LATVIA UNIVERSITY OF AGRICULTURE

R E G U L A T I O N O F S T U D I E S

Jelgava

Content

1.1. Terms used in the Regulation and LLU* internal rules and regulations for studies 2
1.2. General provisions 7
1.3. Student's obligations and rights 7
1.4. Obligations and rights of academic staff 8
2. Organisation of the study process 9
2.1. Study programmes, plans, courses, modules 9
2.2. Modes of studies 9
2.3. Length of studies 9
2.4. Traineeship 9
2.5. Exchange studies 10
2.6. Equating / recognition of a study course and traineeship 10
3. Financing studies 10
3.1. Tuition fee 10
3.2. Services for fee 11
3.3. Financial support 11
4. Results of studies 12
4.1. Evaluation 12
4.2. Assessment 14
4.3. Academic debts and repeated studies 16
4.4. Suspension and resuming of studies in later phases 16
4.5. Completion and continuation of studies 17
4.6. Fulfilment of obligations upon graduation or suspension of studies 17
5. Appeal 17
5.1. Submitting appeal 17
5.2. Appeals procedure 18

*the Latvia University of Agriculture is abbreviated as the LLU (Latvijas Lauksaimniecības universitāte)

1. Principles of studies

1.1. Terms used in the Regulation and LLU internal rules and regulations for studies

1.1.1. **Defense** – public or individual discussion of the evaluation of completed study work (laboratory, practical work, course work, course project, traineeship report, final thesis) during which an author of the work and an evaluator discuss the procedure, outcomes, professional relevance of interpretation and defined conclusions with the purpose to evaluate the results of the studies in a respective subject field as well as the relevance of the work to the requirements.

1.1.2. **Academic leave of absence** – a break in the studies during which a student does not participate in the study process but maintains continuing a student status.

1.1.3. **Academic recognition** – recognition of the content and volume of successfully passed study courses and traineeship in higher education programmes in Latvia and abroad and equating them to the requirements of the LLU.

1.1.4. **Academic integrity** – behaviour that includes impartiality, responsibility, mutual respect and confidence, excludes deception and fraud promoting the quality and prestige of education and science of Latvia. Academic integrity is observed in any relations where the LLU staff is involved.

1.1.5. **Academic group –** up to 30 students. Such a group can be divided into laboratory groups. Practical classes and seminars are planned for academic groups.

1.1.6. **Academic degree** – Bachelor's or Master's degree awarded after the completion of a study programme of academic education.

1.1.7. **Academic debt** – an exam or a formal test that has not been taken or failed, a course work / project, study project, traineeship report, final thesis which have not been submitted or failed.

1.1.8. **Academic staff** – elected members of university and scientific staff, junior lecturers, lecturers, assistant professors, associated professors, professors, researchers and leading researchers.

1.1.9. **Academic hour** – a unit of the study time the length of which is 45 minutes.

1.1.10. **Accreditation** – ~~a~~ process of evaluation of work organization and resource quality of a university or a higher education (study) programme. The Accreditation Commission gives the rights to a university to implement accredited study programmes and issue nationally recognized higher education diplomas on the basis of the evaluation results.

1.1.11. **Accredited study programme** – a study programme that corresponds to a respective LLU study direction accredited according to the legislation. The time period of the accreditation does not exceed the time period for which the respective LLU study direction is accredited. The students of accredited study programmes receive the state guaranteed study loan and student loan and nationally recognized documents of higher education after the completion of the studies.

1.1.12. **Exchange student** – a student of other universities (also in foreign countries) who has chosen to study certain study courses from the LLU Register of Study Courses either on the basis of an individual agreement, an agreement between universities or countries or without an agreement. If an agreement between universities or countries has not been signed, an exchange student pays the tuition fee for each credit point (CP) as stated by the LLU for the selected study course.

1.1.13. **Fee for re-taking exams** – payment for re-taking an exam which is stated by the Rector's decision "On the Procedure of Charging Tuition Fees and Fees for Settlement of Academic Debts".

1.1.14. **Grade** – evaluation of a student's academic success according to a 10-point scale.

1.1.15. **Higher education** – a level of education system whose objective after the completion of the secondary education is to develop an individual's personality in science or art in the chosen academic or professional study directions, as well as preparing for scientific or professional activities.

1.1.16. **Higher education programmes** (study programmes):

(1) academic undergraduate and post-graduate study programmes.
(2) professional higher education study programmes:
  1) the first level professional higher education;
  2) the second level professional higher education;
  3) professional higher education undergraduate;
  4) professional higher education post-graduate;
  5) a short professional study programme.

1.1.17. **University** – a higher education institution implementing higher education study programmes.

1.1.18. **University branch** – a department established by an accredited university or college which has a certain organisational independence, which is territorially separated from the university or college (a department is situated in another country or in another city) and whose main function is to implement the accredited study programmes of a respective university or college.

1.1.19. **Representation of the university** – an office established by the LLU which is territorially separated from the location of the university (an office is situated in another country or in another city) whose main function is to provide information on the university, represent the university's interests and perform other organisational activities included in the Regulations. The representation of the university does not perform economic activities and does not implement study programmes.

1.1.20. **Bachelor thesis** – the final paper of an undergraduate study programme:

(1) in an academic undergraduate study programme – the research carried out by a student that proves the acquisition of theoretical knowledge and professional skills in the group of research fields or in the research field in the amount stated by the programme;

(2) in a professional undergraduate study programme – the research carried out by a student that proves the acquisition of theoretical and practical knowledge as well as professional skills in the branch or in the professional area in the amount stated by the study programme.

1.1.21. **Bachelor's degree** – an academic or professional degree which confirms the completion of undergraduate academic or professional education and gives the right to pursue Master's degree:

(1) Bachelor's **academic degree** in the research branch, sub-branch or a group of branches is awarded after the completion of an academic undergraduate study programme;

(2) Bachelor's **professional degree** in the branch or the professional area is awarded after the completion of a professional undergraduate study programme.

1.1.22. **Bachelor**– a person which has been awarded a Bachelor's academic or professional degree.

1.1.23. **Holidays** – the time period of an academic year (8 weeks) when lectures and classes are not held, but students can attend consultations offered by members of the academic staff.

1.1.24. **Bologna declaration** –part of Bologna process. The declaration was adopted by the European Ministers of Education in Bologna on June 19, 1999. It defined a comprehensible and easily comparable degree system including European Diploma Supplement to promote the employment of European citizens and international competitiveness of European Higher education.

1.1.25. **State-financed place** – a study place funded by the state in a full-time study programme.

1.1.26. **State-financed student** – a full-time student which studies in the state-financed place.

1.1.27. **Graduand** – a student who is writing or has written a diploma thesis, a diploma project, a qualification paper (until receiving a diploma).

1.1.28. **A diploma thesis** – a type of a final thesis, i.e., an independently performed research that proves a student's acquisition of theoretical knowledge and professional skills in the amount stated by a respective profession standard and a study programme, and ability to obtain applicable results, as well as independently draw conclusions.

