



# LIEPAJA UNIVERSITY

*This is an official translation of the Regulations of Undergraduate and Graduate Studies of Liepaja University, approved by Resolution No. 2010/79, Protocol No. 6 of LiepU Senate, December 20, 2010. Latvian version of the Regulations prevails over this translation in case of dispute.*

## LIEPAJA UNIVERSITY REGULATIONS OF UNDERGRADUATE AND GRADUATE STUDIES

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**APPROVED by Resolution No. 2010/79, Protocol No. 6 of LiepU Senate, December 20, 2010**  
Amendments of Resolution No. 2011/32, Protocol No. 10 of LiepU Senate, April 18, 2011  
Amendments of Resolution No. 2011/94, Protocol No. 5 of LiepU Senate, December 19, 2011  
With amendments of Resolution No. 2011/94, Protocol No. 5 of LiepU Senate, December 19, 2011  
Amendments in LiepU Senate, Protocol No. 8, February 25, 2019  
With amendments in LiepU Senate, Protocol No. 8, February 25, 2019

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*Reference: Constitution of Liepaja University, Article No. 2.4.*

### 1. GENERAL PROVISIONS

- 1.1. These Regulations regulate studies the legislation, rules of procedure and organization of undergraduate and postgraduate studies.
- 1.2. University of Liepaja (hereinafter – LiepU) as an autonomous state-established higher educational, science and culture establishment in line with the specification of its Faculties, the procurement and the public and regional interests and needs enables obtaining a competitive professional and academic education according to the requirements of European Higher Education Area, the level of scientific activity and the cultural traditions of Latvia.
- 1.3. The studies in LiepU is carried out according to the Constitution of the University of Liepaja, Law on Institutions of Higher Education, Education Law, Law on Scientific Activity, Vocational Education Law and other current laws and regulations of the Republic of Latvia.
- 1.4. The Doctoral studies are regulated by the Regulations on Doctoral Studies of LiepU.

## **2. STUDYING RIGHTS AT LIEPU**

**2.1.** The entitlement to undertake studies at LiepU shall obtain persons who satisfy the requirements of the Law on Institutions of Higher Education, have met the Admission regulations and requirements and have been matriculated into LiepU.

**2.2.** The entitlement to continue studies within the following academic years shall obtain students who have registered for the studies of the corresponding semester according to the Order of Admission of LiepU.

## **3. ACADEMIC STAFF AND STUDENT RIGHTS**

**3.1.** The freedom of studies shall be expressed in the rights of students:

- to choose a study programme;
- to choose a study form;
- to change their study programme during their studies, choosing the same study programme in another institution of higher education, faculty (department, institute);
- to attend lectures in other faculties, institutions of higher education after coordinating it with the respective Deans;
- to draw up and acquire the free elective part of individual studies;
- to be engaged in scientific research work and artistic creation.;
- to receive a Diploma and Diploma Supplement/ Transcript of Records.

**3.2.** Academic staff has the rights to choose teaching methods.

## **4. TUITION FEE, BURSARIES, SCHOLARSHIPS AND STUDY LOANS**

**4.1.** The State shall determine the number of study places financed from the funds of the State budget in institutions of higher education. The Cabinet shall determine the procedures regarding the financing of institutions of higher education from the funds of the State budget.

**4.2.** Admission to the State-financed study places shall take place in accordance with competition procedures. Legal persons or natural persons, shall cover the study fee for study places, which are not financed from the funds of the State budget.

**4.3.** The matriculated students in the state-financed studies can apply for bursaries according to the order determined by the Cabinet and Regulations on Bursaries approved by the Senate of LiepU.

