

 <p>UNIVERSITY OF LATVIA</p>	<p style="text-align: center;">PROCEDURE FOR GRANTING AN ACADEMIC LEAVE OF ABSENCE IN THE UNIVERSITY OF LATVIA</p>	<p>Appendix APPROVED in the meeting of the Senate of 01.12.2008, Decision No. 178</p>
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This document does not contain amendments

Adopted in compliance with
the first paragraph of Section 15
of the Law on Institutions of Higher Education
and Paragraph 5.6.5
of the Constitution of the UL

1. General provisions

1.1. This procedure regulates the rights and obligations of the full-time and part-time students of Bachelor's, Master's and professional programmes except residency programmes when taking an academic leave of absence at the University of Latvia (hereinafter referred to as "LU").

1.2. A student shall have the right to take an academic leave of absence by retaining the student status.

1.3. An academic leave of absence shall be granted for the student who has fulfilled all financial commitments in accordance with the tuition fee payment schedule attached to the Agreement on studies at the University of Latvia.

1.4. The minimum length of one academic leave of absence is one semester, while the maximum length – two semesters.

1.5. The decision on granting an academic leave of absence shall be adopted by Dean of the Faculty.

1.6. An academic leave of absence shall be granted starting from the second semester of the programme. An academic leave of absence may be granted for students of the first semester if Dean states that objective reasons exist which do not allow a student to continue studies (hereinafter referred to as "Particular cases"), and a student has submitted appropriate documents.

1.7. An academic leave of absence shall be granted during the registration week of the semester starting from the first day of the semester. The final semester of the academic leave of absence shall be the last day of the semester. In particular cases it is allowed to grant an academic leave of absence during the semester. In such a case the length of the academic leave of absence may be less than one semester.

1.8. There must be a study period between two academic leaves of absence the length of which is at least two semesters.

1.9. In particular cases Dean may grant several academic leaves of absence in turn.

1.10. An academic leave of absence shall not be granted for visiting students and exchange programme students.

1.11. During the academic leave of absence foreign students shall not be ensured execution of residence permits by the UL.

2. Granting an academic leave of absence

2.1. In order to get an academic leave of absence a student shall submit a written application (Appendix 1) to Dean or his/her authorized person until the end of the registration week of the semester. A student's application shall be registered according to the procedure specified by the UL.

2.2. Dean shall adopt a decision to grant or not to grant an academic leave of absence by observing the Law on Institutions of Higher Education, Constitution of the UL, as well as other legal acts and provisions of this procedure by drawing up the decision as a resolution on the basis of a student's application. The application with the resolution shall be sent to the secretary of the programme.

2.3. After receipt of Dean's decision Secretary of the programme shall make a respective entry in the Information system of the UL and attach a student's application to the Student file.

2.4. If an academic leave of absence is not granted, Dean shall send a written refusal to a student. The following shall be specified in the refusal:

2.4.1. name, surname of a student, student identity card number;

2.4.2. a date of receipt of a student's application and content of the application;

2.4.3. reasons and justification of the adopted decision not to grant an academic leave of absence.

2.5. Dean shall ensure that the refusal mentioned in Paragraph 2.4 was sent to a student in a registered letter by mail or issued personally in the faculty by documenting this fact pursuant to the procedure specified by the UL. A student may challenge Dean's decision pursuant to the procedure specified by the UL.

3. Resuming of studies after an academic leave of absence

3.1. In order to resume the studies after an academic leave of absence a student shall have an obligation to register for the studies of the respective semester and acquisition of the courses during the registration week pursuant to the procedure set by the UL.

3.2. A student who has been granted an academic leave of absence for two semesters shall be entitled to request for premature suspension of the an academic leave of absence and resume the studies after the end of the semester of the first academic leave of absence by submitting a written application to Dean with a request to allow resuming of the studies (Appendix 2) until the first day of the registration week.

3.3. Upon registration for the studies after an academic leave of absence a student shall have an obligation to conclude an additional agreement to the Agreement on the studies at the University of Latvia on the changes of the tuition fee and payment schedule if the studies are financed from the funds of legal or physical entities.

3.4. If changes have been made to the programme during the academic leave of absence, a student shall continue the studies in accordance with the requirements of the updated programme. In case of necessity, recognition of the courses acquired before the academic leave of absence shall be carried out by the UL according to a specific procedure.

4. Study funding

4.1. During the academic leave of absence it is not necessary to pay a tuition fee.

4.2. The student to whom an academic leave of absence is granted during a semester may request transfer of the overpaid tuition fee to the next study period if the studies are funded from the resources of legal or physical entities. A student shall submit an application (Appendix 3) to Dean. Dean shall indicate to an amount of the sum transferred to the next study period in the resolution and send the application to Secretary of the programme who shall send an original of the student's application with Dean's resolution to Finance and Accounting Department and attach a copy of this application to the Student file of a student.

4.3. That portion of the tuition fee may be transferred to the next study period which is overpaid at the moment of requesting the academic leave of absence pursuant to the payment schedule of the tuition fee attached to the Agreement on the studies at the University of Latvia.

4.4. During the academic leave of absence a student shall not be paid a scholarship and transport compensation.

4.5. After the academic leave of absence a student shall register for the semester by retaining the previously specified source of funding.

4.6. Upon starting the studies after an academic leave of absence a student whose studies have been funded from the resources of legal or physical entities shall pay such tuition fee which is determined for students of the respective semester.

To Dean of the Faculty _____

(name of the faculty)

of the University of Latvia

(name of the programme)

st. id. No. _____

of the _____ programme

(full-time/part-time)

student _____

(name, surname)

application.

I request to allow me to resume the studies before the term specified in the academic leave of absence beginning from

the _____ semester of _____.

(autumn/spring)

Riga,

(date)

(signature)

/ _____ /

(deciphering)

Current student status: an academic leave of absence until _____, financial commitments for the previous study period _____.

(fulfilled/not fulfilled²)

Secretary:

(date)

(signature)

/ _____ /

(deciphering)

I agree with registration of the student for _____ study semester.

(study semester – the 1st., 2nd. etc.)

Director of the programme:

(date)

(signature)

/ _____ /

(deciphering)

I allow to register in _____ semester of _____ for _____ study semester _____.

(autumn/spring)

(study semester – the 1st., 2nd. etc.)

Dean:

(date)

(signature)

/ _____ /

(deciphering)

² The amount of the outstanding tuition fee must be indicated.

Appendix 3.

To Dean of the Faculty _____

(name of the faculty)

of the University of Latvia

(name of the programme)

st. id. No. _____

of the _____ programme

(full-time/part-time)

studiju programmas _____ laika

(pilna/nepilna)

student _____

(name, surname)

application

Due to the fact that I have been granted an academic leave of absence from _____

to _____,

I hereby request to transfer my overpaid tuition fee for the _____ semester of

(autumn/spring)

_____ to the _____ semester of _____.

(autumn/spring)

Riga,

(date)

(signature)

/ _____ /

(deciphering)

A student has paid a full tuition fee for _____ the study semester _____

(study semester – the 1st., 2nd. etc.)

in the amount of _____ lats.

Secretary:

(date)

(signature)

/ _____ /

(deciphering)

To transfer the overpaid tuition fee for the _____ semester of _____ in the amount of

(autumn/spring)

_____ lats to the _____ semester of _____.

(autumn/spring)

Dean:

(date)

(signature)

/ _____ /

(deciphering)