1.1.29. **A diploma project** – a type of a final thesis, i.e., engineering solution to a problem that proves a student's acquisition of theoretical knowledge and professional skills in the amount stated by a respective profession standard and a study programme, ability to obtain applicable results, as well as independently draw conclusions.

1.1.30. **A diploma –** a document proving the completion of a study programme.

1.1.31. **ECTS** – *European Credit Transfer System*– a unit for calculation a student's work load. One Latvian CP corresponds to 1.5 ECTS.

1.1.32. **An examination** – written, oral or mixed (written and oral) assessment according to the study plan to check students' knowledge and skills by a lecturer or a commission of academic staff members in a particular study course or in part of it.

1.1.33. **Exmatriculation**– exclusion from the list of students.

1.1.34. **E-studies** – a type of studies which combines electronic study materials with the study support. They are implemented online via LLU e-learning system and other special software.

1.1.35. **Formal test** – successful completion of a study course (traineeship or module) without additional assessment of the acquired knowledge at the end of the study course (traineeship or module), and assessed as "passed/failed", or by a grade as envisaged in the study plan.

1.1.36. **Matriculation** – a registration of a person in the list of students of a university and granting him/her a matriculation number. It is confirmed by a decision issued by the Rector.

1.1.37. **Individual studies plan** – a written agreement between a student and an academic staff member on individual acquisition of a study course or courses, indicating credits of the study courses to be earned and deadlines, and approved by the dean or vice-dean.

1.1.38. **Individual studies** – the organizational form of studies characterized by mainly independent acquisition of study courses, without contact classes or with a reduced number of them.

1.1.39. **Period of individual studies and examinations** – in full-time studies, the final part of any semester/ module, during which students prepare for and take examinations and formal tests.

1.1.40. **Elective course** – a study course offered by a higher educational institution and chosen by a student, in accordance with his/ her interests. There are restricted electives (thematically included) and electives of free choice.

1.1.41. **Attendee** – a person who, on the basis of an agreement, has been registered in accordance with the regulations, set by the LLU, for acquisition of particular study courses, funded by a physical person or a legal entity, and fulfills academic obligations.

1.1.42. **Colloquium** – an oral test.

1.1.43. **Consultation** – communication between an academic staff member and a student that takes place in addition to the contact classes indicated in the study plan.

1.1.44. **Contact class** – direct communication between an academic teaching staff member and a student that takes place in order to achieve the aims and to implement the objectives in accordance with the study plan, and the duration of a contact class is one academic hour.

1.1.45. **Test** – a written or oral assessment of knowledge within the framework of a study course.

1.1.46. **Joint study programme** – a study programme, elaborated and implemented jointly by LLU and other Latvian or foreign partner-institutions.

1.1.47. **Credit point (CP)** – a unit for keeping records of studies, corresponding to 40 academic hours of a student's work-load (or one week of studies), which, in full-time studies, envisages not less than 40% of academic hours for contact classes (or, in master studies, not less than 30%).

1.1.48. **Course work** – independent work with a particular assignment in a study course, having a theoretical and/ or applied focus, however, without a graphical part (technical drawings). The quantitative assessment shall be 1.0 or 2.0 CP. (As to the course works which already exist in the study plans, it is implemented gradually, starting with the 1st semester of 2014/2015 academic year).

1.1.49. **Course project** – independent work with a particular project assignment, having a theoretical and /or applied focus related to a study course and with a graphical part (technical drawings). The quantitative assessment shall be 2.0 CP. (As to the course projects which already exist in the study plans, this regulation is implemented gradually, starting with the 1st semester of 2014/2015 academic year.)

1.1.50. **Qualification thesis** – the final paper of the first level professional higher education. It contains data summary and analysis carried out by a student individually, thus giving evidence of the acquisition of theoretical knowledge and methodological skills at the amount required by particular occupational standards and study programmes.

1.1.51. **Laboratory work** – a contact class of a study course for practical or research work carried out with laboratory and/ or technological equipment, materials and objects (including biological) in a specifically equipped premise (a laboratory), or, using particular equipment, practical experiments, carried out in order to validate theories, deepen and consolidate theoretical knowledge, develop experimenting skills. Each study course has defined learning outcomes, and for this purpose, laboratory works and their defense have been envisaged as a learning method and a kind of assessment. Laboratory works can be done individually, in pairs or in small groups. Laboratory works have instructions (a description of work). The laboratory work includes: preparing of devices, equipment and reagents necessary for the experiment, planning the experiment, carrying out the experiment, measuring parameters, data processing, interpretation of data, drawing conclusions and writing down the report on the laboratory work and its defense.

1.1.52. **Laboratory group** – part of the academic group. The number of laboratory groups is determined by the total number of students and the number of places in a laboratory.

1.1.53. **Lecture** – a combination of contact class and handouts/presentations of theoretical materials. Lectures shall be planned in students' streams, with the exception of core study courses.

1.1.54. **LLU IS** (Information System) – a constituent part of LAIS (the information system of higher education institutions of Latvia), established for the organization and support of the study process. It has public and authorized access.

1.1.55. **Licensed study programme** – a study programme that has been issued a license for starting its implementation and is being prepared for accreditation.

1.1.56. **Master thesis** – a research study, carried out by a student, proving that his/ her theoretical knowledge, methodological and organizational skills have been mastered in a research field or sub-field (field, interrelated field, joint field or profession) at the amount required by the study

programme; in addition, a student's capability to carry out a research study with elements of novelty or its practical application and to draw conclusions independently are proved.

1.1.57. **Master's degree** – an academic or professional degree proving that a Master student has acquired Master's academic or professional education and is duly qualified to continue his/ her studies in a doctoral program.

1.1.58. **Master student** – a person who is taking an academic or a professional higher education Master's program.

1.1.59. **Master** – a person who has earned a Master's degree.

1.1.60. **Student who pays the tuition fee** – a student whose studies are not funded by the state budget, but he himself / she herself pays for the studies; or a legal entity, or physical person pays for studies on his/her behalf.

1.1.61. **Matriculation number** – the number of registration issued to a person upon his/ her matriculation in LLU.

1.1.62. **Academic staff member** – a university staff member or a visiting lecturer who holds an academic position.

1.1.63. **Lifelong education** – education obtained during one's whole duration of life. It is based on a person's internal needs or necessity, caused by external factors, to obtain and expand knowledge and skills.

1.1.64. **Part-time studies** – an independent mode of studies with a limited number of contact classes (up to 30% of the number envisaged for full time studies). Contact classes are organized in one or several sessions, or evening classes, or weekend classes. It is a study mode that offers less than 40 credit points in an academic year and less than 40 academic hours in a week. Part-time studies are not funded by the state budget.

1.1.65. **Timetable** – the distribution of contact classes of study courses envisaged by the study plan.

1.1.66. **Examination list** – a document issued by the Dean's office of a faculty for recording the result of assessment:
(1) a group examination list that bears names of students allowed to take examinations or formal tests,
(2) a student's individual examination list.

