

<p>THE UNIVERSITY OF</p>  <p>LATVIA</p>	<p>University of Latvia Regulations on registration for the semester and study courses acquisition</p>	<p>Enclosure APPROVED by Senate decision No. 120, of October 27, 2014</p>
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This document has no amendments

Approved pursuant to the first subparagraph of Article 15 of the Law on Institutions of Higher Education, as well as pursuant to paragraph 5.6. 5) of the Constitution of the UL

I. Explanation of terms

1.1. **Academic year** – the study period within two consecutive calendar years that lasts 40 weeks, and that begins on the first Monday of each September. The academic year is divided into two semesters - the autumn and spring semesters of the corresponding year.

1.2. **Study year** – the part of the study programme plan in the amount of 40 credits. A study year is divided into two semesters in the amount of 20 credits. The study years and semesters in the study programme are numbered one after another, beginning with the first study semester of the first study year.

1.3. **Academic failure** – the requirements for the acquisition of credits in the study course that are not fulfilled by the last day of the semester.

1.4. **Student in failed standing** – a student, who has academic failure(s).

1.5. **Registration for the semester**- the student's resolution to continue the studies and to fulfil the semester plan envisaged by the study programme, that is confirmed in the Information System of the University of Latvia (LUIS)

1.6. **Application for the acquisition of the study course** – the student's willingness to acquire a particular study course that is registered in the Information System of the University of Latvia.

1.7. **Registration for the acquisition of the study course** - the student's resolution to acquire a particular study course that is confirmed in the Information System of the University of

Latvia.

II. General provisions

2. This regulation refers to all full-time and part-time UL students of bachelor, master study programmes and the programmes of professional studies, with the exception of the students of residency study programmes (hereinafter referred to as the students).

3. The registration for the semester and course enrolment is mandatory for participation in the study process.

4. The students register for the semester and course enrolment in the Information System of the University of Latvia.

III. Registration for the semester

5. The registration for the semester takes place during the registration week in accordance with the academic calendar.

6. The students, whose studies are funded by the legal entities or physical persons, must settle their financial liabilities pursuant to the Study Agreement till the registration week.

7. The following persons have the rights to register for the next study semester:

3.2.1. all students - in the spring semester;

3.2.2. students, whose total amount of academic failures does not exceed 6 credits - in the autumn semester.

8. The students, whose total amount of academic failures after spring semester exceeds 6 credits and who intend to continue their studies, write an application and prepare a schedule to clear failed academic standing and submit it to the faculty dean (appendix) during the registration week.

9. The dean of the faculty makes a decision:

9.1. to register student for the next semester. Should the total amount of academic failures exceed 10 credits student shall be registered for the previous semester;

9.2. to exmatriculate student due to non-fulfilment of Study Agreement obligations.

10. Based on the decision of the Faculty dean the study programme secretary registers students for the relevant semester or prepares the order on exmatriculation. The student's application is registered in compliance with the procedure defined by the UL, and enclosed with the Study file.

11. The students, who are registered for the previous semester, conclude an additional agreement on tuition fees and payment schedule to the UL Study Agreement and continue their studies for a fee that is approved for the particular study year and further study period of this

programme, in compliance with the procedure defined by the UL.

12. The students, who have not registered for a semester till the end of the registration week, or who have not been granted an academic leave of absence, shall be exmatriculated by the end of the fourth week of the semester.

IV. Registration for the study courses acquisition

13. The students, who are registered for the semester, have the rights to register for the study courses acquisition.

14. Students are expected to have met the prerequisites published in course descriptions and may not take a course with the same content as another course the student has already passed. The codes of the courses, that are similar in contents, are indicated in the description of the study course.

15. The students register automatically for the mandatory courses planned in the relevant semester, when they register for the semester.

16. The students register individually in the Information System of the University of Latvia for the study courses acquisition of the elective parts (parts B and C) of their study programme:

16.1. during registration week and first study week of the semester – for the study programme elective courses (part B);

16.2. during registration week and first week of the semester – for the elective courses (part C) coordinated by Student service and faculties;

16.3. during the second week of the semester – for the free study places in courses coordinated by other study programmes.

17. A student gets the rights to acquire a particular elective course of a study programme without limitation or on a competitive basis.

