

## **Internal Regulations for Students** of the Latvia University of Agriculture

### **1. Terms and abbreviations used in Regulations**

- 1.1. *LLU* – the Latvia University of Agriculture;
- 1.2. *LLU SSG* – Student Self-government of the Latvia University of Agriculture;
- 1.3. *LLU IRS* – Internal Regulations for Students.

### **2. General provisions**

- 2.1. *LLU IRS* (further in the text – Regulations) are based on the requirements of the Law of Higher Education Institutions, *LLU Statutes* and other regulations regarding higher education.
- 2.2. Regulations determines students' obligations, rights and responsibilities for failing to observe the regulations.
- 2.3. Regulations is approved by *LLU SSG*, the Board of Studies and finally by the Senate.
- 2.4. Regulations shall be observed by all *LLU* students.
- 2.5. Student self-governments of faculties ensure that students are acquainted with Regulations before signing of the Study Agreement. A student certifies with his/her signature that he/she has been acquainted with these Regulations and he/she shall undertake to comply with the requirements set out in Regulations.
- 2.6. Regulations are available at the dean's office of the faculties, offices of student self-governments, *LLU SSG*, as well as on *LLU* website <http://www.llu.lv>. Any kind of amendments should be coordinated with *LLU SSG* before submitting to the Senate for the approval.

### **3. Organisation of studies**

- 3.1. The studies are organized according to the division of an academic year into semesters which annually is approved by the Board of Studies for each academic year.
- 3.2. A student registers for studies before the beginning of an academic year (before the 3rd, 5th, 7th, 9th and 11th semesters).
- 3.3. The timetable is scheduled by the Planning Service. The timetable is available to students starting from the first day of the registration period. It is available on the information boards of the faculties and *LLU* website.
- 3.4. Fire safety actions in case of fire:
  - 3.4.1. Observe fire safety instructions.
  - 3.4.2. A student has to make sure that all necessary measures are taken to prevent a possibility of fire before leaving the *LLU* premises.
  - 3.4.3. Call the fire service and rescue service immediately by dialling the numbers **01** or **112**.
  - 3.4.4. Evacuate through the nearest emergency exit, following the instructions of *LLU* officials. Escape routes are indicated by the notifying signs.
  - 3.4.5. Students are prohibited to use fire-fighting equipment for other purposes.
- 3.5. Electrical safety:
  - 3.5.1. Students are prohibited to replace burned out light bulbs, as well as to carry out any electrical repairs.
  - 3.5.2. Students are prohibited to plug non-standard or damaged electrical equipment into sockets in the premises of *LLU*.

- 3.5.3. When noticing any electrical damage (damaged wire insulation, plugs, sockets, etc.), a student shall immediately report to an administrator of a particular LLU building, while simultaneously preventing other persons from accessing a damaged device.
- 3.5.4. Leaving classrooms, students have to make sure whether all electrical equipment is switched off.

#### **4. Students' obligations**

Students:

- 4.1. enhance prestige of LLU, promote achievement of LLU aims, execution of its mission that is described in the Statutes of LLU.
- 4.2. acquire a selected study programme purposefully and in good faith, timely fulfilling the programme's requirements. Students observe the requirements stated in the documents regulating the procedure of studies at LLU.
- 4.3. observe rules of behaviour, treat other students, LLU staff and LLU visitors with respect.
- 4.4. fulfil the obligations stated in the Study Agreement.
- 4.5. observe the requirements of a lecturer during the lecture, do not disturb the process of a lecture or class.
- 4.6. inform the dean of a faculty in writing about an intention to suspend studies one month in advance.
- 4.7. do not use unauthorized materials and aids, do not allow plagiarism in study work.
- 4.8. get approval from LLU Director and administration of a faculty for arranging extra-curricular activities in the territory of LLU.
- 4.9. observe instructions of using LLU buildings, including smoking restrictions.
- 4.10. settle financial obligations with LLU according to the stated schedule.
- 4.11. treat LLU property and material resources with care. If a student's actions have caused damage of property or losses, compensation for losses should be settled in civil procedure.
- 4.12. acquaint themselves with fire safety and labour safety instructions and observe them while working with electrical equipment, chemical, biological, radioactive materials etc.
- 4.13. do not appear intoxicated or under the influence of drugs in the buildings of LLU, do not distribute drugs and psychotropic substances.
- 4.14. observe cleanliness and order in the premises.
- 4.15. inform an office manager of a respective faculty in five days' time about any changes in personal data, address, telephone number, e-mail address etc.
- 4.16. show a student's card if LLU employees require it in the buildings and territory of LLU.
- 4.17. leave outdoor clothes in the cloakroom if the cloakroom is open, except for cases when the air temperature is under  $+17^{\circ}\text{C}$ .
- 4.18. switch off mobile telephones and other devices emitting sounds during contact classes, individual and group consultations, meetings, public events, as well as in the LLU library.