1.1.67. **Assessment of study attainments** – a student demonstrates his/ her learning outcomes that are evaluated: formal test (pass/fail), formal test with a grade, an examination.

1.1.68. **Schedule of examinations** – a calendar plan of examinations, approved by the dean of a fculty. The examinations shall be taken on the fixed dates (the academic staff members and students shall agree on the dates prior to the examinations.) Examinations shall not be taken on the last day of the examination session.

1.1.69. **Independent studies** – independent acquisition of the study programme without direct participation of an academic staff member.

1.1.70. **Full-time studies** – a mode of studies with 40 credit points in an academic year and not less than 40 academic hours in a week.

1.1.71. **Plagiarism** – (1) the act of copying another person's ideas, inventions or discoveries, expressed verbally or in writing, and pretending that they are your own, that is, not referring to the author; (2) a direct rewriting or copying of texts written by other authors, without referring to the sources used, unless it is a correct citation.

1.1.72. **Traineeship (practical training)** – a basic part of the study program during which a student masters professional skills in the environment that matches the aims of his/her traineeship. Traineeship shall be carried out in accordance with the study plan that complies with the Traineeship Regulation of LLU. LLU carries out:
(1) Study practice, during which students use practically the knowledge acquired in the study course or in the previous study period. It takes place under direct supervision of a university staff member.
(2) Professional practice (including industrial, pre-diploma, pedagogical and technological practice), during which students acquire basic professional skills. The participation of a university staff member is organizational and consulting.
(3) Research practice, in which, on the basis of theoretical knowledge, a student carries out a research study in an enterprise or institution for elaboration of his/ her Master paper. The enterprise or institution is closely related to his/ her specialization. The participation of a university staff member is consulting.

1.1.73. **Practical class** – a contact hour for an academic group to use theoretical knowledge in practice and to deepen it.

1.1.74. **Pre-defense** – a compulsory presentation of the final study paper for its quality assessment in an open sitting held prior to the final defense. It takes place in accordance with the procedure prescribed by the department/ center/ institute.

1.1.75. **Professional qualification** – officially documented assessment of professional mastery in compliance with education requirements for a particular profession.
(1) the 4th level professional qualification is obtained upon graduating from the 1st level professional higher education study programme that proves theoretical knowledge, practical proficiency and ability to perform a complicated job of an employee applying research results as well as organise and manage work of other employees;
(2) the 5th level professional qualification is obtained upon graduating from the 2nd level professional higher education or professional undergraduate study programmes that prove the highest qualification of a respective field and ability to organise and manage the work of other employees as well as to plan and carry out research activities in a respective field.

1.1.76. **Reviewer** – a person who evaluates and provides a written review of a final thesis.

1.1.77. **Review** – written evaluation of a final thesis by a reviewer according the criteria approved by the faculty / department / centre / institute.

1.1.78. **Registration for studies** – a procedure during which students confirm their intention to proceed with the studies in the next academic year.

1.1.79. **Seminar** – a contact class in an academic group holding a discussion on a certain theme with a summary at the end.

1.1.80. **Semester –** a study period during which lectures and classes are held by academic staff members, traineeship tasks are organised and which is completed with the period of individual studies and examinations.

1.1.81. **Session** – a period of contact classes and examinations for part-time students.

1.1.82. **Scholarship** – a single or monthly payment to support a student's education. The types of scholarships at the LLU include: government scholarship, scholarships of the LLU and faculties named after people, and scholarships established by companies, private persons and various foundations.

1.1.83. **Student (1)** – a person matriculated according to the established procedure.

1.1.84. **Student (2)** – an undergraduate student, a Master student or a doctoral student who has registered for studies according to the established procedure, as well as an exchange student.

1.1.85. **Student loan** – a bank loan guaranteed by the state and designed for covering sustenance expenses for students studying in full-time accredited study programmes.

1.1.86. **Studies** – purposeful acquisition of the chosen study programme according to the approved study plan; includes contact classes as well as individual cognitive and research work.

1.1.87. **Study support** – planning, supervision of the study process, consultations, including the use of Information and Communication Technologies (e.g., e-studies).

1.1.88. **Study modes** – full- and part-time studies.

1.1.89. **Academic year** – the study period which is divided into two semesters. The division is approved by the Board of Studies.

1.1.90. **Study loan** – a bank loan guaranteed by the state and designed to help to pay the tuition fee for students studying in full-time or part-time accredited study programme.

1.1.91. **Study course** – an outline of the system of knowledge, skills and competence relevant to the study programme with the defined learning outcomes-organised at the corresponding level and volume; students receive credit points after completion of a study course.

1.1.92. **Recognition of study courses** – inclusion of study courses acquired in the accredited or recognised by the government higher education institutions of Latvia or other countries in a student's completed academic obligations if their content and volume correspond to the aims, objectives, content and planned learning outcomes of the study programme.

1.1.93. **Study agreement** – an agreement signed by a student with the LLU on the subject of acquiring a study programme.

1.1.94. **Tuition fee** – payment for studies in the respective study programme; the payment is divided into payment periods in relation to semesters.

1.1.95. **Study module** – part of a study programme formed by combining study courses or their parts which have a common aim and learning outcomes.

1.1.96. **Final thesis (FT)** – an individual work completed under the supervision of an academic staff member at the end of the studies: Bachelor thesis, diploma thesis, diploma project, qualification thesis, Master thesis.

1.1.97. **Final examination**– final evaluation of the study results in professional higher education study programmes by external experts not affiliated to the LLU:
(1) the state or qualification exam;
(2) elaboration and defense of a qualification theses, Bachelor theses and Master theses, as well as diploma theses and diploma projects.

1.1.98. **Study plan** – an informative document including study courses of a study programme, their volume, formal tests and examinations, their sequence and division into semesters.

1.1.99. **Study phase** – any part of a study programme that is evaluated and recorded comprising acquisition of knowledge, skills and competence, but is not a full study programme.

1.1.100. **Study programme** – a set of documents approved by the Senate containing all the necessary requirements and learning outcomes for obtaining one academic or professional degree and / or professional qualification.

1.1.101. **Director of study programme –** a member of the LLU academic staff responsible for the implementation of the study programme approved by the Senate.

1.1.102. **Licensing of study programmes** – the procedure of granting the right to a university or its branches to implement the respective study programme.

1.1.103. **Study project** – part of a study plan in the amount of at least 3 CP registered in the Register of Study Courses that, according to the objective, envisages to use the study results obtained in several study courses.

1.1.104. **Results of studies** – all the knowledge, skills and competence obtained at the end of a study programme, study module, study course.

1.1.105. **Start of studies in later phases** – studies at the university in later phases are started when students either transfer from one university to another university or to another study programme in the same university or in another university, or return after exmatriculation or after the completion of the 1st level professional higher education.

