



UNIVERSITY OF
LATVIA

**PROCEDURE for
competition for state funded study places
("rotation") at the University of Latvia**

Enclosure
APPROVED
by Senate decision
No. 381 of
24.05.2010

*Issued in compliance with:
Section 5.6. of the Constitution of the University
of Latvia and
UL Senate decision No. 3 of 25.06.2001.*

*"On the principles of the annual competition for
state budget funded study places at the UL"*

With amendments made before 29.04.2013

Amendments: UL Senate decision No. 288 of 25.02.2013.

UL Senate decision No. 307 of 29.04.2013.

1. Explanation of Terms:

- 1.1. **Exchange student**—a full-time student at another institution who comes to the University under an exchange agreement between the University and their home institution or within the framework of international programmes and projects.
- 1.2. **Rotation**—sequence of activities for organizing annual competition at the University of Latvia (UL) for study places that are funded from the state budget (hereinafter referred to as the budget places).

2. General Terms

- 2.1. The Procedure applies to full-time students, except for exchange students, international students and students who have been granted a stable source of funding in compliance with the external normative regulations or by a respective UL Ordinance.
- 2.2. The Procedure establishes the criteria and mechanisms according to which full time students obtain or lose study places that are funded from the state budget.

(UL Senate decision No. 307 of 29 April 2013)

3. Budget Places and Implementation of the Rotation

- 3.1. The number of budget places for each study programme is determined annually by the Faculty Council in accordance with the number of the study places that are funded from the state budget and approved by the UL. The excerpt from the decision of the Faculty Council is submitted to the Academic Department not later than within five business days after the end of the semester. In case the minutes of the council meeting are not

submitted, the decision is made by the administration of the UL. The number of the budget places is approved by UL Ordinance not later than within ten business days from the end of the semester.

- 3.2. Only students with satisfactory academic results can be the candidates for budget places, i.e., students who have completed the requirements of the study programme by the last day of the semester, viz. have passed the examinations in courses planned in the study programme and have fulfilled the volume of the study program study-load in credit points during the entire previous period of studies (except for the cases stipulated by paragraph 5.5). The settlement of academic failures does not take place in the period of time between the end of the semester and the rotation.
- 3.3. The rotation is organized every year after the spring semester (in study programmes where matriculation takes place in spring semester—after autumn semester). After autumn semester (spring semester*) the rotation is organized only for free budget places in accordance with the procedure stipulated by paragraph 5.
- 3.4. For the first year of studies, the candidates obtain the budget place on the basis of enrolment competition results and as stipulated by UL normative regulations.
- 3.5. Students who are granted an academic leave of absence as stipulated by normative regulations of the UL and students who have returned after a period of studies in a foreign higher education establishment within the framework of exchange programmes do not participate in rotation. Previous funding is preserved for these students till the next rotation.
- 3.6. Students who have completed recognized study courses in other higher educational establishments, in accordance with paragraph 3.7, participate in rotation only with the grades obtained at the University of Latvia. In case all academic liabilities of the student for an academic year are recognized, the student does not participate in rotation, but the previous source of funding is preserved for this student.
- 3.7. Students who, for the purpose of continuing studies, have been matriculated in spring semester of later stages of studies and students whose recognized volume of study courses exceeds 50 % of the programme volume planned for the respective study year, participated in the rotation after having studied at the UL for three semesters. In case the volume of recognized study courses does not exceed 50% of the programme volume planned for the study year, the student will participate in rotation after having studied for one semester.