#### **5. Students' rights**

Students have the rights to:

- 5.1. suspend and resume studies, change a study programme, choose study courses according to the procedure stated by LLU.
- 5.2. acquaint themselves with the content of the study programme at the beginning of the studies, acquaint themselves with the changes in the study programmes and requirements of study courses in time.

- 5.3. find out the type of the assessment, requirements, criteria of the assessment at the beginning of the study course.
- 5.4. perform audio recording, video recording and take photos during the study process with the permission of a member of academic staff.
- 5.5. receive an objective and timely evaluation of one's performance in studies.
- 5.6. receive the consultations of academic staff members according to the procedure stated by LLU.
- 5.7. receive the recognition of the content and volume of the acquired study courses in other higher education institutions and previous study periods at LLU according to the procedure stated by LLU.
- 5.8. use LLU premises, equipment, libraries, culture and sport facilities for activities stated in the Statutes.
- 5.9. elect and be elected to LLU SSG and collective bodies at all levels of administration (the Senate, the Council, the Board of Studies etc.), as well as participate in the student self-government of faculties.
- 5.10. receive the necessary information related to studies from LLU institutions of all levels.
- 5.11. study in safe and harmless conditions.
- 5.12. receive non-discriminatory attitude from other students and staff.
- 5.14. receive government or sponsors' scholarships and allowances according to the procedure stated by LLU.
- 5.13. submit applications and complaints regarding the implementation of the study process, violation of the study procedure or work order according to the procedure stated by LLU and receive an official's response in the stated time period.

## 6. Awards

According to the Regulation on Awards at the Latvia University of Agriculture

## 7. Disciplinary measures for failure to comply with the Internal Regulations

- 7.1. The dean of a faculty may issue a warning of exmatriculation to a student for violating Regulations. The warning of exmatriculation is valid for one year from the moment of its issue.
- 7.2. A student may be exmatriculated for significant breaches as a disciplinary measure.
- 7.3. Disciplinary measures are applied after evaluation of the type of offense, its consequences and a degree of a student's guilt.
- 7.4. Any LLU student or staff member may record a violation of Regulations. He/she informs in writing the dean of a faculty or LLU administration about the recorded offense. Before applying disciplinary measures, the dean demands a written explanation from a student regarding the offense.
- 7.5. Disciplinary measures may be applied in one month's time after revealing an offense.
- 7.6. A student has the right to appeal against applied disciplinary measures or exmatriculation according to the procedure of dealing with LLU students' proposals and complaints.

## 8. Exmatriculation from the university

A student is exmatriculated from the university after a proposal of the dean of a faculty or LLU administration if:

- 8.1. a student has asked for exmatriculation.
- 8.2. a student has fulfilled all the requirements of a study programme and financial obligations with LLU and he/she is awarded an academic degree and/or professional qualification.

- 8.3. it has been found out that deception, bribery and other actions have influenced an admission of a student thus violating the principle of fair competition.
- 8.4. circumstances have emerged according to which it is impossible to proceed with the studies.
- 8.5. a student has not kept to the stated deadlines, a student has failed to:
  - 8.5.1. fulfil requirements of the study programme;
  - 8.5.2. take final examinations;
  - 8.5.3. pay a tuition fee;
  - 8.5.4. register for the next semester.
- 8.6. a student has used another person's ideas, inventions or discoveries, expressed verbally or in writing, as his/her own, that is, not referring to the author.
- 8.7. a student has seriously violated these Regulations, exmatriculation is applied as a disciplinary measure.

9. **First medical aid**

- 9.1. The first aid kit with bandages is available at an administrator or a person on duty at all LLU buildings.
- 9.2. In case of an accident or life threatening illness, an ambulance should be called by dialling the telephone number 112.
- 9.3. The first aid should be provided to a sick or injured person within the limits of one's possibilities and competence

I have acquainted myself with LLU Internal Regulations for Students and I agree with them. I hereby undertake to fulfil Regulations.

Head of Student Self-government of Faculty

Student

\_\_\_\_\_  
(signature, name, surname)

\_\_\_\_\_  
(signature, name, surname )

Date: \_\_\_\_\_

Date: \_\_\_\_\_