1.1.106. **Further education** – continuation of learning and improvement of professional skills after completion of formal education and finding a job. Its aim is enrichment of professional knowledge and improvement of skills and competence in formal and informal education system.

1.1.107. **Leading member of the academic staff / leading lecturer** – a member of the academic staff who is in charge of the respective study course and who is responsible for methods, organisation and procedure of the study process, as well as who coordinates other involved members of academic and other staff.

1.1.108. **State examination** – the final evaluation of studies, in which a student demonstrates his / her theoretical knowledge and skills in the chosen field of study.

1.1.109. **Evaluation** – a decision regarding the quality and quantity of the studies.

1.2. General provisions

1.2.1. This regulation governs the main principles of undergraduate and postgraduate studies as well as determines the terms related to the studies to be applied when working out internal rules and regulations of the studies at the LLU and implementing the study process. The solutions of some issues mentioned in the regulation are determined by the rules and regulations of the Cabinet of Ministers of the Republic of Latvia and the LLU.

1.2.2. The studies are organised on the basis of rules and regulations of the Republic of Latvia, the LLU, the Statutes of the LLU, the Strategy as well as the Bologna Declaration, the rules of the international activities of universities and this Regulation.

1.2.3. The LLU provides an opportunity for everyone to acquire higher education regardless age, sex, social and financial status, race, nationality, political views and religion.

1.2.4. The LLU offers professional and academic higher education study programmes. The main objective of higher professional education is to educate students to become highly qualified professionals who find employment in the fields of economics, social life and public administration. The main objective of academic education is to educate students for creative pedagogical and research work, as well as to educate students to become highly qualified leading professionals.

1.3. Student's obligations and rights

The students of the LLU have obligations and rights as provided for by the laws and regulations of the Republic of Latvia.

Obligations

1.3.1. Register for studies at the beginning of the next academic year in LLU IS in the stated registration period.

1.3.2. Observe the requirements and the procedure of studies as provided for by the Regulation, meet the requirements described in the extended programmes of study courses, Traineeship courses and other parts of the study plan.

1.3.3. Fulfil contractual obligations of the Study Agreement with the Latvia University of Agriculture.

1.3.4. Observe internal and other regulations of the LLU.

1.3.5. A student registered as an attendee of the Centre of Lifelong Learning is entitled to observe all the students' obligations that are described in this Regulation and other rules and regulations of the Republic of Latvia and the LLU.

1.3.6. Fill in online evaluation form of each study course at the end of a semester using LLU IS user's account.

Rights

1.3.7. Suspend and resume studies according to the procedure stated by the LLU, change a study programme, the mode of studies, e.g., from full-time studies to part-time studies.

1.3.8. Acquaint with the content of a study programme, its requirements, types of assessment, evaluation criteria, as well as receive timely information about the changes.

1.3.9. Participate in the classes scheduled in the timetable. If a student wishes to attend contact classes together with another group (stream), it is possible to do it with the prior agreement of a member of academic staff.

1.3.10. Receive all the necessary information related to studies.

1.3.11. Use the services of the LLU Fundamental Library and LLU IS by registering as a user of the library and the information system and observing instructions.

1.3.12. Receive consultations of members of the academic staff according to the procedure stated by the LLU.

1.3.13. Elect and be elected in the Student self-government and collective bodies at all levels of administration – the Senate, the Council, the Board of Studies etc., as well as to participate in the student self-governments of faculties.

1.3.14. Submit applications and complaints regarding the implementation of the study process, violations of study process according to the procedure stated by the LLU, and to receive a formal answer within the prescribed period.

1.3.15. Use students' rights mentioned in other LLU documents.

1.4. Obligations and rights of academic staff

LLU academic staff has the obligations and rights as provided by the rules and regulations of the Republic of Latvia LLU.

Obligations

1.4.1. Improve pedagogical qualification, perform teaching and research activities relevant to present day requirements and the LLU possibilities.

1.4.2. Introduce students with the extended programme of a study course, provide its accessibility and inform students about requirements in order to complete the course successfully.

1.4.3. Provide students with the necessary consultations according to the procedure stated by the Vice-rector's decision. In addition to the officially announced schedule, it is possible to register for additional consultations.

1.4.4. Promote the development of student's potential and professional growth.

1.4.5. Use 10-point scale for assessment of students' success with grades as described in 4.1.

1.4.6. Submit a completed examination list after an examination or formal test in the Dean's office of the respective faculty at the appointed time.

1.4.7. Inform the faculty's administration about students' attendance.

1.4.8. Observe the LLU Statutes, the study procedure and this Regulation.

Rights

1.4.9. Openly express and defend one's own opinion and considerations.

1.4.10. Freedom of studies and research.

1.4.11. Elect and be elected in the collective bodies at all levels of administration – the Senate, the Council, the Board of Studies, Board of a faculty etc.

1.4.12. Use the LLU premises, the library, facilities, equipment, culture and sport and other facilities according to the objectives stated in the LLU Statutes.

2. Organisation of the study process

The LLU implements study programmes in the accredited directions. The studies in the respective study programmes are organised by a faculty, the Dean's office, a responsible department, centre, institute and a director of a study programme; the coordination is performed by the Studies centre.

2.1. Study programmes, plans, courses, modules

2.1.1. Full-time and part-time studies at all levels are implemented in licensed and / or accredited academic and professional higher education study programmes. Studies can be implemented also in modules.

2.1.2. At the beginning of studies a student has the right to get acquainted with the description and the study plan of the chosen study programme comprising compulsory and elective study courses, traineeship etc., in the prescribed sequence and volume, as well as with other rules and regulations related to studies. The information about the programme of a study course / traineeship is available in LLU IS.

2.1.3. The extended programme of a study course or traineeship is available for students in the department / centre / institute and is the basic document of a study course / traineeship.

2.1.4. At the beginning of a study course / traineeship a member of the academic staff acquaints with the requirements of the programme. It is not allowed to change the requirements during the implementation of the study course / traineeship.

2.1.5. Students register for the elective courses electronically in LLU IS in the previous year.

2.1.6. A student is entitled to study elective courses in the amount specified in the study plan at the LLU or other education institutions. The study courses completed outside the LLU are recognised according to the procedure stated by the LLU.

2.1.7. When a student has been registered for an elective course, it becomes compulsory.

2.1.8. Full-time students have to study courses in the amount of 20 CP during the semester.

2.2. Modes of studies

2.2.1. The LLU offers full-time or part-time studies which could be also studied electronically in the mode of e-studies, replacing contact classes with online studies according to the previously agreed plan. The volume, content and assessment requirements are equal for full-time and part-time studies.

2.2.2. The procedure of e-studies is determined by the regulation "Procedure of E-studies".

2.2.3. It is possible to study in the status of an attendee according to the prescribed procedure, receiving a relevant LLU certificate after the successful completion of the studies. The procedure is determined by the decision of the Senate.

2.2.4. A student is entitled to change the mode of the studies (full-time / part-time studies) during the registration period or at the beginning of the current semester until September 10 or February 10, respectively. The change of the study programme is possible only after the successful completion of the 1st study year (obtained 40 CP). The students matriculated in the first semester can change a study programmes not later than in the first month.