4. Criteria for rotation

- 4.1. Results of the rotation are determined on competitive basis: by calculating the weighted average of the student in the previous academic year.
- 4.2. The weighted average of the student is obtained in the following way:
 - 4.2.1. the grade of the student in each study course (subject) of the respective academic year is multiplied by the number of credit points given for the respective study course;
 - 4.2.2. all obtained results of multiplication are summed up;
 - 4.2.3. the obtained sum is divided by the number of credit points obtained by the student during the respective academic year.
- 4.3. In determining the weighted average grade, the grades obtained in obligatory (A part) study courses are taken into consideration. The decision on the study programme, for which the grades obtained in elective courses in specialization (B part) are taken into consideration in calculating weighted average grade, is made by the Faculty Council. The grades obtained in elective courses (C part) are not taken into consideration in determining the weighted average grade.
- 4.4. All successful students are ranked in descending order by their weighted average grade, starting with the highest grade.
- 4.5. If several students have obtained the same weighted average grade, the priority is given to those students who meet the additional criteria in the following order:
 - 4.5.1. higher weighted average grade has been obtained in obligatory (A part) study courses;
 - 4.5.2. higher weighted average grade has been obtained in elective courses in specialization (B part) study courses.
- 4.6. The rotation is implemented on the basis of the data stored with the database of UL informative system (LUIS) by the following deadlines:
 - 4.6.1. the grades obtained in study courses are registered with LUIS not later than ten days after the end of the semester;
 - 4.6.2. weighted average grade is calculated and ranged as determined by paragraph 4.4 when all grades obtained in study courses are registered with LUIS; not later than on the eleventh business day after the end of the semester;
 - 4.6.3. students may verify their weighted average grade in LUIS and file a complaint with the dean for the violations detected during the rotation not later than on the fourteenth business day after the end of semester;

- 4.6.4. draft ordinance on the change of the source of study funding in the result of rotation is prepared in LUIS not later than on the eighteenth business day after the end of semester.
- 4.7. After the confirmation of the result of rotation, LUIS shall ensure that all students have access to the results of rotation in their own study programme where the numbers of student ID, weighted average grades, and the determined source of funding (the budget place or personal funding) are indicated.
- 4.8. The dean shall approve the results of the rotation and shall be responsible for the implementation of the rotation in the faculty, including, the correct registration of grades with LUIS database. The dean shall consider the complaints regulated by paragraph 4.6.3, avert violations, if necessary, and provide a written response to the student within three business days.

5. Filling up budget places

- 5.1. The right to study in budget places is awarded to students with the highest weighted average grade that has been obtained as stipulated by paragraphs 4.2 - 4.5 in compliance with the defined number of the study places funded from the state budget.
- 5.2. If several students have received the same weighted average grade as regulated by paragraphs 4.2—4.5 and it is not possible to determine who of the students shall have the budget place, all of the aforementioned students acquire the right to study in budget places.
- 5.3. If during the autumn (spring semester*) semester a free budget place appears, it is awarded to the student who has obtained the next highest weighted average grade in the previous rotation. If during the spring (autumn semester*) semester a free budget place appears, it is awarded to the student with the highest weighted average grade in previous semester, should it be necessary, the criteria stipulated by paragraphs 4.5 and 5.2 are taken into consideration.
- 5.4. Students who have not fulfilled all academic liabilities of the semester, lose the right to continue studying in budget place in the following semester.
- 5.4.¹ Students who have been granted a budget place following the rotation procedures but who, following the rotation, have the study course grade annulled as a corrective decision in accordance with the Regulations for Academic Integrity at the UL lose their right to continue budget funded studies in the given semester.

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- 5.5. In case there are free budget places in the faculty and the dean has concluded that there has been an objective reason why the student has not fulfilled the academic liabilities in

the given semester, the dean shall have the right to allow to continue studying in a budget place in accordance with paragraph 5.3 for the student with an academic failure by establishing the deadline for settling the academic liabilities.

6. Change of the source of study funding and complaints

- 6.1. If the source of funding changes in the result of rotation, it shall be defined by UL Ordinance. Draft ordinances on the change of funding source are prepared by the faculties in LUIS as stipulated by paragraph 4.6.4. If the funding source changes during the semester as regulated by paragraph 5.4 of the given Procedure, the ordinance on the change of funding source is prepared within five business days following the decision on the annulment of the grade.
- 6.2. If in compliance with the ordinance on the change of the source of funding, the source of funding changes for the student, the student shall sign the additional agreement on the change of the source of funding by the end of the registration week; the additional agreement shall be supplemented to the Agreement on Studies. Students who refuse sign the additional agreement shall be exmatriculated. Students who have obtained the right to study in budget place in the result of rotation, but want to study for personal resources shall write an application on refusing from the budget place.
- 6.3. If the student has made the payment for the semester in full amount, but later, in the result of rotation, has obtained a budget place, the part of the remaining tuition fee shall be either transferred to the following study period or repaid to the student on the basis of a written application of the student.
- 6.4. Students shall have the right to dispute the order on exmatriculation stipulated by paragraph 6.2 pursuant to the normative regulations of the UL.

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* for the study programmes where matriculation takes place in spring semester.