

APPROVED

At **RISEBA** Senate meeting on June 26,  
2000

(with amendments of) June 21, 2003

(with amendments of) May 30, 2006

(with amendments of) May 31, 2007

(with amendments of) May 13, 2015

## STUDY REGULATIONS

### *1. General provisions*

- 1.1. The aim of the studies –to provide an opportunity for obtaining broad, practically applicable, science-based higher education.
- 1.2. The Study Regulations determine matriculation of the students, student and academic staff rights and obligations, provisions regarding the examination session, conditions on plagiarism, organisation of the study process, knowledge evaluation, and procedures of State Examinations and student expelling.
- 1.3. The Study Regulations are approved and amended by **RISEBA** Senate.

### *2. Student Matriculation*

- 2.1. Matriculation of students to the University takes place in accordance with **RISEBA** Admission requirements for the current academic year.
- 2.2. The Admission requirements of the University are approved by the Senate, and every year until November 1 they are posted on **RISEBA** homepage at [www.riseba.lv](http://www.riseba.lv).
- 2.3. The admission is organised by **RISEBA** Admission Commission selected by an ordinance of the rector.
- 2.4. Initiation of studies at later study stages is governed by „Regulation on student matriculation to **RISEBA** from other universities” and relevant Minister Cabinet regulations.
- 2.5. Matriculation of foreign students takes place in accordance with „Regulation on matriculation of foreign students to **RISEBA**”.
- 2.6. Only those applicants are matriculated who have passed the attestation competition or have passed the admittance examinations, have concluded the Study Contract and paid the tuition fee set by the said contract.
- 2.7. Admission results on matriculation are, approved by rector's ordinance, provided until the beginning of the academic year.
- 2.8. The matriculated students are issued **RISEBA** student card.

### *3. Study Organisation*

- 3.1. The studies at **RISEBA** are governed by the Study Regulation, study programs, annual study plans, course programs, and study timetable. Study programs and annual study plans govern the study courses to be obtained, their shape, volume and breakdown in each year. Courses programs denote topics of studies and practical assignments/internships. Study timetable determines the study yearly deadlines.
- 3.2. The students acquire the study program in theoretical and practical classes, research activities, individual studies and practical assignments/internships (if such are provided for in the study program). Practical assignments and internships may be carried out in organisations, universities, as research trips, or abroad.
- 3.3. Basic study elements are lectures, seminars, practical classes, tests, individual study papers and course papers. Lectures may take place both separately for a single group of students and commonly for several groups. Class time and location is set down by the lecture timetable.
- 3.4. Course paper development, supervision and guiding are carried out by academic staff approved by the respective department or program director. The students must select their term paper topics independently, considering the proposed list of topics of the department concerned. The students must coordinate their term paper topics with the course paper advisor and approve them at the department.
- 3.5. The elaborated student term papers are defended publicly.
- 3.6. If the student wishes to receive point standings for the course individually outside the study deadline, he shall agree with the respective teaching staff or the program director regarding the period, pay for this service and receive a specific form ordinance from the respective methodologist.
- 3.7. If the student is not satisfied with the received point standings, he is entitled to request re-evaluation of the whole study period, deadline of which is then set by the respective program director.

- 3.8. Students who have obtained the study program and gained the necessary course subjects and credit points during the year with evaluation of no less than 4 points, and settled the tuition fee set forth by the Study Contract, shall be transferred to the next course.
- 3.9. If the student wishes to attend additional classes unforeseen for the course (together with another group or course), this has to be timely harmonised with the study administrator and in case of positive response, the additional tuition fee determined by the University has to be paid in advance.
- 3.10. Students can receive free counselling in study courses and in development of course and finals papers (qualification papers, diploma papers, bachelor's or master's papers) in the consultation times approved for the respective teaching staff by the relevant department. 3.11. The student is entitled to interrupt the studies and leave for a study break if there are no unsettled financial debts. Upon resuming the studies, the evaluations and marks acquired before the study break are counted. During this time, it is allowed to take the study course examinations. If the studies are resumed after a longer break, the study program director decides on counting the previous overall marks.
- 3.11. The student is entitled to take the missing subjects free of charge, if those have occurred due to differences in study programs emerged while the student was on his study break.
- 3.12. The student submits the application on study break to the study administrator. Student who is on study break is not expelled, unless he has expressed such a desire.