2.3. Length of studies

2.3.1. The length of studies in the chosen study programme is indicated in the study agreement.

2.3.2. Semesters of each level are numbered consecutively from the beginning of the studies, for example, from the 1st until the 8th semester during four years of studies.

2.3.3. The periods of studies, individual studies and examinations as well as holidays are organised according to the study plan until the competition for the state-financed study places.

2.4. Traineeship

2.4.1. The volume of traineeship is indicated in study programmes approved according to the established procedure.

2.4.2. One credit point (1CP) corresponds to one traineeship week (5 working days).

2.4.3. Traineeship is implemented according to the LLU Traineeship Regulation and extended traineeship programmes are approved by the respective departments / centres / institutes.

2.4.4. Traineeship is supervised or coordinated by a traineeship supervisor, which is a member of the academic staff.

2.4.5. A student has the right to choose a place for professional and research training practice in order to fulfil the requirements of the traineeship programme. This procedure requires an approval from a traineeship supervisor and a signed agreement of a placement provision.

2.4.6. A student begins the traineeship period on the basis of the Dean's decision.

2.4.7. The labour safety instruction is compulsory.

2.4.8. The traineeship report is delivered face-to-face at the time appointed in the examination schedule according to the study plan, the LLU Traineeship Regulation and the Traineeship programme. In exceptional cases it can be held remotely, for example, by means of a video conference. The equipment is provided by a respective department / centre / institute.

2.4.9. Traineeship is assessed "pass / fail" or with a grade recoded in the examination list.

2.4.10. If the traineeship assessment is performed by a commission consisting of several members of the academic staff, a traineeship supervisor should be included in the commission.

2.4.11. The traineeship that is not completed on the required date or the traineeship assessed with a failure is considered to be an academic debt.

2.5. Exchange studies

2.5.1. The status of exchange students is given to students who correspond to the criteria of the signed agreements between the universities and who have been chosen for their mobility period abroad – for the studies in the partner university or traineeship in a company or an organisation.

2.5.2. A student applying for the studies in the exchange programme is not allowed to have academic debts and / or unpaid obligations with the LLU.

2.5.3. Studies at the partner university are regulated by its internal rules and regulations, as well as the legislation of the host country.

2.5.4. The studies of an exchange student abroad and at the LLU are equal. The recognition of the completed courses is regulated by the Rector's decision "On Academic Recognition Procedure at the LLU".

2.5.5. A student is entitled to participate in exchange programmes for not more than 12 months at each study level.

2.5.6. Studies of international students at the university are organized according to the higher education legislation of the Republic of Latvia and internal rules and regulations, as well as agreements signed among universities and between partner universities.

2.6. Equating / recognition of a study course and traineeship

2.6.1. A study course and traineeship can be equated / recognised if they are completed in another LLU study programme, the LLU Lifelong Learning centre or in other accredited higher education institutions according to the procedure stated by the LLU rules and regulations (Rector's decision "On Academic Recognition Procedure at the LLU").

2.6.2. The study courses and traineeship completed in the framework of international higher education exchange programme are recognised and added to a student's CP amount according to the previous agreement.

2.6.3. It is allowed to equate / recognise study courses up to 75% of the total CP amount, except in joined study programmes.

2.6.4. When equating / recognising additional study courses, it is not allowed to exceed the total amount of credit points of a study programme.

3. Financing studies

3.1. Tuition fee

3.1.1. The tuition fee of full-time students within the allocated limits is financed by the state.

3.1.2. Students who are not financed by the state and part-time students sign the study agreement's supplement containing the payment schedule.

3.1.3. If a student pays a full sum of the tuition fee in one payment at the beginning of the studies, inflation related changes are not applied to the tuition fee.

3.1.4. The amount of the tuition fee is annually approved by the Rector's decision. The LLU has the right to adjust the tuition fee in later study phases on the basis of the average inflation rate of the previous

year set out by the Central Statistics Bureau by informing a student about it in 15 days' time after the Rector's decision.

3.1.5. If a student resumes studies after an academic leave, the tuition fee is stated to be paid in the amount at the moment of resuming studies, except the cases when the academic leave is due to pregnancy and maternity leave.

3.1.6. If a student has paid the necessary amount of the tuition fee before an academic leave, he / she shall pay the difference between the paid tuition fee and the amount of the tuition fee stated at the moment of resuming studies after an academic leave.

3.1.7. If a student has been exmatriculated or has completed part of a study programme in another university and is willing to continue studies in a later phase, his / her tuition fee is determined at the amount which was at the beginning of the respective study programme and the academic year; the first instalment of payment shall be agreed.

3.1.8. A student pays a full amount of the tuition fee for repeating an academic year, and he / she is entitled to apply for a state-financed place only after successful completion of the repeated academic year.

3.1.9. The tuition fee or its part can be refunded only in exceptional cases, if a student has explained the reasons in one month's time from the beginning of an academic year and asked in writing to exmatriculate him/her on his/her own volition and has received the written consent of the dean of the faculty.

3.1.10. A full amount of the tuition fee for a semester shall be paid if a student suspends studies later than one month after the beginning of a semester.

3.1.11. A student can take a study loan to cover the tuition fee. Only those students who are studying in the accredited study programme is entitled to receive the state guaranteed study loan.

3.1.12. A student can be relieved from the tuition fee or receive concession according to the procedure stated by the decision of the Senate.

3.1.13. A full-time student can apply for a state-financed place on competitive basis after a successful completion of a semester (according to Article 3.1.8. after successfully completed academic year).

3.1.14. After signing an agreement of educating specialists at the LLU, a customer shall cover all the expenses related to the studies and included in the agreement.

3.2. Services for fee

3.2.1. A student (also while on leave for health, pregnancy and parental reasons) is entitled to receive the following additional studies-related services for a fee:

(1) settle academic debts (course works and projects, study projects, formal tests and examinations, traineeship assessment and final examinations);

(2) repeat laboratory, practical works and tests;

(3) submit course works and projects, study projects and traineeship reports after the deadline stated in the dean's decision;

(4) acquire an additional study course in the status of an attendee according to the LLU regulations.

3.2.2. The amount of the fee charged for services is determined by the Rector's decision.

3.3. Financial support

3.3.1. The state and the LLU do not guarantee full financial support during studies.

3.3.2. The regulations of the Cabinet of Ministers of the Republic of Latvia and the LLU Regulation on Awarding Scholarships determine the minimum amount of scholarships, the procedure of their awarding and accepting. Scholarships are awarded to full-time students who have received the rights to study in the state-financed places on competitive basis.

3.3.3. A scholarship is intended for a full-time student of a state-financed place on the basis of the criteria included in the regulations of the Cabinet of Ministers of the Republic of Latvia.

3.3.4. A scholarship is awarded with the Rector's decision on the basis of the approval of the LLU scholarship committee according to the recommendation of a faculty's scholarship committee.

