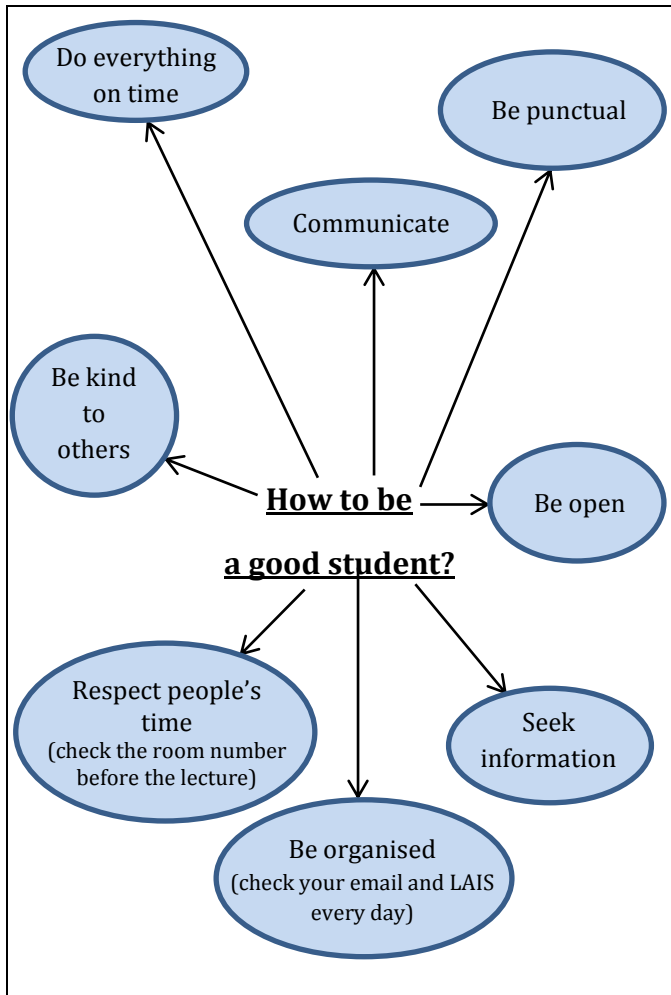




WELCOME TO
LIEPAJA
UNIVERSITY
**Science and
Engineering
Faculty**

CONTENTS

1.	How to be a good student?.....	1
2.	Dean and the Dean's Office staff.....	2
3.	Programme directors.....	3
4.	Main website.....	4
5.	What is LAIS and why do I need it?.....	5
6.	How to get in LAIS?.....	6
7.	Timetable.....	7
8.	Moodle (E-learning platform).....	8
9.	What is an academic debt and what to do with it?.....	9
10.	Payment process (after passing a repeated course).....	11
11.	Requirements of the Faculty.....	12
12.	Keep in mind.....	14



DEAN AND THE DEAN'S OFFICE STAFF

Dean of the Faculty

Professor Dr Sc. Comp. ANITA JANSONE

E-mail: anita.jansone@liepu.lv

Senior Secretary

LAIMDOTA EGLINA

E-mail:

laimdota.eglina@liepu.lv

Secretary

MĀRĪTE KADIĶE

E-mail:

marite.kadike@liepu.lv

Dean's Office in Room 17

Telephone number: 2611 0394

**Save it on your phone in case
we want to contact you**

PROGRAMME DIRECTORS

→ Bachelor study programmes

“Information Technology”
Mg.Sc.Comp. DZINTARS TOMSONS
dzintars.tomsons@liepu.lv

“Computer Science”
Mg.Sc.Comp. DZINTARS TOMSONS
dzintars.tomsons@liepu.lv

→ Master's study programmes

“Information Technology”
**Dr.Sc.Comp. ANITA
JANSONE**
anita.jansone@liepu.lv

“Ecotechnologies”
Mg.Sc.Env. LILITA ĀBELE
lilita.abele@liepu.lv

Main website:

www.liepu.lv/en

→ CURRENT STUDENTS

Academic Calendar

(Periods of semesters,
registration for studies,
holidays, session/exams)

Timeshare

(Division and numbers
of weeks)

Moodle

Documents
and
regulations

What is LAIS and why do I need it?

**LAIS is an information system of
Latvian Universities.**

It contains:

PROFILE



CURRENT EVENTS AND NEWS

PERSONAL DATA

SETTINGS

STUDIES



STUDY DATA AND PLAN

TIMETABLE AND MARKS

PAYMENTS AND ORDERS

***You have to register to LAIS a week before
each semester (you cannot do that if you
have any academic debts; ask the secretary
to register you)**

How to get in LAIS?

