

 <p>UNIVERSITY OF LATVIA</p>	<p>RULES</p> <p>On Individual Study Plan</p>	<p>Enclosure APPROVED by UL ordinance No 1/79 of 22.03.2010.</p>
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This document has no amendments

1. General principles

1.1. ***Study plan*** is an arrangement of the study courses included in a study programme in a logical sequence and timescale, in compliance with the stipulated duration of a licensed or accredited study programme.

1.2. ***Individual study plan*** – a written agreement between the student and study programme director on the study courses to be acquired during a certain semester.

1.3. At the University of Latvia an individual study plan is used when:

1.3.1. ***choosing an individual study pace*** for acquiring a study programme in line with one's learning aptitude and financial capacity. In such a case, the study pace shall be slower than the stipulated one, and studies shall be funded by a legal entity or private person;

1.3.2. ***setting individual study modules for the B part of a study programme*** in compliance with the UL Regulation On Study Programmes.

1.4. Individual study plan may be introduced beginning from the second semester of the study period.

1.5. The student makes an individual study plan for one semester of the academic year.

1.6. When developing an individual study plan, the previous knowledge, as required by the study course description for acquiring the respective study course, shall be taken into account.

1.7. An individual study plan shall envisage the acquisition of at least 4 credit points per semester. The maximum number of credit points to be acquired during one semester of full time

study mode is 20 credit points. The maximum number of credit points to be acquired during one semester of part time study mode is set by the plan of the respective study programme.

2. Studies following an individual study pace (article 1.3.1. of these Rules)

2.1. Before the semester's registration week, the student shall submit to the programme secretary a filled-in form of the **individual study plan** (Annex 1).

2.2. During the semester's registration week, the programme secretary shall agree on the list of student's selected courses with the programme director, inform the student about the decision of the programme director and register the study courses selected by the student in the information system of the UL (LUIS).

2.3. The programme secretary shall place the individual study plan in the student's personal file.

2.4. The student shall pay for the selected study courses and settled academic commitments in compliance with the number of credit points of the selected study courses and the price list Study Service Fees, valid for the respective academic year, together with an additional agreement – annex to the Study Agreement (a separate one for each semester) (Annex 2).

2.5. In such a case, the duration of the study period exceeds the stipulated duration of the study programme, and the total tuition fee to be paid for the acquisition of the study programme exceeds the tuition fee set for the stipulated duration of the study period.

2.6. Study fee shall be paid within 7 days from the date the additional agreement is concluded.

3. Studies following an individual study plan with individual study modules (article 1.3.2. of these Rules)

3.1. During the registration week, the student shall make a draft **individual study plan** (Annex 1) and agree it with the programme director.

3.2. Beginning from the second week of the semester, the student shall register for the acquisition of the selected study courses following the procedure set by the UL. If necessary, the student shall make amendments to the draft individual study plan after their agreement with the programme director.

3.3. The student shall submit to the programme secretary the individual study plan approved by the study programme director till the end of the third week of the semester, and the programme secretary shall place it in the student's personal file.

3.4. Studies following an individual study plan with individual study modules shall be financed in compliance with the Study Agreement of the student.

Individual Study Plan

(Student`s Name, Surname), student card number (js000000)

Semester – 2013.Autumn

_____study programme

_____Title of the Study Programme

No.	Part of the Programme (A, B, C)	Workload (Credit Points)	Course Code	Title of the Study Course
Planned Study Workload:				
A				
B				
C				
Total				

Student: _____ / _Name, Surname/ /dd.mm.yyyy/

Signature

Programme Director: _____ / Name, Surname/ /dd.mm.yyyy/

Signature

ANNEX to Agreement 20__ No. _____
for studies at the University of Latvia

Riga, 20___. “_____” _____

The present Annex forms an integral part of the Agreement 20__ No. _____ for studies at the University of Latvia; it sets the tuition fee for the acquisition of the _____ study programme implemented by the UL in accordance with the individual study plan.

1. In accordance with the individual study plan and the workload in credit points agreed with the programme director and tuition fees (tuition fee per one credit set by UL ordinance No.1/___ “Tuition Fees in Academic Year 20___/20___” of ___.___.20___.) 20___. Autumn/Spring semester tuition fee is as follows:

No.	Part of the Programme (A, B, C)	Workload (credit points)	Course Code and Title
	Total (credit points)	Fee for 1 credit point (EUR)	Tuition Fee (EUR)

2. The Tuition Fee defined in Article 1 must be paid within 7 (seven) days from the date the Annex of Agreement becomes effective.

On behalf of the University of Latvia:
Dean of the Faculty:

Student:

_____/_____/_____

(signature)

_____/_____/_____

(signature)