



## RĪGAS TEHNISKĀ UNIVERSITĀTE

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### Study programme "Human Resources Management"

#### Main attributes

Title	Human Resources Management
Identification code	IKR0
Education classification code	41345
Level and type	First Level Professional Higher Education
Higher education study field	Management and Administration, Real Estate Management
Head of the study field	Inga Lapiņa
Department responsible	Faculty of Engineering Economics and Management
Head of the study programme	Iveta Ozoliņa-Ozola
Professional classification code	2423 07; 3341 04
The type of study programme	Full time, Part time, Extramural
Language	Latvian
Accreditation	25.08.2016 - 31.12.2020; Accreditation certificate No 2019/06
Volume (credit points)	80.0
Duration of studies (years)	Full time studies - 2,0; Part time studies - 2,5; Extramural - 2,5
Degree or/and qualification to be obtained	Qualification of Personnel Specialist or Office Administrator
Qualification level to be obtained	The 5th level of European Qualifications Framework (EQF) and Latvian Qualifications Framework (LQF); the 4th level of Latvian Professional Qualifications
Programme prerequisites	General Secondary Education or 4-year Vocational Secondary Education

#### Description

Abstract	<p>The study programme has been developed in cooperation with Latvian companies and the Latvian Association of Personnel Management with the aim to provide students with comprehensive knowledge of human resource management, to enable them to apply knowledge in practice and to show understanding of professional ethics, as well as developing their skills in order to properly analyse situations and make independent decisions.</p> <p>The first level professional higher education study programme "Human Resource Management" is one of the first study programmes in Latvia in the HR field. The programme provides students with professional knowledge in their speciality so that they may become versatile HR employees in Latvia and the European Union.</p>
Aim	<p>The aims of the first level professional higher education study program "Human Resource Management" are to provide students with an opportunity to master the knowledge and skills required for personnel management or office administration; to train highly qualified personnel management or office administration specialists, who are able to perform record keeping of documents and the administrative and management work in the selected profession. Within the framework of the programme, two professional qualifications are conferred: personnel specialist and office administrator; thus, sub-aims have been defined to implement the programme in compliance with the specialisation.</p>
Tasks	<p>The tasks of the specialisation "Personnel Management" are to provide students with an opportunity to acquire knowledge and skills required for personnel management and to train personnel specialists, who are able to manage personnel records, to collect, systemise and analyse the personnel data; to perform personnel selection process; to organise integration of new employees in a company; to organise personnel training; to participate in the development and maintenance of the system for evaluation of the personnel performance and competences; to participate in the development of the system for reward and compensation; to comply with the requirements of regulatory acts stipulating employment legal relationships; and to supervise personnel.</p> <p>The tasks of the specialisation "Office Administration" are to provide students with an opportunity to acquire knowledge and skills required for office administration and to train specialists, who are able to manage the office work of a company (institution, organisation, etc.), to organise information circulation, to ensure preparation of information, to know the company documentation, to identify and define an issue, to advise managers on possible solutions, to participate in the development and coordination of projects, to supervise and coordinate completion terms of tasks; to represent the company (institution, organisation, etc.) in cooperation with customers and partners; to supervise other personnel.</p>

