



THE UNIVERSITY OF
LATVIA

The order, in which study course examinations are organized in the University of Latvia

Appendix
APPROVED
with the Senate
decision No. 296
from 30 November
2009

This document has no amendments

Approved in compliance with part one of Article 15
of the Law on higher educational institutions,
and with Subparagraph 5 of Paragraph 5.6
of the Constitution of UL.

1. Explanation of terms

- 1.1. **The structural unit in charge** - the structural unit of the University of Latvia (hereinafter referred to as - UL), that provides the evaluation, application, implementation and actualization of study courses.
- 1.2. **Academic personnel** - representative of the academic personnel of UL, or lecturer of a study course, who conducts lectures in a particular study course.
- 1.3. **Assistant of the academic personnel** - a methodologist or an assistant, who has been assigned by the manager of the structural unit in charge, who assists the academic personnel by supervising the procedure of written examinations and practical studies.
- 1.4. **Examination protocol** - a document for the registration of the results of study course acquisition.
- 1.5. **Study course description** - a document that defines the requirements towards the acquisition of study results: the necessary pre-requisites for the course acquisition, the objectives and tasks of the course implementation, the planned study results, the contents, layout, literature and other information sources of the course, as well as the organization and evaluation criteria of the described study work.
- 1.6. **Study course examination** - the totality of activities for the evaluation of the results of study course acquisition.

2. General provisions

- 2.1. The order, in which study course examinations (hereinafter referred to as - examinations) are organized (hereinafter referred to as - the order), is applied to the evaluation of the study results of the full-time and part-time students, who are registered in the UL study programs of all levels. The evaluation of study results for the students of doctorate and residency programs, as well as the evaluation of final examinations of a study program, takes place in compliance with the procedure established by UL.
- 2.2. This order regulates the types, forms and procedure of examinations, as well as defines the rights and responsibilities of students, academic personnel and clerks during evaluation of the study course acquisition results.
- 2.3. The acquisition of a study course is evaluated in compliance with the criteria and requirements that are indicated in the study course description.

3. Types of examinations

3.1. There are the following types of examinations:

- 3.1.1. intermediate tests;
- 3.1.2. final examinations of a study course.

3.2. There are the following types of intermediate tests:

- 3.2.1. control test;
- 3.2.2. independent work;
- 3.2.3. practical work;
- 3.2.4. laboratory-based work;
- 3.2.5. report;
- 3.2.6. paper;
- 3.2.7. other kind of work, according to the specifics of the study course.

3.3. The amount and type of intermediate tests are defined in the study course description. The amount, type and contents of intermediate tests do not change, if there are several groups in the study course.

3.4. At the end of every study course, there is a final examination of the study course:

- 3.4.1. examination;
- 3.4.2. defense - for a course paper, a final paper draft, a term paper, a country course, as well as for practice. The order, in which a course paper, a final paper draft, a term paper, a country course and practice are defended and evaluated, is defined by the normative acts of UL.

3.5. In order to acquire the rights to take an examination, the student needs to complete the amount of work, that is defined by the study course description (intermediate tests), receiving a positive evaluation.

It is also possible to define the requirements for lecture attendance, in accordance with the study course specifics.

4. The forms of examination

4.1. There are the following forms of examination:

- 4.1.1. a written examination, during which, the academic personnel evaluates the test exercise, that has been fulfilled by a student in writing, or in e-environment;
- 4.1.2. an oral examination, during which, the oral answers and explanations of a student are evaluated;
- 4.1.3. a combined examination, during which, both the student's oral answers and the student's exercises, that are performed in writing, are evaluated. The specific weight of oral and written parts in an examination is defined in the study course description, that is approved by the manager of the structural unit in charge.

5. The procedure of an examination

5.1. An examination takes place, according to the examination schedule, that has been prepared and approved in compliance with the procedure defined by the normative acts of UL.

5.2. An intermediate test takes place in compliance with the course plan that is an integral part of the course description.

5.3. The results of the study course acquisition are evaluated by the study course lecturer, or by other academic personnel, that is assigned by the manager of the structural unit in charge.

If the study course is taught by a guest lecturer, the manager of the structural unit in charge assigns the academic personnel, that, should such necessity arise, receives the examination after the end of the work period of the guest lecturer.

5.4. The following persons have the rights to be in the premises, where an examination is taking place:

- 5.4.1. the students, who take the examination;
- 5.4.2. the academic personnel and their assistants, who conduct the examination;

- 5.4.3. the representatives of the UL administration;
- 5.4.4. the dean of the faculty, or his agent by delegation;
- 5.4.5. the director of the study program;
- 5.4.6. the manager of the structural unit in charge;
- 5.4.7. the representatives of the UL Student Council and the representatives of the self-government of the faculty students (by prior arrangement with the dean of the faculty and having informed the academic personnel, that conducts the examination).