#### **4. Provisions on Study Tests and Examinations**

- 4.1. Each lectures in his study course regularly controls students knowledge by using the test methods foreseen in the course programs and descriptions. The requirements depend of specifics on the study course and organisation of the study process therein. Regular work during the term impacts the course's final assessment. The examination forms prescribed at the University are the following: examination, test, individual paper presentation, survey, homework, etc. There are 2 types of examination and test types determined: *the compulsory examinations* and *diverse/other tests*. *Compulsory tests* (tests, examinations) are mandatory for all the students. If those are not taken, the final mark in the subject can not be given. If the student has missed the compulsory examination deadline, the student must receive an individual order for being able to take it at a later time. The number of minimum compulsory examinations within a study course is determined by the rector and is dependent on the number of credits (credit points) of the course.
- 4.2. In addition to the compulsory tests, the lecturer may at his own discretion include and evaluate other tests in the course, such as smaller scale tests, homework, individual work, student activity, seminars, report papers, etc. These are referred to as the *diverse tests*. Their number and type is determined by the course teacher and for all of the *diverse tests* a single mean evaluation is given. The weight of the *diverse tests* in the final evaluation of a student is provided in the study course description. The mean evaluation of *diverse tests*, considering its weight in the overall evaluation, is taken into account upon giving the final mark for the study course. If *diverse tests* are foreseen in the study course description and their weight in the overall evaluation is given, the final course mark cannot be given without a present evaluation in the *diverse tests*. If within the run of the course only *compulsory tests* and no *diverse tests* are necessary, then the weight significance of *diverse tests* is naught and the final course grade can be calculated only from the *compulsory tests*. In case the student has not fulfilled all the tests foreseen in the study program, the teacher cannot give a final evaluation in the MyRiseba system.
- 4.3. Student's rights upon taking the examinations/tests:
- 4.3.1 to receive free consultation from the teacher before the examination;
  - 4.3.2. to use the auxiliary aids permitted by the teacher;
  - 4.3.3. to appeal the test/examination results no later than one day after receiving them from the teacher, requiring re-evaluation of the assessment by the program director;
- 4.4. to require a free assignment:
- 4.4.1. by presenting a sick leave no later than within six months from the date of termination of the sick leave;
  - 4.4.2. by writing an application before the determined examination, indicating a factual reason (for instance, a business trip required by the employer) and presenting a notification from the employer no later than within six months;
- 4.5. to submit a written request for repeated attendance to the study course.
- 4.6. Student Obligations:
- 4.6.1. to appear for the examination/test at the specified time;
  - 4.6.2. to request an assignment for repeated taking of the examination/test at least one day in advance and to receive the said assignment from the study administrator;
  - 4.6.3. to no later than one week in advance agree with the teacher on the time of the repeated examination/test;
  - 4.6.4. to pay the determined fee for taking a repeated test in advance of re-taking the examination/test, repeated attendance of the study subject, or any other additional study service.
- 4.7. Obligations of a Teacher in Organising an Examination/Test:
- 4.7.1. the teacher shall inform the students on the first lecture about the content of the respective subject, themes to be obtained, homework to be performed, number of tests and individual papers, their deadlines, evaluation criteria,

formatting requirements and literature. The student has to be aware of the weight significance of the respective test at the final evaluation after successful passing of the examination.

4.7.2. before permitting a student to take individual test/examination, an approved individual assignment has to be received from the student where to record the evaluation of the examination/test;

4.8. No later than in five to ten days after taking the examination, depending on the size of the group, the teacher shall submit materials on examination/test results to the study administrator.

4.9. Teacher's Rights:

4.9.1. to deny giving a final mark to a student who has not passed all the required tests and individual works.

4.9.2. to require a student to reply on additional questions in order to be able to give appropriate evaluation;

4.9.3. to interrupt the examination or test, if the student has made use of unauthorised aids and to determine re-take of the examination or test with individual assignment;

4.9.4. to deny evaluation of the test/examination, in case there is suspicions of plagiarism;

4.9.5. to determine additional test/examination time for the student.