- 4.4.** The study fee for study places, which are not financed from the funds of the State budget, shall be covered by students, legal persons or natural persons entering into a relevant agreement with the institution of higher education
- 4.5.** For State budget funds only one study programme may be studied at the same time.
- 4.6.** The right to study for State budget funds for the acquisition of a specific academic degree, academic degree or higher education professional qualification, a natural person may utilise several times. Preference for studies for State budget funds shall be those persons who are acquiring the relevant academic degree or higher education professional qualification for State budget funds for the first time.
- 4.7.** Students whose studies are covered by legal persons or natural persons are allowed to apply for study places financed from the funds of the State budget in accordance with the Regulations approved by the Senate of LiepU.
- 4.8.** Students studying for the funds of legal persons or natural persons must not pay the study fee during an academic leave. Fee already paid shall be transferred to the same study period after the academic leave in accordance with the study fee of the corresponding academic year. The study fee may be refunded on the ground of written application from the student within the corresponding academic year. The amount of the repayable study fee on the ground of the Rector's order about proposing an academic leave shall be calculated by dividing the study fee for a semester by five and multiplying it by the number of month of the repayable period.
- 4.9.** The organization of study fee services and refunds regulate the Instructions approved by the LiepU Senate.
- 4.10.** The study fee is determined for the whole study period in the Agreement about Studies. Amendments in study fee shall be reflected in the Annex to the Agreement.
- 4.11.** The study fee for the acquired study courses as listener or student in a study programme can be reduced. The reduction of the study fee shall be carried out on the ground of written application from the student, which is accepted by the Dean in agreement with the Director of the Programme.

The study fee reduction is attributed to the respective academic year when the study course is included in the study programme plan. The study fee for the respective academic year shall be calculated by dividing the study fee for the academic year by the amount of credit points for the respective academic year and by multiplying it by the amount of the credit point to be acquired.

The Admission Commission secretary in 1<sup>st</sup> academic year and the secretary of the respective Faculty from 2<sup>nd</sup> to 5<sup>th</sup> academic year are responsible for maintaining the respective study fee in the Informative System of Institutes of Higher Education of Latvia (LAIS).

The study fee reduction is proposed only once.

**4.12.** Re-sitting of study courses and examinations is allowed only by paying a tuition fee. Student shall not pay for the assessments to be passed after an academic year if they have incurred by the amendments to the study programme plan.

**4.13.** Students in accredited study programmes have the right to qualify for:

- a study loan – a loan from the resources of the State budget or credit institutions with a government guarantee for students in order to pay for studies;
- a student loan – a loan from the resources of the State budget or credit institutions with a government guarantee for the provision of the social needs of full-time students.

## **5. ADMISSION, REGISTRATION IN THE LIST OF STUDENTS AND INITIATION OF STUDIES**

**5.1.** Applicants are admitted according to the number of study places financed from the funds of the State budget determined by the Cabinet and to the number of study places covered by other funds in the accredited or licenced academic and/or professional study programmes.

**5.2.** The Admission Regulations approved by the Senate of LiepU regulate the matriculation into study programmes.

**5.3.** The Admission Committee approved by the Rector organizes the admission of students to the University. The Cabinet annually sets the beginning date of Admission.

**5.4.** Applicants to all state-financed study programmes or study programmes financed by natural persons or legal persons shall be admitted in an open and equal competition according to the respective Admission Regulations approved by the Senate. All applicants to one study programme shall be registered in the order approved by the Admission Committee entering into a relevant agreement about the studies.

**5.5.** Applicants shall be registered in the list of LiepU students on the bases of the respective agreement in accordance to the Rectors order.

**5.6.** Personal File shall be prepared for each student according to the legislative documents.

**5.7.** After matriculation students shall be introduced to the study process and to Regulation documents.

**5.8.** Students shall receive a Student's Card.

## **6. SUSPENSION FROM STUDIES**

- 6.1.** Student has the right to suspend studies on a temporarily basis keeping the student's status and the definite source of financement.
- 6.2.** The study leave shall grant to a student, who has fulfilled all financial liabilities according to the Study agreement in Liepaja University. Minimum academic leave – one semester, maximum – two semesters.
- 6.3.** The Rector shall grant study leave not earlier than before the first successfully completed examination session. In special cases study leave shall be granted within the first semester when submitting relevant documents.
- 6.4.** The study leave shall grant starting from the first day of semester within the registration week of semester or in the beginning of the current semester, accordingly until 10<sup>th</sup> September or 10<sup>th</sup> February. The deadline of semester leave is the last day of the semester.
- 6.5.** During the whole study year, regardless of the study type and student status, student has the right to receive the study leave:
  - 6.5.1.** the state of health, presenting documents that certify incapacity for work;
  - 6.5.2.** due to pregnancy, as well as on parental leave, by submitting a statement of the family doctor or other relevant documents;
  - 6.5.3.** for studies in foreign countries;
  - 6.5.4.** as a distinguished student in sport, scientific and creative activities, by submitting certifying documents.
- 6.6.** Students shall not be granted a study leave two weeks before the end of the submission deadline of the Final / State work.
- 6.7.** The total maximum study leave for students is not more than 4 semesters in each study level.
- 6.8.** During the study leave the student is not allowed to participate in the study process and to take academic liabilities.
- 6.9.** LiepU does not ensure the execution of residence permissions to foreign students during the study leave.
- 6.10.** In order to continue studies after the study leave, the student has a duty to register for the studies of the relevant semester during the registration week. The studies shall be continued accordingly to the study programme in force during the specific study period, within the term set by the dean, by taking all the necessary examinations and liabilities.

