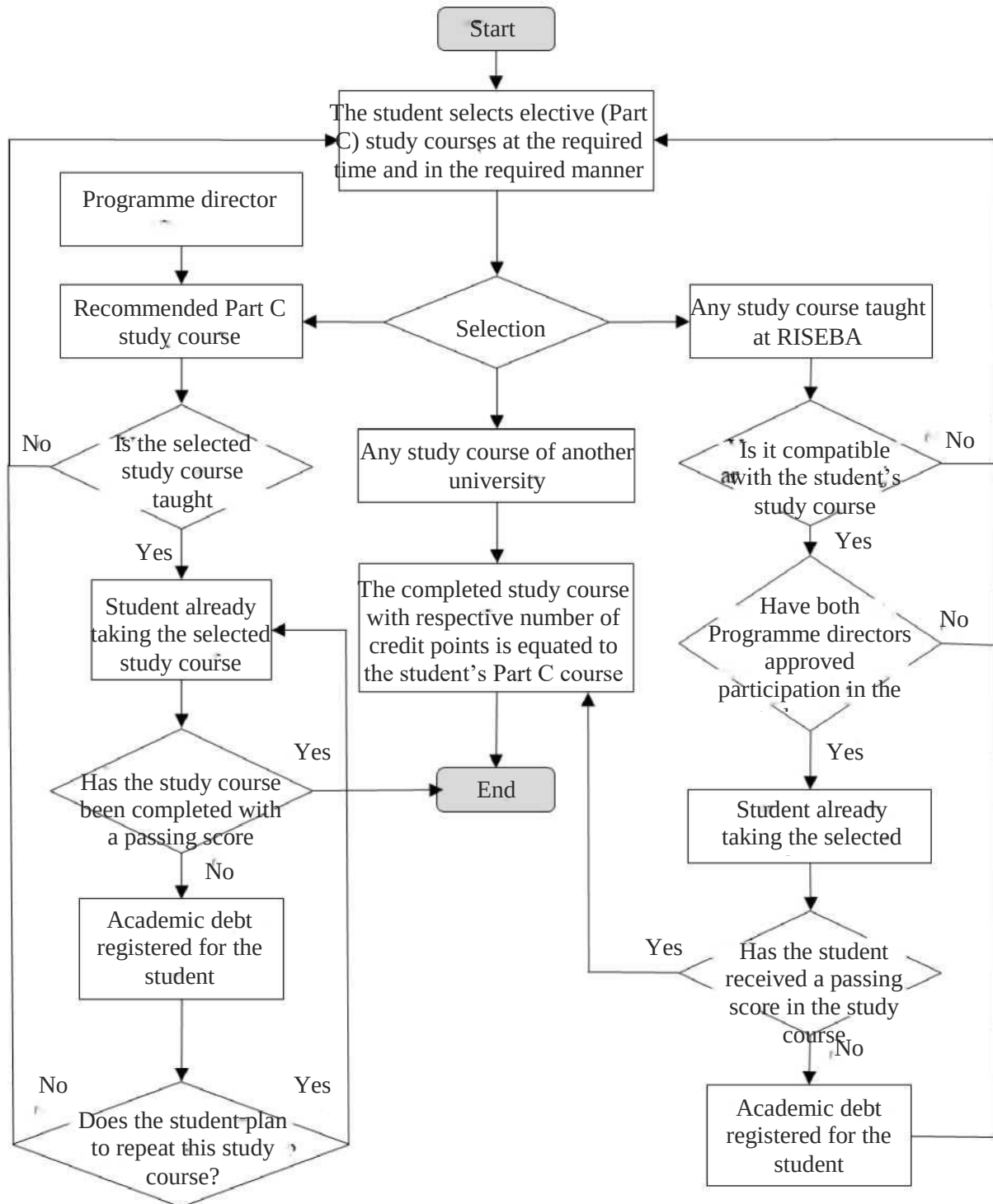
Annex:

1. Procedure for organizing and applying for optional elective courses: block diagram
2. Agreement form on signing up for an elective study course
3. Informative letter template to students on the need to select an elective study course

Prepared by:

Head of the Study Quality Centre

I. Javaitis

Procedure for organizing and applying for optional elective courses: block diagram

Annex 2

To director of RISEBA study programme name of study programme¹
Name, surname of Programme director

To director of RISEBA study programme name of study programme²
Name, surname of Programme director

Name, surname Student's name and surname
 Personal ID number Student's personal ID number
 Programme code Code of the student's study programme

APPLICATION

Please approve my participation in the following study course as an optional elective course:

Course title	
Course level	<u>Bachelor/Master</u>
Study form	<u>Full-time/Part-time/Part-time distance learning</u>
Study type	<u>Full-time/Part-time</u>
Learning language	<u>Latvian/English</u>
Semester	
No. of credit points	

Taught in the study programme name of study programme² from ____ to ____.

The selected course substitutes indicate which Part C course is substituted

Date: _____.

Signature: _____

Director of RISEBA study programme name of study programme¹
Name, surname of Programme director

Signature: _____

Director of RISEBA study programme name of study programme²
Name, surname and signature of Programme director

Signature: _____

¹ Study Programme of the student

² Study Programme where the study course that the student wishes to take is taught

Annex 3

Dear Student,

It is time to select optional elective study courses for the next academic year.

By 202_ open my.riseba.lv > Tasks and enter your selection by indicating your priorities.

Please note that the minimum number of participants in a study course is 10. If a smaller number of students selects the respective study course, the course selected by the majority will be taught.

Sincerely,