

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES (LLU)

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RECTOR'S ORDER

Jelgava

27.08.2021

No. 4.3.-8/152

On the procedure for the verification

of interoperable certificates in the study process at LLU

Based on the requirements set in the Cabinet of Ministers Regulation of 9 June 2020 No. 360 "Epidemiological Safety Measures for the Containment of the Spread of COVID-19 Infection" and the order of the Rector "*On the organisation of the study process at LLU in the academic year 2021/2022*" I hereby establish the following procedure for the verification of interoperable vaccination or Covid-19 certificates (Certificate) at the Latvia University of Life Sciences and Technologies (LLU):

1. verification of Certificates **of faculty and study staff**:
 - 1.1. faculty and study staff who cannot present an interoperable Certificate or a negative Covid-19 test done within the last 48 hours **may not attend** face-to-face classes;
 - 1.2. Heads of the Departments ensuring the study process shall, by **2 September 2021**, organise the verification of the validity of the Certificates of the Faculty teaching staff and staff involved in the study process. The verification can be done via <https://covid19sertifikats.lv/verify> or the "Covid19Verify" mobile app;
 - 1.3. the results of the verification, summarised in the form of a list (Annex), shall be kept in the department and the head of the department shall make a note in the LLU IS on the validity of the certificate;
 - 1.4. faculty and study staff are obliged to immediately provide information on changes in the Certificate data to the head of the relevant department. On the basis of the information provided, changes are made in accordance with Paragraph 1.3.
2. Verification of **Student** Certificates:
 - 2.1. students who cannot present an interoperable Certificate or a negative Covid-19 test done within the last 48 hours **may not attend** face-to-face classes;
 - 2.2. until **2 September 2021**, students can upload their Certificate VOLUNTARILY via their LLU Information System (LLU IS) user account or personally visit the Dean's offices of the faculties to verify the validity of their Certificates. The certificate is presented in person together with a personal identification document (containing a photograph, name and personal identification number);
 - 2.3. the staff members designated by the Deans of the Faculty shall check the validity of the Certificates presented or uploaded by the student using the website <https://covid19sertifikats.lv/verify> or the mobile application "Covid19Verify" and make a note in the LLU IS about the validity of the Certificate for the particular student;

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- 2.4. from 6 September 2021 to 10 October 2021, each faculty member shall identify students (no Certificate validity mark in the LLU IS system) in their LLU IS user account (Work, My Courses, Registered Students) whose validity of a certificate or test result shall be checked before class. The information obtained from the LLU IS may be used by the lecturer only for the implementation of the study course.
 - 2.5. students whose full-time classes start after 6 September (part-time students, masters and doctoral students) can upload their Certificate VOLUNTARILY to the LLU IS no later than 3 working days before their full-time classes or present it together with their ID in person at the Dean's Office of their faculty. The verification of certificates shall be carried out in accordance with Paragraph 2.3;
 - 2.6. students who have presented a Certificate of Recovery from the Virus shall automatically receive a one-time notice of timely renewal of the Certificate to their official LLU email address, in accordance with the procedure prescribed by law, and shall take the steps set in Paragraph 2.8;
 - 2.7. Certificates uploaded VOLUNTARILY are automatically deleted from the LLU IS after being marked on LLU IS, but it is the responsibility of the verifier to delete the copies of the Certificate on the workstation;
 - 2.8. students who have changed their Certificate data during their studies are obliged to immediately present the new Certificate together with a personal identification document in person at the Dean's office of their faculty or to upload it VOLUNTARILY to LLU IS in order to make a note about its validity.
3. Verification of **Lecture Participant** Certificates:
 - 3.1. Participants must present an interoperable Certificate together with proof of identity when registering at the Lifelong Learning Centre for courses that will be attended together with students.
 - 3.2. The Lifelong Learning Centre specialists check the validity of the presented certificate using the website <https://covid19sertifikats.lv/verify> or the mobile application "Covid19Verify" and enter a mark for each participant in the LLU IS regarding the validity of the Certificate.
4. To send the order: to all departments, place in the intranet *MansLLU*, 1 copy of the file.

Acting Rector

Aigars Laizāns

APPROVED
by Order No. 4.3.-8/152 of the Rector of the
Latvia University of Life Sciences and Technologies dated 27.08.2021

Results of verification of interoperable vaccination or Covid-19 certificates for *department* staff

No.	Name, surname	Position	Valid Covid-19 certificate (Yes/No)	Notes

Head of the Department:

signature

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