- 6.11.** A person may be excluded from the list of students according to the Law of Higher Education Section 49 Paragraph 1:
- 6.11.1.** the person him or herself wishes it to be so (family conditions, studies abroad, state of health etc.);
  - 6.11.2.** it has been ascertained that admission thereto has been influenced by deception, corrupt practices or other behaviour with which the principle of the equality of applicants has been violated;
  - 6.11.3.** this person has not passed examinations or has not performed other tasks of studies within the due time (final/state examinations, failure to begin the studies, not resuming studies after an academic leave, failure of studies etc.);
  - 6.11.4.** this person has violated the Internal rules of procedure of LiepU;
  - 6.11.5.** in accordance to the Agreement about Studies;
  - 6.11.6.** in special occasions (deceased).
- 6.12.** The Rector shall perform exclusion of a person from the list of students on the ground of the respective Dean's application or student's private application.
- 6.13.** An exmatriculated student has the rights to receive Transcript of Records.  
*(In redaction of Senate, February 25, 2019)*

## **7. INITIATION AND RESUMPTION OF STUDIES IN SUBSEQUENT STUDY STAGES**

- 7.1.** A person has possibilities to start/resume studies at later study stages, starting with the second year of study:
- 7.1.1.** transferring from another higher education institution;
  - 7.1.2.** switching to another study programme;
  - 7.1.3.** resuming studies in the renewal order, provided that necessary examinations for applicants from the previous stages of interested study programmes have been completed (in the university or in another university).
  - 7.1.4.** if in accordance with regulations regarding the recognition of competences acquired outside formal education or in professional experience and obtained study results in previous education are recognized, as well as there are other preconditions, so that the university could ensure further acquisition of the selected study programme.

*(In redaction of Senate, February 25, 2019)*

- 7.2.** The initiation and resumption of studies in subsequent study stages shall be possible for funds of natural persons or legal persons.
- 7.3.** The initiation of studies in subsequent study stages shall be possible after the submission of an application and the collocation of Study Card/ Transcript of Records and the relevant study programme plan. For additional study courses to complete a tuition fee shall be paid. A person who is admitted shall enter Study Agreement.
- 7.4.** Applicants are registered into the List of LiepU Students on the base of the Study Agreement approved by the Rector.

## **8. STUDY PROGRAMME**

- 8.1.** University implements academic bachelor and master degree programmes, first and second level professional study programmes, as well as professional bachelor and master degree programmes.
- 8.2.** The content and the amount of content of a study programme, as well as the evaluation of achievements in full-time and part-time study programmes, shall be equal.
- 8.3.** A study programme shall include all the requirements necessary for the acquisition of one academic degree or professional qualification. A study programme shall be regulated by a special document – a description of the study content and implementation which includes:
- title of study programme;
  - nature of study programme (academic or professional);
  - academic (professional) degree and/or professional qualification;
  - requirements regarding previous education;
  - determines the goals, task, and planned results of the implementation of the particular programme, the content of the offered education, the amounts of the limited elective part and the free elective part of programmes, the division of time for the acquisition thereof, the criteria for the evaluation of the education to be acquired and the forms and procedures for the testing thereof;
  - includes a listing of the structural units (departments, groups of professors, laboratories, institutes, etc.) involved in the implementation of the programme, indicating the tasks thereof in the implementation of the particular programme;
  - includes a description of the material basis required for the implementation of the programme;
  - assesses the costs of the programme.