### ***5. System of Student Knowledge Evaluation***

5.1. Students knowledge is evaluated at lectures, seminars, tests, individual study work and other examinations/tests.

5.2. Methods of **RISEBA** study and knowledge assessment are objective and are consistently respected. Volume of any examination/test corresponds to the course content of the program, Latvian Qualifications Framework and the principles set forth in Professional standards for the determined certain skills and knowledge levels.

5.3. **RISEBA** evaluates the learning outcomes according to two indications:

5.3.1. qualitative assessment in percentage and final grade in a 10-point scale (**Annex 1**, approved in Methodological Council meeting);

5.3.2. quantitative assessment – number of credit points according to course size and importance.

5.4. **RISEBA** evaluates the quality of student knowledge - results of exams, tests, term papers and other works in percentage in accordance with the criteria approved in the Methodological Council, and later in the final evaluation expresses the mark in a 10-point scale, based on requirements of Ministry of Education and Science of Republic of Latvia.

5.5. The amount of obtainable credit points is provided in the student card. In order to assess the conformity of the work performed by the students to the plan, its quantitative assessment in credit points is carried out each semester an academic year, 1 credit point corresponds to 40 classes.

5.6. The final score after completing the study course comprises the assessment of a student's work during the whole period of the study course, including participation and the quality of activity at the classes, test and individual work results, as well as examination marks. The course is successfully passed, if the program requirements have been met until the end of the examination period, except in cases where a time extension of examination period has been granted.

5.7. Course work, reports of applied researches and practice assignments/internships and their quality, as well as the students' presentation skills, are all evaluated by a commission.

5.8. Upon starting a new course, the relevant teacher informs the students on evaluation requirements, using the evaluation system of **RISEBA**.

### ***6. Provisions on Examination Sessions***

6.1. Examination sessions are held twice a year - in winter and summer period for students of day department and distance learning department. Master's level students, as well as students of other departments, take the examinations in accordance with the academic year schedule.

6.2. Examination session period shall be determined annually by an ordinance of the vice-rector in study process issued until the beginning of the academic year.

6.3. Monitoring of examination session scheduling, preparation of documentation and examination session implementation is carried out by the study administrators of the respective division.

6.4. Only students who have completely and fully complied with the course plan are admitted to take the exam within the current semester course. If a student has not fulfilled all the tests and papers provided for in the study program, the teacher is entitled to decide whether to allow him to take the exam, but the final score can be posted only after all the tests and exams are completed.

6.5. Examination is a way of testing student's knowledge, skills and proficiency. Description of examinations (oral examinations, written examinations, combined examinations, practical and/or artistic-creative tasks), descriptions of the course objectives and other requirements for passing the course, are provided in the course description approved by the department. In some courses examinations can be taken according to another procedure – one that is approved by the Methodological Council.

6.6. Examinations is considered as passes if the knowledge, skills and abilities are valued at no less than 4 points.

6.7. In case of taking an examination outside the examination session, as well as in case of re-taking the examination, the student must receive a certain form of individual assignment from the administrator of the respective study division.

6.8. The examiner is entitled not to admit latecomers to the examination, as well as to stop the examination if the student violates the examination process rules.

- 6.9. Once a student has submitted a test or examination paper, the teacher evaluates it with a score in points (percentage). Grounds for a specific evaluation/mark and the related comments are to be provided mandatory and in as great detail as possible. The comment form can be chosen by the lecturer himself – either electronically (e.riseba), or in writing on the evaluated paper. As for assessment of distance learning students, comments and justifications must always be provided in e.riseba at a special designated place.
- 6.10. The information system MyRISEBA serves for giving students' examination marks, calculation of the final marks and preparation of the grade protocols
- 6.11. Checking of the examination works, evaluation and result formatting at the MyRISEBA site is carried by the teacher – examiner. Before entering the marks, he indicates the weight in the final evaluation of each examination in MyRISEBA site. Course final assessment is automatically calculated by the system.
- 6.12 The evaluation marks must be posted to MyRISEBA system, printed out and signed. The completed protocol with teacher's signature must be submitted to the Study Division. The submitted protocol is compared with the data entered in the system, and then confirmed. Examination grades shall be posted within 5 working days after the test, or within 10 working days if the group size is more than 50 students.
- 6.13. Corrected student papers, along with marks and comments, are to be returned to students. Some of the best and weakest works must be copied. Those, upon completion of the course, are to be delivered to the program director.

