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|  <p><b>UNIVERSITY OF<br/>LATVIA</b></p> | <p><b>RULES OF INTERNAL<br/>REGULATIONS<br/>OF THE UNIVERSITY OF<br/>LATVIA<br/>FOR THE STUDENTS</b></p> | <p>Enclosure<br/>APPROVED<br/>by UL Senate decision<br/>No. 258 of 31 May 2004</p> |
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*With amendments made before 25.02.2013.*

*Amendments: UL Senate decision No. 34 of 29.09.2007.*

*UL Senate decision No. 288 of 25.02.2013.*

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## **1. The terms used in the regulations:**

1.1. *Exmatriculation*- removal from the list of UL students.

1.2. *Plagiarism*—the wrongful appropriation of another author's published or unpublished work (incl. Ideas, words or expressions) and the representation of them as one's own original work without providing accurate reference to the author or the work.

*(as revised by the decision of the UL Senate No. 288 of 25 February 2013)*

## **2. General rules**

2.1. The Rules of Internal Regulations of the University of Latvia for the students (hereinafter in the text referred to as the Regulations) are developed in compliance with the requirements of the Law On institutions of higher education, the Constitution of the UL, as well as other regulatory legal acts that regulate higher education.

2.2. The Regulations define the responsibilities and rights of the UL students, as well as their liability for the non-observance of these Regulations.

2.3. The Regulations are adopted by the UL Student council and approved by the UL Senate.

2.4. The Regulations are binding for all students of the UL.

2.5. The faculty dean ensures the familiarization of the students with the Regulations before the conclusion of the study agreement. The student certifies with his signature, that he has familiarized himself with the Regulations, and that he is ready to fulfil them.

2.6. The Regulations are freely available at the dean's offices of all faculties, at the student self-governments, at the UL Student Council, at UL homepage <http://www.lu.lv>, as well as at the UL portal.

### **3. Organization of student activities:**

3.1. The studies at the UL are organized in compliance with the academic calendar, that is approved by the Rector for every academic year. The planning of an academic year envisages the following:

3.1.1. autumn term - 20 weeks;

3.1.2. spring term - 20 weeks;

3.1.3. summer term (if envisaged by the study plan).

3.2. The UL has a unified lecture schedule that is approved by the Rector.

3.3. The lecture timetable of the study programme is prepared by the faculty lecture planner and approved by the study programme director or by the faculty dean. The lecture timetable is available to students, beginning with the first day of the registration week. It is placed on the premises of the faculty, in a place visible for everyone.

### **4. Responsibilities of students**

4.1. To increase the prestige of the UL, to facilitate the implementation of UL goals and the accomplishment of the mission, that is defined by the Constitution of the UL, by one's actions.

4.2. To acquire the chosen study programme in a determined and fair manner, to fulfil the requirements of the study programme in due time, according to the academic calendar. To observe the requirements of the documents regulating the study order at the UL.

4.3. To observe the culture of mutual relationships, to behave towards other students, as well as towards the personnel and visitors of the UL with respect.

4.4. To fulfil the liabilities defined by the agreement, that is concluded with the University of Latvia.

4.5. To observe the requirements of the lecturer and not to create disturbances during the lecture.

4.6. To inform the director of one's study programme about study interruption in writing, in due time, in compliance with the procedure established by the UL.

4.7. To observe Regulations on Academic Integrity at the UL, not to use unauthorised aids or materials during tests and examinations or plagiarise.

*(as revised by the decision of the UL Senate No. 288 from 25 February 2013)*

4.8. To coordinate the organization of extracurricular activities on the UL premises with the UL director, or with the faculty management.

4.9. To observe the building usage regulations that are defined by the UL, including the smoking restrictions.

4.10. To settle all financial liabilities with the UL within the defined terms.

4.11. To treat the property and material resources of the UL with due care. To recoup the University for the incurred losses through civil procedure, if property has been damaged or losses have been incurred due to the activities of a student.

4.12. To get familiarized with fire safety and labour protection regulations, and to observe them during the work with electrical equipment, chemical, biological, radioactive substances etc.

4.13. Not to be on the UL premises under the influence of alcoholic and/or drugs, not to distribute narcotic and psychotropic substances.

4.14. To observe tidiness and order on the premises.

4.15. To notify about the changes in personal data, the change of place of residence, contact address, phone number, e-mail etc. a respective study programme clerk without delay.

4.16. To present the student's certificate on the premises and territory of the UL upon the demand of an employee of the UL.

## **5. The rights of the students**

5.1. To request the observance of all student rights envisaged in the documents, that regulate the study procedure at the UL.

5.2. To interrupt and resume the studies in compliance with the procedure defined by the UL, to change a study programme, to choose study courses and lecturers.

5.3. To get familiarized with the contents of a study programme upon the beginning of studies. To get familiarized with the changes to study programmes and with the conditions of study course acquisition in due time.

5.4. To find out about the course test form, conditions and evaluation criteria upon the beginning of the course.

5.5. To make audio and video recordings, as well as photos, during the studies, with consent of the lecturer.

5.6. To receive the objective evaluation of one's study activities in due time.

5.7. To receive consultations from the academic personnel in compliance with the procedure defined by the UL.

5.8. To request the study programme director for permission to take a test repeatedly (it is allowed to take a test three times, the third time being with a commission), or to transfer the settlement of academic obligations to the next term, if these obligations are not settled in due time.

5.9. To participate in the study procedure and to take tests of other higher educational institutions, in compliance with the procedure defined by the UL.

5.10. To receive the recognition of the contents and the amount of study courses, that have been acquired in other higher educational institutions, as well as at the UL during the previous study periods, in compliance with the procedure defined by the UL.