3.3.5. A student having a state-financed place is entitled to receive only one scholarship from the LLU Scholarship Foundation.

3.3.6. The LLU offers full-time students of state-financed places to apply for either monthly scholarships named after people established by the university or faculties, or the LLU Senate scholarship or joint scholarships of several universities.

3.3.7. Scholarships established by other scholarship foundations, private persons and companies, as well as one-time grants, are available also for fee-paying students according to the regulations of respective scholarships.

Loans

3.3.8. The Studies Centre accepts applications for state guaranteed study loans and student loans from banks. The applications are accepted twice in an academic year.

3.3.9. Study loans and student loans are awarded by the LLU loan awarding commission. It examines the applications and make a decision within the framework of funding allocated to the university by the administration of Ministry of Education and Science.

3.3.10. The study loan covers the LLU tuition fee. The bank offers a loan that covers the tuition fee for the whole period of studies. If, due to the inflation, the tuition fee increases, the difference is covered by a student.

3.3.11. The study loan is paid only once for the respective academic semester.

3.3.12. The student loan is paid 10 moths per year.

3.3.13. Payment of the study loan and student loan is suspended during an academic leave. If the studies are resumed, the payments of both loans continue.

3.3.14. Upon exmatriculation of a student, payments are closed. The procedure of loan repayment and redemption is determined by regulations of the Cabinet of Ministers and it is supervised by the administration of Ministry of Education and Science and a bank.

4. Results of studies

4.1. Evaluation

4.1.1. The results of studies are evaluated according to the following indicators: qualitative and quantitative:

(1) A qualitative indicator refers to the criteria of 10-point scale (see the table) or the evaluation “pass / fail”.

(2) A quantitative indicator refers to the volume of a study course in credit points (CP).

Table

Evaluation in 10-point scale

Assessment	*In words*	*Abbr. in Latvian*	*Explanation*	*Approximate ECTS grade*
10	outstanding	izc.	knowledge, skills and competence exceeds the requirements of a study programme, study module or study course, demonstrates the ability to carry out independent research and deep understanding of the problems	A
9	Excellent	teic.	knowledge, skills and competence fully corresponds to the requirements of a study programme, study module or study course, there are skills to independently use the acquired knowledge	A
8	Very good	ļ.labi.	fully completed requirements of a study programme, study module or study course, however, the understanding is not sufficiently deep in certain issues to independently use knowledge to solve more complicated problems	B
7	Good	labi	generally complied with the requirements of a study programme, studymodule or study course, however, sometimes there is a lack of skills to independently use the acquired knowledge	C
6	Almost good	g.labi	the requirements of a study programme, study module or study course are fulfilled, however, there is a lack of sufficiently deep understanding of the problem and sufficient skills to use the acquired knowledge	D
5	Average	viduv.	a study programme, study module or study course is generally acquired, however, there is insufficient knowledge of some problems and there is a lack of sufficient skills to use the acquired knowledge	E
4**	Almost average	g.viduv.	a study programme, study module or study course is generally acquired, however, there is an insufficient understanding of some basic concepts, there are considerable difficulties in practical application of the acquired knowledge	E/FX
3	Weak	vāji	Superficial and incomplete knowledge, a student is unable to use it in certain situations	Fail

2	Very weak	ļ.vāji	there is superficial knowledge about individual problems, the biggest part of a study programme, study module or study course is not acquired	Fail
1	Very very weak	ļ.ļ.vāji	no understanding of fundamentals of the subject, almost no knowledge in a study programme, study module or study course	Fail

** – 4 (almost average) is the LOWEST SUCCESSFUL grade.

4.1.2. Evaluation of the knowledge and skills acquired during contact classes and individual studies has to be implemented regularly. A member of the academic staff regularly evaluates students' knowledge and skills using the types of assessment indicated in the extended programme (tests, homework, calculations, graphic work, reports, colloquiums, laboratory work etc.).

4.1.3. Regular testing and other types of assessment according to the extended programme's description take place in contact classes. The study courses implemented by means of LLU e-learning platform envisage online testing.

4.1.4. Members of the academic staff have the right to use various evaluation criteria (e.g., points) when evaluating student performance in their study course, which then are transferred into 10-point system or pass/fail evaluation at the end of a semester.

4.1.5. The final assessment in a study course is permitted to be accumulative (the assessment of student performance is accumulated or summarized) meaning that a regular work during a semester influences the final grade of a study course.

4.1.6. The completed amount of the credit points is added to the obtained amount of credit points only if a successful grade is received for a study course, traineeship, course work etc.

4.1.7. The grade is recorded by members of the academic staff according to the Rector's decision "On Issuing and Completing of Students' Examination Lists".

4.1.8. A student's performance in completion of a study plan and study results are analysed at the end of a semester.

4.1.9. A study course is successfully completed if all the requirements of its extended programme are completed and the learning outcomes achieved.

Average weighted grade

4.1.10. An average grade is calculated as an average weighted grade for each semester, taking into account study courses (except free elective courses), course works and projects, as well as study projects and traineeship if they are assessed with a grade. The average weighted grade is calculated according to the formula:

$$c_{vid} = \frac{\sum_{i=1}^{n} c_i \times KP_i}{\sum_{i=1}^{n} KP_i}, \qquad (1)$$

where c_i – a grade in a study course denoted with "i";
KP_i – "i" study course volume in credit points;
n – the number of obtained assessments in the respective period.

For example, if a student have passed exams with grades 10 (a course volume 4 CP), 8 (3 CP) and 6 (2 CP), and a formal test with a grade 8 (2 CP), the average weighted grade is:

$$c_{vid} = \frac{10 \times 4 + 8 \times 3 + 6 \times 2 + 8 \times 2}{4 + 3 + 2 + 2} = 8{,}36 \qquad (2)$$

4.1.11. The average weighted grade is taken into account when participating in the competition for state-financed places and it is recorded in the Diploma Supplement. The average weighted grade which is recorded in the Diploma Supplement includes also acquired free elective study courses.

4.1.12. The study plan indicates the number of CP for each semester. The completed results of the study work are subject to quantitative assessment each semester and each academic year to check the compliance of the completed work with the study plan.

4.2. Assessment

General provisions

4.2.1. Assessment is organized to assess the results of students' learning outcomes which are achieved as a result of completing individual tasks, parts of a study course or the entire course and to determine the qualitative assessment of the study results in a study period (a semester, study module, session, an academic year or the study period as a whole).

4.2.2. Assessment for each specific period (a semester, an academic year) is indicated in the study plan.

4.2.3. The type of assessment is determined in the extended programme of a study course.

4.2.4. If a study course is taught by several members of the academic staff, grades are recorded by the leading member of the academic staff.

4.2.5. If a study course consists of several independent parts and it lasts for several semesters, one study course can contain several assessments.

4.2.6. Examinations and tests are held at the presence of a member of the academic staff or an authorized person. The study courses implemented in the LLU e-learning platform contains online tests.

