



# LIEPAJA UNIVERSITY

## PROVISIONS ON MUTUAL DUTIES AND RIGHTS OF TEACHING STAFF AND STUDENTS

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### APPROVED

In LiepU Senate meeting, February 21, 2011, protocol No 8, decision No 2011/18

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Issued according to clause 2.4. of Liepaja University Constitution

Provisions regulate mutual duties and rights of teaching staff  
and students in the acquisition of a study course

### I. DUTIES AND RIGHTS OF TEACHING STAFF

#### **1. Duties of teaching staff,**

##### *commencing study course/module,*

- 1.1. to issue to students of a teaching group a study course/module programme (at least one copy), in which the topics, literature, forms of work (lectures, seminars, independent works, etc.), tests and other timing of test forms are indicated;
- 1.2. to set out in details the requirements and evaluation criteria;
- 1.3. to agree, if necessary, regarding changes in the programme of study course/module or in the performance of independent works.

##### *during the study course/module:*

- 1.4. to implement the study course/module programme creatively and responsibly;
- 1.5. to diversify the study process using a variety of working methods (lectures, seminars, learning of individual topic, project method, etc.) according to the specifics of the course/module;
- 1.6. to provide consultations in accordance with the specified time;
- 1.7. to promote the scientific and professional competence of students;
- 1.8. to inform students of the absence in lectures in accordance with the procedures specified in the university;
- 1.9. to agree with the dean/vice-dean regarding the re-working of classes, to inform students (except in cases of disease).

##### *finishing study course/module,*

- 1.9. to receive the examination protocol in the Study department, to return it after the examination;
- 1.10. to accept a student for the completion of an examination, only if a personal identification document or a student's certificate is presented;

- 1.11. to evaluate the work of each student, justifying the assessment;
- 1.12. determining plagiarism in works submitted by students, not to evaluate it positively; to inform the dean about plagiarism in writing.

**Rights of teaching staff,**

*commencing study course/module,*

- 1.13. to make changes in the programme of a study course/module, to approve them together with students;
- 1.14. to develop evaluation criteria.

*during the study course/module:*

- 1.15. to require students to acquire the programme of a course/module;
- 1.16. to require students to comply with the plan for the performance of their independent works;
- 1.17. to require students to attend classes.

*evaluating students' work,*

- 1.18. to take into account the work of students during the semester;
- 1.19. to expel from the examination or to reduce the mark, if unauthorised means are utilised during the examination.

## II. DUTIES AND RIGHTS OF STUDENTS

**2. Duties of students,**

*commencing study course/module,*

- 2.1. to familiarise with the programme of a study course/module and to comply with the requirements thereof;
- 2.2. to clarify unclear matters, if necessary;
- 2.3. to agree on an individual work schedule, if necessary;
- 2.4. to offer, if necessary, changes to the programme of a study course/module.

*during the study course/module:*

- 2.1. to acquire the issues in the programme of a study course/module creatively and responsibly;
- 2.2. to comply with the plan for the performance of independent works specified by the teaching staff;
- 2.3. to take up missed lessons independently;
- 2.4. not to submit plagiarism.

*finishing study course/module,*

- 2.1. to pass the examination at the specified times;
- 2.2. to present a personal identification document or a student certificate to the teaching staff upon arrival for the examination.

**Rights of students,**

*commencing study course/module,*

- 2.1. to receive a programme of a study course/module;
- 2.2. to find out the requirements and evaluation criteria of the teaching staff;
- 2.3. in individual cases to work on an individual schedule by agreeing with the teaching staff;
- 2.4. to propose changes for the programme of a study course/module, if necessary.

during the study course/module:

- 2.1. to require the teaching staff to use different methods in the study process in accordance with the specifics of the course/module;
- 2.2. to turn to the relevant departments in case of claims (decanate, Study department, rectorate, Study Council);
- 2.3. to attend consultations at the time specified by the teaching staff;
- 2.4. to require that the lessons that have not taken place would be re-worked.

finishing study course,

- 2.2. to receive assessment and its justification thereof;
- 2.3. to appeal for an assessment within one day after the notification of the examination or results in the decanate;
- 2.4. to ask to allow the examination to be carried out by the commission.

*The provisions on mutual duties and rights of teaching staff and students shall enter into force on 21 February 2011.*

*Provisions on mutual duties and rights of teaching staff and students approved by the Senate on 19 May 2003 shall cease to be valid.*

Deputy Speaker of the Senate (signature) Z.Gūtmane