5.11. To use the UL premises, equipment, library, cultural and sports objects, in order to carry out the activities that are envisaged in the Constitution.

5.12. To elect and to be elected in the student self-government, to cooperate in the UL self-government institutions of all levels

5.13. To receive the necessary information, that is related to the study procedure, from the UL institutions of all levels.

5.14. To study in safe and harmless environment.

5.15. To receive non-discriminating attitude from other students and employees.

5.16. To receive protection of personal and study data.

5.17. To receive scholarships and allowances funded by the state or patrons, in compliance with the defined procedure.

5.18. To submit applications and complaints on the implementation of study procedure, the violations of study and work order at the LU, and to receive an answer from an official within the defined term, in compliance with the procedure defined by the UL.

## **6. Awards**

6.1. A student may be awarded for outstanding progress, for achievements in research or for public activities, in the following way:

6.1.1. by granting a Certificate of gratitude from the UL;

6.1.2. by expressing a written Dean's appreciation;

6.1.3. by expressing a written Rector's appreciation;

6.1.4. by issuing the UL diploma "with distinction";

6.1.5. by giving a monetary award or a gift.

## **7. Exmatriculation—removal of a person from the list of students**

7.1. A student is exmatriculated, following the recommendation of the faculty dean or the administration of the UL, if:

7.1.1. a student has expressed such wish;

7.1.2. a student has fulfilled all requirements of the study programme, has settled all financial liabilities with the UL, and has been awarded an academic degree or a professional qualification;

7.1.3. the admission of a student appeared to have been influenced by deceit, bribery or another action, through which the applicant equality principle has been violated;

7.1.4. circumstances, that prevent a student from continuing the studies, have become known;

7.1.5. a student has failed to do the following within the defined terms:

7.1.5.1. to fulfil the requirements of the study programme;

7.1.5.2. failed to pass the final tests;

7.1.5.3. failed to pay tuition fees;

7.1.5.4. failed to register for studies for the next term.

7.1.6. Should the student violate these Regulations and/ or Regulations on Academic Integrity at the UL, exmatriculation is used as a disciplinary punishment.

*(as revised by the decision of the UL Senate No. 288 of 25 February 2013)*

## **8. Disciplinary punishments for the non-fulfilment of the Rules of Internal Regulations**

8.1. A formal warning on exmatriculation by the UL ordinance prepared on the recommendation of the respective study programme director or the head of academic structural unit may be issued to the student for the violation of these Regulations and Regulations on Academic Integrity at the UL. The warning on exmatriculation is in force one year from the date of issue.

*(as revised by the decision of the UL Senate No. 288 of 25 February 2013)*

8.1.1. Should the student violate these Regulations and/ or Regulations on Academic Integrity at the UL, exmatriculation is used as a disciplinary punishment.

*(as revised by the decision of the UL Senate No. 288 of 25 February 2013)*

8.2. A disciplinary punishment is enforced, following the evaluation of the nature of violation, its consequences, the degree of student's guilt in the offence, as well as the data, that characterizes his personality.

8.3. Any student or employee of the UL has the right to record the violation of the Regulations. He informs the faculty dean or the administration of the UL about the recorded violation in writing. Before enforcing a disciplinary punishment, the dean requests a written explanation of the committed violation from the student.

8.4. A disciplinary punishment can be enforced not later, than within one month from the day of the violation disclosure.

8.5. The enforcement of disciplinary punishments is agreed upon with the student self-government of the faculty.

8.6. The Student has the rights to file an appeal against disciplinary punishment or exmatriculation enforced upon them with the UL Academic Court of Arbitration within one month from the date of disciplinary punishment or exmatriculation enforcement.

*(as revised by the decision of the UL Senate No. 288 of 25 February 2013)*

## **9. Fire safety**

9.1. Actions of the UL students in case of fire:

9.1.1. notify the firefighting and rescue service (phones **01** or **112**), the emergency service of the University of Latvia (phone **67034888**) without delay;

9.1.2. act in compliance with the instructions of the UL officials, perform evacuation, using the nearest emergency exit. The emergency exits are labelled with information signs.

9.2. The students must not use the firefighting equipment for other needs.

9.3. It is expressly prohibited to use naked flame objects and devices (candles, lighters etc.).

9.4. Upon leaving the premises, the student must make sure, that all necessary measures, in order to prevent a possible fire, are taken.

*(as revised by the decision of the UL Senate No. 34 of 29 September 2007)*

## **10. Electrical safety**

10.1. The students are prohibited from replacing burned-out light bulbs, as well as from repairing any and all electrical equipment.

10.2. The students are prohibited from arbitrarily connecting non-standard/damaged electrical equipment to the power supply network on the UL premises.

10.3. Upon noticing any damage to electrical equipment (damaged wire insulation, connector plugs, connector sockets etc.), the student must immediately notify the building duty officer, or to the emergency service of the University of Latvia (by phone **67034888**). At the same time, the opportunity for the surrounding persons to access the damaged device must be prevented.

10.4. Upon leaving the study room, one must make sure, that all electrical equipment is powered off.

*(as revised by the decision of the UL Senate No. 34 of 29 September 2007)*

## **11. First medical aid**

11.1. In all UL buildings, the building superintendent has a first-aid kit with bandaging material.

11.2. In case of an accident, or a sudden, life-threatening sickness, it is necessary to immediately call the medical service (phone 03 or 112) or notify the emergency service of the University of Latvia (phone **67034888**).

11.3. It is necessary to provide first aid to the diseased or the injured person within the limits of one's possibilities and competence."

*(as revised by the decision of the UL Senate No. 34 of 29 September 2007)*