After matriculation, you will be
given your:

- username
- password

By IT service laboratory
computer engineer

OSKARS KLAVA

oskars.klava@liepu.lv

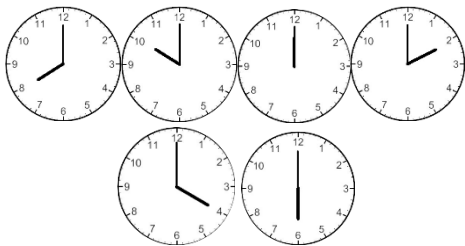
14 Liela Street, Room 236

He will also make your Student's Card.

TIMETABLE

→ at www.lais.lv/en/
(on your profile)

Lectures start at:



A lecture lasts for **90 minutes**.

Breaks are **30 minutes** long.

Moodle

(E-learning platform)

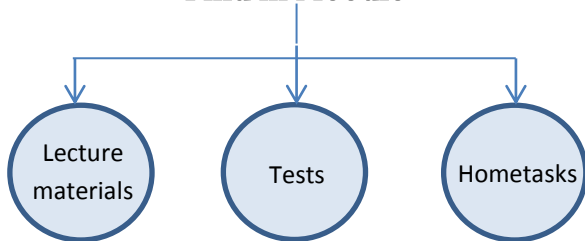
<https://moodle.liepu.lv/>

To get the username and password
write to

LĀSMA ULMANE - OZOLIŅA
luo@liepu.lv

and
you will receive it in your e-mail

Find in Moodle



The lecturers will inform if you have to look
for something in Moodle.

What is an academic debt and what to do with it?

If you have got a mark lower than „4” or „N” (not passed), you have an academic debt in the course.



1.

Talk to the lecturer about a possibility to get a successful mark

2.

Fill in the form at the Dean's Office

3.

Go to the lecturer to get his/her acceptance

4.

Submit the document at the Dean's Office

Payment process (after passing a repeated course)

1.

Accounting department
(15€ - each course)

2.

Secretary
of
the Faculty

3.

Lecturer

4.

Secretary of the
Faculty
(inserts the mark into
the system)

✓ **CONGRATULATIONS!** ✓

The academic debt has been cancelled.

Requirements of the Faculty

Attendance of lectures is
COMPULSORY

If you are sick (and unable to
attend the lectures), you must
e-mail/call the Faculty
(other reasons are unacceptable)

You are allowed to
travel/leave Latvia
during holidays

Submit an application
to the Dean of the Faculty
(4, K. Valdemāra St., Room 17)
if you want to leave Latvia
during academic year.
*The application can be
approved or ***unapproved***

Missing the lectures **for three days one after another/sequently** without informing the Faculty about the reason, obligates Liepaja University to inform the Boarder Guard and the Citizenship and Migration Department

*After LiepU application, Citizenship and Migration Department decides about cancelling the residence permit

Inform the Dean's Office within three days about **changing** your: Latvian telephone number, e-mail address, name, surname, personal identity number, declared address, place of living

It is not allowed to postpone or transfer the beginning of your studies after arriving at the Faculty and matriculation

If you stop studying the study fee and the deposit **is not** paid back

You have to pass **all of the exams** and final tests by the end of each semester: by the end of **January** (autumn semester) and **June** (spring semester)
(according to the study year plan, see: <https://www.liepu.lv/lv/295/studiju-gada-sadalijums>)

Keep in mind

If the lecturer is **more than 15 minutes late**, go to the Dean's Office and simply ask whether he/she will come or not

Each course on the list of the semester **must be finished** and **cannot be replaced** by another course

Check your timetable carefully
(some lectures take place *every two weeks*)

Find **consultation times** at
<https://www.liepu.lv/>

(Latvian version)
STUDENTIEM →
KONSULTĀCIJU LAIKI

If you fail any course,
you have to study it
individually, take
a test/final exam and
pay **15€ (each course)**

at Accounting
Department
(14 Lielā Street,
Room 217)

Study fee for the
spring admission
students **must** be
paid **until 20th**
August

Study fee for the
autumn admission
students **must** be
paid **until 20th**
of January

Any problems?

ASK

😊 We are here for students 😊



***Enjoy your journey
with
Liepaja University!***

Written by:

Urszula Górska

Adrianna Mendalka

The State University of Applied Sciences in Elbląg (PWSZ)
Poland