18. If a number of study places in a course is not limited and a faculty has not identified additional requirements, student gets a right to acquire relevant course by registering in the Information System of the University of Latvia.

19. If a number of study places in a course is limited or a faculty has identified additional requirements, registration is divided in two steps: applying and registering on a competitive basis.

20. Application for the courses with the limited number of study places takes place until the end of the registration week. During this period student has a right to change selected courses.

During the first three days of the first week of the semester students have to verify competition results and register for the course acquisition should they have been granted this right. Should students have failed to register for the course acquisition by the end of the third working day in the first week of semester, their application is automatically cancelled. Students have the rights to register for courses, which have available study places, in the first week of semester from Thursday to Sunday on a first-come, first-served basis.

Study programme secretary shall mark in the Information System of UL courses available for registration on a competitive basis only.

21. The results of the competition are calculated, taking into account the following parameters:

21.1. the average standardized indicator of grades in UL during the previous academic year. In addition, the results of the autumn semester studies in the relevant academic year are used during the competition for the spring semester;

21.2. the amount of study failures;

21.3. other parameters, if it is identified by a faculty.

22. The competition results are calculated, according to the following algorithm:

22.1. The students are divided into groups in terms of the amount of their academic failures. Students without academic failures have the highest result.

22.2. In each group, the students are ranked, according to the average standardized indicator of their grades, which is calculated for a study year according to the following formula:

$$[\text{kr1} * (\text{Note1} - \text{avg1}) / \text{stdev1} + \dots + \text{krN} * (\text{NoteN} - \text{avgN}) / \text{stdevN}] / (\text{kr1} + \dots + \text{krN})$$
, where

kr1..... krN is the amount of the study programme course in credits, which has been acquired during each previous academic year (when a student registers for a spring semester - including the autumn semester as well);

Note1.... NoteN – the evaluation of a student in each of the study courses, according to the 10-point system;

avg1.... avgN – the average grade in a particular study course;

stdev1... stdevN – standard divergence.

23. The students of the first semester participate in the competition for the acquisition of the elective study courses with the results of enrolment competition, the students of the second semester - with the results of the previous study semester.

24. In the competition for the students, who resume studies after an academic leave of absence, or who have returned after the studies in foreign higher educational institutions within the framework of exchange programmes, the study results of two last study semesters before the academic leave of absence or the period of studies in a foreign higher educational institution are taken into account.

25. The amount of the study courses that has been selected by a student in each of the elective parts (parts B and C) in different semesters can differ by two credits from the amount of the elective part that is envisaged by the programme. The amount of study courses acquired during the study year must correspond to that envisaged by the programme.

26. The students, who wish to acquire the study courses in addition to those envisaged by the study programme, register in the status of a course attendee.

V. Final provisions

27. This procedure shall enter into force on 1st January, 2015.

Appendix

To the _____ faculty dean of the University of Latvia
(faculty name)

from _____,
(name, surname)

the _____ -time student of the
(full/part)

_____ study program,
(name of the study program)

student certificate number _____

a p p l i c a t i o n

Please register me for the _____ term of _____, in
(autumn/spring) (year)
compliance with the registration procedure defined by UL.

The total amount of academic failures for the previous study period is _____ credits.

Riga,

(date)

(signature of the student)

/ _____ /
(printed name)

Current status of the student:

Registered in the _____ term of _____ for the _____ study term.
(autumn/spring) (1., 2. etc. term)

Secretary:

(date)

(signature)

/ _____ /
(printed name)

To register in the _____ term of _____ for the _____ study term.
(autumn/spring) (1., 2. etc. term)

Dean:

(date)

(signature)

/ _____ /
(printed name)

Specimen

To professor G. Straube,
the dean of the faculty of history and philosophy
of the University of Latvia

From Janis /Jānis/ Latvietis,
the full-time student of the History
bachelor study program,
student certificate number 00000

application

Please grant me a permission to register for the *autumn* term of 2008., in compliance with the registration procedure defined by UL.

The total amount of academic failures for the previous study period is 12 credits.

Riga,

27 August 2008

Signature

/ name, surname /

Current status of the student:

Registered in the *spring* term of 2008 for the 4th study term.

Secretary:

28 August 2008

Signature

/ name, surname /

To register in the *autumn* term of 2008 for the 3rd study term.

Dean :

31 August 2007

Signature

/ name, surname /