- 8.4. Study programmes may be developed and submitted for approval by professors, faculties and groups of academic staff.
- 8.5. The Senate of University shall approve study programmes. Prior to approval, an independent expert-examination of the programmes shall be organised.
- 8.6. The person responsible for the implementation of the relevant programme (the director of the study programme) shall be approved by a decision of the senate.
- 8.7. A licence for the implementation of every study programme must be obtained in the Ministry of Education and Science.
- 8.8. A study programme shall be accredited in accordance with the procedures prescribed by the Cabinet within two years after the initial day of the implementation thereof and not less than once every six years.
- 8.9. The accredited study programmes shall be regularly evaluated according to the legislation approved by the Cabinet.

## **9. ACADEMIC STUDY PROGRAMME**

### **9.1. Academic Bachelor /undergraduate/ study programme (Code 43)**

The Bachelor study programme meets the requirements of the respective scientific fields and subfields. It includes all the requirements necessary for the acquisition of Bachelor degree and the preconditions for continuing the studies for the acquisition of Masters degree in the relevant field or subfield.

The Bachelor degree shall be obtained within a group of related scientific fields (education, humanitarian, social, health, environmental).

The study programme shall correspond to 120 – 160 credit points; the duration of studies shall be 6 – 8 semesters.

The Cabinet Regulations shall determine the content of Bachelor study programme.

### **9.2. Academic Masters /graduate/ study programme (Code 45)**

The Masters study programme meets the requirements of the respective scientific fields and subfields. It includes all the requirements necessary for the acquisition of Master degree and the preconditions for continuing the studies in Doctoral study programme in the relevant field or subfield.

The study programme shall correspond to 40 – 80 credit points; the duration of studies shall be 2 – 4 semesters.

The Cabinet Regulations shall determine the content of Master study programme.



## **10. PROFESSIONAL STUDY PROGRAMME**

### **10.1. First (college) level professional higher education /undergraduate/ study programme (Code 41)**

A first level professional higher education programme shall be implemented after the acquisition of a secondary education and provides the possibility of acquiring a fourth level professional qualification.

The study programme shall correspond to 80 – 120 credit points; the duration of studies shall be 4 – 6 semesters.

The Cabinet Regulations and the standards of the respective profession shall determine the content of the first (college) level professional higher education /undergraduate/ study programme.

The acquired professional qualification provides the rights for continuing the studies in the responding Bachelor or second level professional higher education /undergraduate/ study programme.

The Admission Regulations approved by the Senate of LiepU regulate the matriculation into study programmes.

### **10.2. Second (college) level professional higher education study programme**

- **Undergraduate study programmes (Code 42)**

A professional higher education **professional** study programme shall be implemented after the acquisition of a secondary education and provides the possibility of acquiring a fifth level professional qualification.

A professional higher education Bachelor study programme shall be implemented after the acquisition of a secondary education and provides the possibility of acquiring a fifth level professional qualification and a professional Bachelor degree.

The time period for the implementation for acquisition of the respective qualification and the respective Bachelor degree shall be at least four years.

The Cabinet Regulations and the standards of the respective profession shall determine the content, the workload and the specification of practice for acquisition of the respective qualification and the respective Bachelor degree.

The study programme shall correspond to at least 160 credit points; the duration of studies shall be at least 8 semesters for full-time studies.

The acquired professional qualification provides the rights for continuing the studies in the responding Master degree or professional Masters study programmes.

**Graduate study programmes (Code 46)**

A professional higher education **professional** study programme shall be implemented after the acquisition of a higher education (continued education of Code 42, 43, or 44) and provides the possibility of acquiring a fifth level professional qualification.

**Graduate Professional Masters study programme (Code 47)**

A professional higher education **professional Masters** study programme shall be implemented after the acquisition of a higher education (continued education of Code 42, 43, or 44) and provides the possibility of acquiring a fifth level professional qualification and/or a professional Magisters degree.

The Cabinet Regulations and the standards of the respective profession shall determine the content, the workload and the specification of practice for acquisition of the respective qualification and the respective degree.

The study programme shall correspond to at least 40 credit points; the duration of studies shall be at least 2 semesters for full-time studies.

When meeting the relevant admission requirements, students with previously obtained professional Bachelor degree or academic Bachelor degree or professional qualification, obtained finishing at least four year study programme may be matriculated in study programme.

Professional Masters degree gives the rights to continue the studies in Doctoral study programme, if the needed admission requirements of the relevant study programme are fulfilled.