5.5. A written examination for one student can last for up to four astronomical hours. After two hours of work, one should provide a break that lasts at least 15 minutes.

During an oral examination, the student's preparation time is up to 60 minutes. The student's answer time is up to 20 minutes.

5.6. The procedure of a written examination is supervised by the academic personnel, or by the academic personnel assistant, who is assigned by the manager of the structural unit in charge. Several academic personnel assistants can be assigned for large groups of students.

5.7. A student writes his name, surname and student certificate number on all written works. The academic personnel may demand from a student to certify with his signature, that his work is performed independently.

5.8. The academic personnel, or its assistant, have the rights to suspend a student, who uses

unauthorized information sources during the examination, or who hinders the examination procedure, from taking the examination, and to send the student out of the lecture-room.

If the abovementioned violations are stated during the examination, the academic personnel makes a note "suspended" in the examination protocol, indicating the degree of violation, and informs the faculty dean of this accident in writing. The faculty dean has the rights to initiate the application of a disciplinary punishment to a student, in compliance with the procedure established by the normative acts of UL.

5.9. The examination work submitted in writing is checked and evaluated without the presence of the student.

The academic personnel can decrease the evaluation of the examination on a proportional basis, if there are significant language flaws in the work, or if the work is written in a handwriting, that obstructs the comprehension of the work.

5.10. After correcting the submitted written work of the student, and inputting the grade in the centralized UL progress registration system, the academic personnel stores the work during the term that is defined in the UL case classification. Afterwards, the written works are destroyed, in compliance with the order established by the normative acts of UL.

6. Evaluation of the study course acquisition

6.1. The study course acquisition is evaluated with the grade, according to the 10-point grading system (appendix). In exceptional cases, that are confirmed by the pro-rector for academic affairs, the study results may be evaluated with "passed" or "failed".

A study course is considered to be successfully acquired (the student gains credits for the acquisition of the particular study course), if its evaluation, according to the 10-point grading system, is not lower than "4" (almost satisfactory), or if it is "passed".

6.2. The order and criteria, in which an intermediate test is evaluated, is defined by the structural unit in charge in compliance with the specifics of the study course.

6.3. The total evaluation of the study course acquisition is comprised of:

6.3.1. the total evaluation of intermediate tests - at least 50% of the total evaluation;

6.3.2. the total evaluation, that is acquired at the examination - at least 10% of the total evaluation.

The examination taking is a mandatory requirement for getting credits for the acquisition of the study course.

6.4. The evaluation of the study course acquisition is calculated in the centralized UL progress registration system, following the algorithm that is defined in the course description, and in consideration of evaluations, that have been acquired at the intermediate tests and at the examination. It is then registered in the examination protocol.

7. Repeated taking of the study examinations

7.1. A student needs to take an examination repeatedly:

7.1.1. if its evaluation, according to the 10-point grading system is lower than "4" (almost satisfactory), or if it is "failed", according to the "passed"/"failed" system;

7.1.2. if he is suspended from the examination.

7.2. It is allowed to take an examination three times. On the third time, the results of the study course acquisition are evaluated by a commission. The times, when an examination has been taken, are registered in the Information system of the University Of Latvia (LUIS), according to the entries in the examination protocol.

If a student has failed to come to the examination within the defined term, the academic personnel makes a note "failed to come" in the examination protocol and LUIS automatically registers it as a time, when an examination has been taken. If the faculty dean (or his authorized person) state, that a student failed to come to the examination due to objective reasons, which is certified by the corresponding documents, LUIS cancels the corresponding registered time, when the examination has been taken.

7.3. The commission for the reception of the repeated examination in the staff of three members of academic personnel is confirmed by the direction of the faculty dean. The academic personnel, who have received the examination during previous times, have no rights to be in charge of the commission. The examination protocol is signed by the commission chairperson.

7.4. A student needs to register for the acquisition of a study course repeatedly in the following cases:

7.4.1. a student has unsuccessfully taken the examination three times;

7.4.2. a student has not fulfilled the defined amount of requirements, that grants him the rights to take the examination, during the corresponding term, and the fulfillment of these requirements is only possible through the repeated acquisition of the study course. These requirements are reflected in the description of the study course.