### ***7. Provisions on Plagiarism***

- 7.1. Plagiarism is considered as usage of another author's work (published or unpublished) or ideas without adequate reference to the author.
- 7.2. The following instances are considered as plagiarism:
- 7.2.1. modification of another paper, or its part, into one's own paper;
  - 7.2.2. copying of 7 or more sequential words or ideas without providing an adequate reference;
  - 7.2.3. if a quotation is not separated from the general text with inverted commas (a quotation is any phrase from the original source, containing 7 or more consecutive words);
  - 7.2.4. changing the wording, but keeping the sentence structure and ideas of the source without reference;
- 7.3. If it is found that a student's work can be classified as plagiarism, the teacher is obliged to refrain from evaluating this work and to notify this violation to the study program director, proposing also the recommended sanctions.
- 7.4. The paper is considered plagiarism, if the teacher has discovered at least one clear example of plagiarism in the particular work.
- 7.5. At the Council meeting of Study programs the student plagiarism cases are considered and decisions on sanctions are proposed.
- 7.6. The following violating instances are considered as particularly grave:
- 7.6.1. cases where the student submits a work which is completely written by another person;
  - 7.6.2. cases where the student is repeatedly caught in the act of plagiarism.
- 7.7. The importance of plagiarism depends on the importance of the paper containing plagiarism in the learning process. The most important cases are as follows (in order from most important to the least important):
- 7.7.1. plagiarism cases directly related to qualification papers, diploma, receiving degrees – bachelor's, master's or doctoral papers (dissertations);
  - 7.7.2. course papers;
  - 7.7.3. exam papers of a separate course;
  - 7.7.4. papers that are submitted in an individual study course in the learning process.
- 7.8. Depending on the severity, the following sanctions may be taken against the student caught in plagiarism:
- 7.8.1. Evaluation of the submitted paper with 0 (nought), without the rights to rewrite the work. If, after calculation of the final mark it turns out that the student has received a fail mark, the student has to repeat the whole course in another semester.
  - 7.8.2. The student is asked to develop a paper again on a different topic, with application of different degree of difficulty and workload.
  - 7.8.3. Disqualification of the entire semester or academic year. The importance of plagiarism depends on the importance of the paper containing plagiarism in the study process.
  - 7.8.4. Expelling of the student (ex-matriculation).
- 7.9. If the student is caught in repeated plagiarism, he may be ex-matriculated (expelled).
- 7.10. If the plagiarism is detected when the student has already received an assessment or graduated, regardless of the time that has elapsed, the University has the right to review the degree and take a relevant decision.

### ***8. State Examination***

- 8.1. At the end of the study year, a state examination is foreseen – the student has to develop, write and defend a graduation thesis (Bachelor thesis or Master's thesis) and in individual programs, in accordance with the study plan, a state examination has to be taken. Students can take the state examination, if:
- 8.1.1. learning of the study course program has been positively assessed;
  - 8.1.2. the practical assignment/internship report has been positively assessed;

- 8.1.3. all the financial liabilities set forth in the Study Contract have been performed;
- 8.2. The student chooses the paper topic according to the study level, field of study and students' professional interests. The paper topic and the advisor are approved by an ordinance of the vice-rector in study process.
- 8.3. The paper advisor determines the compliance of the paper with the Regulations on Development of Final Papers, and allows to defend it. After acquiring all of the study program, the vice-rector in study process, issuing a specific ordinance, approves the authorisation to defend the paper in front of the State Examination Commission.
- 8.4. In case the study program has been successfully acquired and the students has received a positive assessment from the State Examination Commission, the graduate is awarded the relevant professional or academic degree and/or relevant professional qualification.

### ***9. Student Ex-matriculation***

- 9.1. Diploma of higher education is issued to a student who has mastered a full study program and fulfilled all obligations to the University. Along with the diploma, a free of charge European standard diploma supplement is issued in two languages (English and Latvian).
- 9.2. Ex-matriculation of the student is carried out by a rector ordinance.
- 9.3. The university has the right to ex-matriculate a student in accordance with the concluded agreement on higher education.
- 9.4. In case of unfulfilled study program, the student is entitled to receive a statement of hearing the relevant program or part of it.