4.2.7. The studies organised according to the principles of modules envisage assessment within the time period of each module.

4.2.8. A member of the academic staff has the right to demand identity documents (a passport, ID or ISIC card etc.) from an examinee; his/ her name should be entered into the group examination list or an individual examination list.

4.2.9. A member of the academic staff shall not add additional students' names on the group grading list.

4.2.10. Groups' examination lists of a respective semester are given at the Dean's office to the academic staff member teaching a respective study course or to a leader of a student group.

4.2.11. A student, who has successfully passed examinations and formal tests according to the study plan, is entitled to register/to be registered via LLU IS for studies for the next semester in the registration period (according the decision of Vice-rector for Studies and the division of an academic year).

4.2.12. The study courses which turned out not to be completed due to changes in the study plan during a student's academic leave are not considered as academic debt. The completion of such study courses should be arranged with the director of a study programme or the dean/vice-dean of a faculty.

4.2.13. Students have the right to appeal their examination results according to the procedure described in Article 5 of this regulation.

Formal test

4.2.14. Formal tests are taken in each period of individual studies and examinations (as regards part-time studies – during sessions). Examinations and formal tests, which are not passed during this time period (in part-time studies – until the end of a semester), become academic debts.

4.2.15. A formal test means receiving a passing grade by studying regularly and successfully without an additional examination or test at the end of a study course /traineeship (except in the e-learning mode) or summarizing the results of a student's performance until the end of the individual studies and examinations' period.

4.2.16. Formal tests in the e-learning mode take place at the presence of a lecturer with an additional examination or test.

4.2.17. Laboratory, practical and individual assignments, seminars, tests and colloquiums have to be scheduled evenly during the whole semester / study module; it is not allowed to have them all at the end of a semester/ study module. If these assignments have not been fulfilled on time, a student has to settle them according to a lecturer's requirements and it is a service for an additional fee.

4.2.18. If a formal test by summing up a student's performance during a semester / study module is assessed with a failing grade, it is allowed to repeat the test not more than two times until the end of the individual studies and examinations' period, charging a fee for repeating this test. If a student does not receive a passing grade, the study course has to be repeated for an additional fee in relation to the amount of CP.

Examination

4.2.19. There are the following types of examinations at the LLU:

(1) a cumulative examination is one that includes grades received by a student for doing individual assignments (tests, presentations, group work etc.) during a semester / study module in addition to the final examination during the period of individual studies and examinations or the session;

(2) an examination, which is taken during the period of individual studies and examinations checking the knowledge of the whole course or part of it (if the course lasts for several semesters).

4.2.20. Examinations are taken in person according to the dates specified in the examination schedule during the period of individual studies and examinations. The examinations, which are not passed on the indicated dates, are treated as academic debts.

4.2.21. The examination schedule in full-time studies is arranged by the group of students receiving an approval from a lecturer. The examinations are scheduled during the period of individual studies and examinations leaving 3 days' gap between examinations. The schedules are approved by the dean or vice-dean of a faculty at least two weeks before the beginning of the period of individual studies and examinations and sent to the lecturers of the respective courses. The examinations in the part-time studies are planned by the Dean's office.

4.2.22. The faculties (departments, centres, institutes) have the right to organise examinations by arranging a signup for a specific date, i.e., by suggesting several dates for an examination. In this case students choose the date for taking an examination and sign up. It is possible to take examinations during a semester after an approval of a lecturer and the dean, if it does not disturb the study process.

4.2.23. Examinations can be arranged in written, oral form, in the form of tests as well as in a combined form. It is allowed to use support materials indicated by a lecturer.

4.2.24. The procedure, the number of questions or tasks and their form are determined by a lecturer, who is in charge of an examination.

4.2.25. An examination is allowed to be taken not more than three times. If the examination is failed, re-examination shall be taken not more than two times, charging a fee for repeating an examination. The third examination is taken at the presence of a commission consisting of three members of the academic staff of a department / centre / institute. If a student's knowledge and skills are decided to be insufficient, the study course has to be repeated for an additional fee in relation the amount of CP.

4.2.26.

A lecturer has the right to expel a student from an examination room, if the student does not observe the code of ethics during the examination, i.e., he/she uses unauthorized support materials, asks others for help, or behaves indecently towards a lecturer or other persons who are taking an examination in the same room. Repeated violations of the code of ethics during the examinations could become a reason for expelling a student from the university.

4.2.27. The grade of an oral examination is announced on the day of an examination, but the grade of a written examination – in five working days' time after the examination. A lecturer informs students about the form, time and place of an announcement before the examination.

4.2.28. Students have the right to receive explanations regarding the mistakes in a week's time from the announcement of the grade.

4.2.29. All the materials of an examination, including a student's notes and the attendance list are kept at least one semester after the examination.

4.2.30. If a student wishes to improve a passing grade received in a study course, it is possible to do it for an additional fee (paying for credit points) after a competition for a state-financed places. The previous grade is cancelled and a re-examination grade is recorded instead.

Course work / project and study project

4.2.31. A course work / project is part of a respective study programme or a course with an individual or combined assessment.

4.2.32. The content of a course work / project and a study project, the procedure of their elaboration, submission and defense is described in the extended programme of a course work / project and in the guidance document of a faculty.

4.2.33. The submission deadline of a course work / project and a study project during the period of individual studies and examinations is determined by a leading member of the academic staff.

4.2.34. A lecturer (lecturers) assesses and organises public or individual defense of a course work / project and a study project. The place and time of the defense is stated by a lecturer and students are informed about it at least 5 days in advance. The grade is announced until the end of the period of individual studies and examinations or on the date specified by a faculty.

4.2.35. A student has the right to use his / her course work / project and / or a study project in the future studies.

Final examination

4.2.36. Studies are completed with a final examination, i.e., the defense of the qualification thesis, diploma thesis, diploma project, Bachelor thesis and Master thesis and/or a state examination according to the requirements of the respective study programme.

4.2.37. The procedure of elaboration, pre-defense, reviewing, defense of the final thesis as well as the state examination is determined by the LLU Regulation on final examinations. The pre-defense and defense of the final thesis are held in person. In exceptional cases, pre-defense and defense can be held remotely, for example, in the form of a video conference so as to have a discussion with a candidate in real time. The technical side is provided by a department / centre / institute responsible for a pre-defense.

4.2.38. The examination commission evaluates the results which have been acquired and developed during studies and makes a decision to award a degree and/or qualification relevant to the study direction.

4.2.39. If the final examination is failed, a student is exmatriculated. The final examination shall be repeated after resuming studies after a year according to the procedure described in Article 4.4.12.

4.3. Academic debts and repeated studies

4.3.1. The Board of the faculty is entitled to determine study courses and parts of study programmes where it is not possible to continue studies in the next academic year with academic debts.

4.3.2. Students with no more than three academic debts can be registered for the next academic year, if the Dean's office has received a relevant application with a request to permit to go on with studies for the tuition fee. The application includes the schedule of settling academic debts approved by lecturers.