7.5. A student, who is suspended from an examination (Paragraph 5.8 of this order), has the rights to

repeat the examination no sooner than during the next term, provided that the specifics of the study course permits this.

7.6. The repeated taking of an examination, the examination taking after the end of the term (if a student has failed to come to the examination during the term without an excusatory reason), as well as the repeated registration for the acquisition of a study course, are paid services, the rates for which are defined by the UL instruction for every academic year.

7.7. The conditions and order for the repeated taking of an intermediate test are defined by the structural unit in charge that provides this study course, according to the specifics of the study course. This information is reflected in the description of the study course.

7.8. It is not allowed to take an examination repeatedly, if it has been evaluated positively - by "4" (almost satisfactory) or higher.

8. The responsibilities and rights of a student

8.1. A student *must*:

8.1.1. come to an examination in due time, taking the student's certificate or other personal identification document with him;

8.1.2. observe the demands of the academic personnel or its assistant during the examination, create no disturbances for the examination procedure, particularly - do not speak with others and switch off the mobile phone;

8.1.3., use only those information sources and auxiliary materials during the examination, which are allowed by the academic personnel;

8.1.4. allow neither plagiarism in the study work, nor further propagation of the thoughts, inventions or discoveries, that have been expressed or written by another person, in one's own name - that is, naming them as one's own;

8.1.5. make the payment according to the rates of paid services, in the cases, that are mentioned by

Paragraph 7.6 of this order, in compliance with the procedure established by the normative acts of UL;

8.1.6. agree with the academic personnel upon the time of the repeated taking of an examination;

8.1.7. in case of individual or repeated taking of an examination - receive an examination protocol from the person, who performs the record-keeping for the study program (hereinafter referred to as - the study program clerk) before the examination.

8.2. A student *has the rights*:

8.2.1. to familiarize himself with the corrected work;

8.2.2. to request the substantiation of evaluation from the academic personnel;

8.2.3. to submit a complaint, in the cases and procedure, that are established by this order;

8.2.4. to request the establishment of a commission for the repeated taking of an examination, beginning with the second taking time.

9. The rights and responsibilities of the academic personnel

9.1. The academic personnel *must*:

9.1.1. familiarize the students with the organization and requirements of the study course acquisition during the first lecture, and not alter these requirements during the term;

9.1.2. come to an examination at the defined time;

9.1.3. familiarize the students with the examination procedure before the examination; during the written examination, this can be performed by the academic personnel assistant;

9.1.4. print out the list of the students, who are allowed to take the examination, from LUIS before the examination, and hold the examination only for the students, who are included in the abovementioned list;

9.1.5. correct the written intermediate tests and examination works of the students, that have been performed during the term, within five working days after the work has been submitted, and register

the evaluation in the centralized UL progress registration system. The dean may define another term for the input of evaluation in the electronic system. This term may not exceed 10 working days;

9.1.6. input the evaluation in the centralized UL progress registration system not later, than on the next working day after the oral examination;

9.1.7. print out the examination protocol with the evaluation of the course acquisition results after the examination, certify it with one's own signature, and submit it to the study program clerk or to the responsible person of the Student service (for the study courses of the elective part) on the next working day after the oral examination, or within the term defined by the dean, after the written examination.

If the oral examination is taken during several days, the examination protocol is submitted on the next working day after the last day of the examination;

9.1.8. provide confidentiality for the evaluation;

9.1.9. ensure the presence of an assistant at the examination, when leaving the lecture hall during the examination;

9.1.10. provide an oral substantiation of the evaluation at the request of a student;

9.1.11. receive study debtors of the previous academic year within the registration week of the autumn term of every academic year, during the hours, that are approved by the manager of the department or division (if there is no department at the faculty);

9.1.12. inform the dean in writing about suspending a student from the examination (Paragraph 5.8. of this order) not later, than on the next working day;

9.1.13. inform the dean in writing about plagiarism, that has been stated during the study process, not later, than within three working days.

9.2. The academic personnel have the rights:

9.2.1. to define, which information sources and supporting equipment may be used by a student during examination;

9.2.2. to ask questions during examination, that cover the whole study course;

9.2.3. to suspend the student, who uses unauthorized materials and information sources, or who hinders the examination procedure, from examination, and to send him out from the lecture-room;

9.2.4. not to allow the participation in the examination to the student, who has been late for the beginning of the examination for more than 15 minutes without excusatory reason. During a written examination, these rights are delegated to the academic personnel assistant.

10. The duties of the study program clerk

10.1. To issue examination protocols to the students, who take the examination on an individual basis. Examination protocols are issued to the students, who take the examination repeatedly or after the end of the term, after all financial liabilities have been settled.