Learning outcomes	<p>Having completed the study programme with the specialisation “Personnel Management”, the graduate is able:</p> <ul style="list-style-type: none"> <li>- to apply the acquired knowledge in work by implementing the personnel management functions in a company;</li> <li>- to prepare, draft and maintain the personnel records in compliance with valid regulatory acts;</li> <li>- to collect and analyse data and prepare reports on the number, content and turnover of the personnel in a company;</li> <li>- to develop proposals for improving the personnel management process in a company;</li> <li>- to act in compliance with requirements of regulatory acts stipulating the legal employment relationships and ethics standards.</li> </ul> <p>Having completed the study programme with the specialisation “Office Administration”, the graduate is able:</p> <ul style="list-style-type: none"> <li>- to apply the acquired knowledge in work by implementing the office administration functions in a company;</li> <li>- to prepare, draft and maintain the record-keeping documents in compliance with valid regulatory acts;</li> <li>- to organise and manage business negotiations;</li> <li>- to develop proposals for improvement of the office work of a company;</li> <li>- to act in compliance with requirements of regulatory acts stipulating the legal employment relationships and ethics standards.</li> </ul>
Final/state examination procedure, assessment	<p>The basic forms of evaluation are an examination and a test that have to be taken at the end of each study course. Each form of test is defined in the programme of each study course and developed in compliance with the procedure established by RTU. The Head of the structural unit approves the form of testing and it is stored in the files of the relevant structural unit.</p> <p>The programme is to be concluded with a state qualification examination, one part of which is the defence of the qualification paper assessed according to the 10-point grading scale. The evaluation criteria for assessing the qualification paper are as follows:</p> <ul style="list-style-type: none"> <li>- systematisation, consolidation and expansion of theoretical knowledge and experience;</li> <li>- analysis of a particular HR problem;</li> <li>- elaboration of practical solutions, recommendations and proposals;</li> <li>- development and consolidation of independent business research skills and ability to present the acquired practical results.</li> </ul>
Description of the future employment	<p>Graduates of the study programme have acquired qualification that allows commencing professional activities in any business units, organizations, and institutions involved in commercial or business activities in accordance with the fourth level of professional qualification.</p>
Special enrollment requirements	<p>To state-funded places in full-time study programmes students are admitted in an open and equal competition carried out on the basis of the results of the centralised secondary school examinations. For the applicants of the Faculty of Engineering Economics and Management, two best results out of the following study subjects – math, physics, a foreign language, the Latvian language – are taken into account. Applicants for the self-financed studies are admitted without entrance examinations.</p>
Opportunity to continue studies	<p>Graduates are eligible to continue studies at bachelor study programmes or the second-level higher education study programmes. There is an opportunity to transfer credits.</p>

Courses

No	Code	Name	Credit points
<b>A</b>		<b>Compulsory study courses</b>	<b>38.0</b>
1	<a href="#">ITA704</a>	Economics	4.0
2	<a href="#">IĀS207</a>	Economic Statistics	2.0
3	<a href="#">IVZ749</a>	Business Intelligence Technologies I	3.0
4	<a href="#">DAM103</a>	Mathematics	5.0
5	<a href="#">IUV209</a>	Accounting	3.0
6	<a href="#">IUE407</a>	Marketing	3.0
7	<a href="#">IUV106</a>	Business Communication	2.0
8	<a href="#">IUV413</a>	Business and Labor Law	3.0
9	<a href="#">IUV301</a>	Business Management	4.0
10	<a href="#">IUV224</a>	Managerial Psychology	3.0
11	<a href="#">IVZ724</a>	Record Keeping	2.0
12	<a href="#">IVZ721</a>	Information Technologies for Personnel Management	2.0
13	<a href="#">ICA105</a>	Civil Defence	1.0
14	<a href="#">IVZ723</a>	Introduction into Specialisation	1.0
<b>B</b>		<b>Compulsory elective study courses</b>	<b>18.0</b>
<b>B1</b>		<b>Field-specific study course</b>	<b>14.0</b>
			5.0
1	<a href="#">HFL330</a>	Business Etiquette	2.0
2	<a href="#">IUE125</a>	Project Management	2.0
3	<a href="#">IUE126</a>	Quality Management	2.0
4	<a href="#">IUV447</a>	Ergonomics	2.0
5	<a href="#">VIA701</a>	Latvian Language Communication Culture	2.0
6	<a href="#">IVZ700</a>	Office Client Service	3.0
			9.0
1	<a href="#">IUV223</a>	Personnel Management	5.0
2	<a href="#">IVZ711</a>	Personnel Records	2.0
3	<a href="#">IUV373</a>	Personnel Management (study project)	2.0
			9.0
1	<a href="#">IVZ713</a>	Organization and Management of Office Work	5.0
2	<a href="#">IVZ702</a>	Practical Record Keeping	2.0
3	<a href="#">IVZ713</a>	Organization and Management of Office Work	2.0
<b>B6</b>		<b>Languages</b>	<b>4.0</b>
1	<a href="#">HDG403</a>	English	2.0
2	<a href="#">HDG521</a>	German	2.0
3	<a href="#">VIA188</a>	Human Resource Management Special Course in English	2.0
4	<a href="#">VIV188</a>	Human Resource Management Special Course in German	2.0
<b>D</b>		<b>Practical Placement</b>	<b>16.0</b>
1	<a href="#">IVZ734</a>	Instructional Practical Placement	4.0
2	<a href="#">IVZ735</a>	Practical Placement for Specialization	12.0
<b>E</b>		<b>Final examination</b>	<b>8.0</b>
1	<a href="#">IUV231</a>	Qualification Work	8.0