**11. ORGANIZATION OF STUDIES**

**11.1.**The Academic year starts in September. According to the decision of the Senate in relevant study programmes the academic year may start in a different time.

Each student must register for semester according to the Regulations of the Senate. The registration confirms student's wish to continue studies at LiepU. The registration shall be carried out during the initial period for the registration according to the Academic calendar. The Academic calendar shall be approved for each Academic year.

A student register for the following academic year without academic debts and with fulfilled financial issues.

The academic debts shall be completed during the due time set by the Dean/ Vice-dean.

**11.2.**An accounting unit of studies, which corresponds to a student's workload, is a credit point (CRP).

1 credit point corresponds to a student's workload of 40 academic hours (one week of studies) in which up to 50 per cent of the academic hours are intended for contact lessons; the rest of the time is concerned for individual work which is implemented for the achievement of the goals and tasks of a study programme in accordance with the study programme plan.

In full-time studies 1 CRP corresponds not more than 16 contact lectures.

In part-time studies 1 CRP corresponds not more than 18 contact lectures.

**11.3.**A contact lesson is the direct communication of academic staff and students, which is implemented for the achievement of the goals and tasks of a study programme in accordance with the study programme plan and the duration of which is one academic hour – 45 minutes.

**11.4.** Full-time studies correspond to 40 credit points per academic year or 20 credit points per semester and not less than 40 academic hours per week.

An academic year shall have 40 study work weeks, which contains not less than 32 weeks for lectures and practice ensuring the remaining time for assessments and other goals of the study programme.

Academic year shall include also holidays.

**11.5.**Part-time studies correspond to 40 credit points per academic year. Part-time studies and assesment sessions are organized accordint to the session schedule in the respective study programme.

**11.6.**The Faculty Council approves annual study programme plans.

**11.7.**Credit points are given according to the acquired study courses indicating the workload needed for acquisition of the corresponding study course. The workload of a study course consists of student's work in contact lessons and individual work.

Credit points for completed requirements of a study programme shall be given if the evaluation is not less than 4 points.

**11.8.** At the end of each study course students must pass an assessment. Assessment form may be a test and/or an examination. Assessment form is defined in the study programme and subject description. The academic staff informs students about it when starting a study course.

**11.9.**Study results are graded after 10-point grading system. The evaluation of achievements in full-time and part-time study programmes shall be equal. The evaluations are written into the Examination list and in the Study Card.

**11.10.** The implementation of a study programme is possible after an individual study plan.

Individual study plan is a written agreement between a student and academic staff (-s) about individual studies of a study course (-s) referring the amount of a study course and the due time. The implementation of a study programme after an individual study plan may be acquired: if a student is a participant of Olympic Games, World and European Youth or Junior Championships and 1<sup>st</sup> to 3<sup>rd</sup> Place Medallist of Latvian Championships in Olympic sports. Individual study plan shall be approved by the Faculty Dean.

*(In redaction of Senate, February 25, 2019)*

## **12. FINAL EXAMINATIONS AND STATE EXAMINATIONS OF STUDIES**

**12.1.** Academic bachelor degree and master degree study programmes shall end in final examinations, which include the formulation and defending of a bachelor or master thesis.

**12.2.** The study programmes of professional higher education shall end in State examinations, which may include the development and defence of a thesis paper (diploma project) or a qualification work or a bachelor (master) thesis; it may be also an examination.

*(In redaction of Senate, February 25, 2019)*

**12.3.** Examinations shall be complex and mostly in written form. The University shall preserve these materials.

## **13. DEGREES AND PROFESSIONAL QUALIFICATION TO BE ACQUIRED**

**13.1.** In accordance with the State-accredited study programme, the following shall be acquired in University:

**13.1.1.** academic education and the following degrees:

13.1.1.1. a bachelor's degree (academic degree),

13.1.1.2. a master's degree (academic degree).

**13.1.2.** fourth- and fifth-level professional qualification and the following professional degrees:

13.1.2.1. a bachelor's degree,

13.1.2.2. a master's degree.

**14. EDUCATIONAL DOCUMENTS**

**14.1.** Students after the acquisition of an accredited study programme shall be issued with a recognised diploma.

**14.2.** The content of the study programme and evaluations shall be included in the Diploma Supplement.

Deputy Speaker of the Senate

*(Signature)*

Z.Gūtmane