10.2. to accept the filled-out examination protocols only from academic personnel, their assistants, or from the clerks of the structural units.

10.3. To supervise the input of the study course acquisition evaluation in the centralized UL progress registration system, the correspondence of the submitted examination protocols to the requirements, that are defined by the normative acts of UL, as well as the observance of the protocol submission terms.

10.4. To maintain the storage of examination protocols in compliance with the order defined by the dean, within five years, and to transfer them to the UL Archive in the beginning of the year, that follows the end of the record-keeping year.

11. The order, in which complaints are submitted and reviewed

11.1. The student has the rights to submit a complaint:

- 11.1.1. about the requirements, that are set by the academic personnel for the credit acquisition, if these requirements do not correspond by those defined by the course description - not later than within three working days after the announcement;
- 11.1.2. about the examination procedure - not later than within three working days after the announcement of the examination results;
- 11.1.3. about suspension from examination - in compliance with Paragraph 9.2.3 of this order.
- 11.2. The student submits a complaint to the dean of the faculty.
- 11.3. The dean reviews the complaint within three working days, and provides a written answer to the student. In case of necessity, the dean requests a conclusion from the study program council.
- 11.4. When reviewing a complaint about the examination procedure, the dean adopts one of the following decisions:
 - 11.4.1. to decline the complaint;
 - 11.4.2. to allow the repeated taking of the examination with another academic personnel, that is assigned by the manager of the structural unit in charge;
 - 11.4.3. to assign the manager of the structural unit in charge with appointing the academic personnel, that will evaluate the works submitted at the written examination;
 - 11.4.4. to assign the manager of the structural unit in charge with creating the commission, that will receive a repeated examination.
- 11.5. If the student is not satisfied with the decision of the dean, the complaint is to be submitted to the UL pro-rector for academic affairs. The UL pro-rector for academic affairs reviews the complaint within seven days and provides a written answer to the student.
- 11.6. The dean provides all the information related to the complaint review, within two days after the request of the UL pro-rector for academic affairs.
- 11.7. If the dean is a lecturer at the corresponding study course, then the complaint is to be submitted to the UL pro-rector for academic affairs. In its turn, if the UL pro-rector for academic affairs is a lecturer at the corresponding course, then the complaint about the decision of the dean is to be submitted to the UL rector. The decision of the pro-rector and the rector is final.

12. Transitional provisions

- 12.1. The transition to the order, that is defined by Paragraphs 6.3, 6.4, 9.1.4, 9.1.5, 9.1.6, 9.1.7, is defined by the UL instruction.
- 12.2. The study program clerk does the following before the transition to the order, that is mentioned in the Paragraph 12.1:
 - 12.2.1. issues the examination protocol to the academic personnel not later, than half an hour before the beginning of the examination;
 - 12.2.2. inputs results of the course acquisition into LUIS in compliance with the examination protocols, not later, than within five days after the reception of the examination protocol;
 - 12.2.3. issues the list of students, who are allowed to take an examination, to the academic personnel, upon the request thereof.
- 12.3. Before Paragraph 12.1 of the abovementioned UL instruction comes into force, the academic personnel has the rights to act in compliance with the procedure established by Paragraphs 6.3, 6.4, 9.1.4, 9.1.5, 9.1.6, 9.1.7.

EXPLANATION OF THE GRADES

Acquisition level	Grade	Interpretation	Explanation
very high	10	with distinction	The knowledge, skills and abilities exceed the study course acquisition requirements, that are defined by its description
very high	9	excellent	The knowledge, skills and abilities are in full compliance with the study course acquisition requirements, that are mentioned by its description
high	8	very good	The study course acquisition requirements have been fulfilled in full amount, yet, sometimes, one states the inability to apply the knowledge in complicated situations on an independent basis
high	7	good	The study course acquisition requirements have been fulfilled, yet, sometimes, one states the inability to apply the acquired knowledge on an independent basis
medium	6	almost good	The study course acquisition requirements have been fulfilled, yet, sometimes, one states the insufficiently deep comprehension of a problem, as well as the inability to apply the acquired knowledge
medium	5	satisfactory	One states insufficient knowledge of several problems, as well as the inability to apply the acquired knowledge
medium	4	almost satisfactory	The minimal study course acquisition requirements have been fulfilled
low	3	poorly	Superficial knowledge of the most important fundamental problems of the study course
	2	very poorly	Separate issues of the study course have been acquired in a superficial manner
	1	very, very poorly	There is no understanding about the basic problems of the study course