4.3.3. In order to settle an academic debt of the previous semester, it is necessary to pay a fee for re-examination. If the re-examination is not passed during a semester, a student has to repeat the whole study course (in the status of an attendee), joining a group of students of the respective study course in the planned semester for an additional fee in relation to the amount of CP.

4.3.4. If a student has more than three academic debts, he/she has the right to study repeatedly in the same academic year for a fee. The amount of the tuition fee is equal to the tuition fee of the respective academic year.

4.3.5. If a student is expelled for failing to fulfil the study plan, he/she has an opportunity to settle academic debts registering in the status of an attendee in the Centre of Lifelong Learning and paying a fee for credit points.

4.4. Suspension and resuming of studies in later phases

Academic leave of absence

4.4.1. An academic leave can be granted to a student without financial obligations during the registration week or at the beginning of an academic year according to the legislative acts of the Republic of Latvia until September 10 and February 10, respectively, starting from the 3rd semester.

4.4.2. A student has the right to receive an academic leave during the whole academic year regardless the mode of studies and a student's status:

(1) due to health conditions, pregnancy, maternity leave on the basis of a doctor's certificate;

(2) as a high ranking sportsman who is included in the national Olympic team or is in its reserve, according to the criteria worked out by the Latvian Olympic team, on the basis of relevant documents.

4.4.3. Academic leave is granted for a calendar year and then a student is resumed in studies on the basis of the Dean's decision.

4.4.3. A status of a student remains unchanged during an academic leave. A student maintains the previously stated financial source after the suspension.

4.4.4. Leave of absence is granted for a maximum of two years in each study level, except for cases when the regulations of the Republic of Latvia do not provide for another duration of an academic leave.

4.4.5. An academic leave is not granted for exchange students.

Exmatriculation

4.4.6. A student is exmatriculated on the basis of the Rector's decision.

4.4.7. A student can suspend studies on his/her own volition on the basis of a written application verifying the termination of an agreement signed by the dean.

4.4.8. A student can be exmatriculated on the basis of the suggestion of the dean or Vice-rector for Studies:

(1) as illegally matriculated, i.e., the submitted documents contain false information,

(2) as having failed to start the studies, i.e., students of the first semester having not started their studies within one month of matriculation,

(3) for failing to fulfil the obligations of the agreement:

1) failing to meet the programme's requirements,
2) failing to fulfil the financial obligations,
3) failing to sign an additional agreement on the change of the financial source,
4) receiving a failing grade in the final examination.

(4) as not returning from academic leave of absence,

(5) in relation to the end of the exchange programme agreement,

(6) for a serious violation of the LLU code of conduct,

(7) for dishonest studying methods, i.e., plagiarism, use of unauthorized materials during examinations, violation of rules of academic ethics, etc.

4.4.9. An exmatriculated person can complain on the reason for the exmatriculation according to Article 5 of this Regulation.

Re-matriculation

4.4.11. It is possible to resume studies only for the tuition fee.

4.4.12. In case of applying for the repeated final examination, a student has to pay for the amount of credit points for a final thesis in the last semester of the study plan.

4.4.13. If a student has been exmatriculated for not starting studies, it is possible to register for studies in next years according to general enrolment procedure.

4.4.14. If a student was exmatriculated in the first academic year without acquiring 40 CP, it is possible to register in the status of an attendee in the Centre of Lifelong Learning and obtain the necessary amount of credit points in order to be able to go on with the studies in later phases according the stated procedure.

4.5. Completion and continuation of studies

4.5.1. After the successful completion of a study programme, a relevant qualification and/or the diploma, certifying the degree, and its supplement are awarded to a graduate.

4.5.2. Candidates with the Bachelor's degree or 5th level professional qualification with the option to continue their studies in the postgraduate programme have the right to register for academic Master study programme.

4.5.3. Candidates with the relevant degree and/or professional qualification, meeting the requirements mentioned in the regulations of the Cabinet of Mininisters, have the right to register for professional Master study programme.

4.5.4. The Master's degree entitles students to apply for the doctoral studies.

4.6. Fulfilment of obligations upon graduation or suspension of studies

4.6.1. Students, who graduate or suspend studies, submit the form called "Certificate of meeting obligations" to the Dean's office of a faculty.

4.6.2. In case of exmatriculation, students resuming studies in the later phase and having failed to submit "Certificate of meeting obligations", give it to the Studies Centre.

4.6.3. Graduates or exmatriculated persons can receive personal education documents or their copies in the Studies Centre or LLU Archive after meeting all obligations related to the LLU.

5. Appeal

5.1. Submitting appeal

5.1.1. A students has the right **to appeal** to complain about:

(1) the grade of the final thesis;
(2) the organisation and procedure of the study process;
(3) the tuition fee;
(4) exmatriculation.

5.1.2. In case of an appeal a student orally agrees with a member of the academic staff or another LLU employee, responsible for the respective procedure, about the solution of the given situation.

5.1.3. If an oral agreement is impossible to reach, a student can submit an appeal to the head of the responsible unit (the head of department, centre / director of an institute, director of a study programme or the dean).

5.1.4. Appeals with a complaint about the grade shall be submitted until the end of the next working day:
(1) on the grade of an examination – to the head/director of the responsible unit (department /centre/institute), whose lecturer has assessed the student's results;
(2) on the grade of the Bachelor / Master final thesis – to the chairperson of the respective commission.

5.1.5. Appeals regarding possible violations of the study process shall be submitted in writing within 3 (three) days' time to the director of the responsible programme.

5.1.6. Appeals regarding the tuition fee shall be submitted in writing within 3 (three) days' time to the dean of a faculty from the moment of finding out the fact.

5.1.7. Appeals regarding the reason of exmatriculation shall be submitted in writing within one month to the LLU Academic Arbitrage.

5.2. Appeals Procedure

5.2.1. An appeal is examined by the appeals commission (hereinafter – commission), which is established and invited by an appeal receiver. The Commission is confirmed by the decision of the dean of the faculty.

5.2.2. The chairperson of the commission is a receiver of an appeal and the commission contains specialists related to the content of the appeal, except for persons to be blamed for irrelevant assessment or another offense. The commission consists of not less than three persons.

5.2.3. The chairperson of the commission informs an appeal's author and persons against whom an appeal is written on their rights to participate in the appeals' commission meeting and suggest their explanations.

5.2.4. An appeal is pending in the shortest possible time, but not longer than 7 (seven) workdays from the date of its reception. The chairperson informs the author of the appeal about the commission's decision in writing.

5.2.5. In case when a student is not satisfied with the decision of the appeals' commission, it could be appealed to the next rank official (Vice-rector for Studies, Rector).

5.2.6. The highest body for solving disagreements is the LLU Academic Arbitrage.

5.2.7. The above mentioned executives (5.2.5.) and the LLU Academic Arbitrage make a decision and inform about the results according to the rules and regulations of the Republic of Latvia.