



## REGULATION ON STUDIES AT DAUGAVPILS UNIVERSITY

### 1. BASIC PRINCIPLES OF STUDIES

- 1.1. Daugavpils University (hereinafter DU) is an institution of higher education, science and culture, which unites and develops the academic and research potential of the Eastern Latvia in natural sciences, humanities, education, social sciences and arts. Its aim is to provide high-quality studies and state-of-the-art scientific research, creating the intellectual basis for the harmonious development of the Eastern Latvian region.
- 1.2. Studies at Daugavpils University are organized in accordance with *DU Constitution, Law on Higher Education Institutions, Law on Education of the Republic of Latvia*, Regulations of the Cabinet of Ministers, Ordinances and other regulations of the Ministry of Education and Science of the Republic of Latvia and other laws and regulations valid in the Republic of Latvia regarding the field of DU competence, along with the norms of international performance of universities.
- 1.3. This Regulation regulates the basic principles of basic-level and advanced-level studies. The practical solution of certain issues mentioned in this Regulation is determined by other regulatory enactments of the Republic of Latvia and DU.

### 2. THE RIGHT TO STUDY AT DAUGAVPILS UNIVERSITY

- 2.1. Every citizen of the Republic of Latvia and a non-citizen of Latvia as well as a foreigner having a permanent residence permit has the right to study at DU. Foreigners need to have documented certified education recognized in Latvia that complies with the requirements of the study programme.
- 2.2. Citizens of the Republic of Latvia, non-citizens of Latvia, citizens of the European Union, citizens of the European Economic Area or citizens of the Swiss Confederation and permanent residents of the European Community holding a valid residence permit are entitled to study at a university or a college.
- 2.3. Foreigners who do not have a permanent residence permit may study at DU pursuant to Section 83 of the *Law on Higher Education* and may acquire a part of a DU study programme in compliance with international (inter-university) exchange agreements or within the framework of international university and college cooperation programmes according to DU Admission regulations.
- 2.4. If foreigners study at DU within the framework of international exchange and the equivalent number of students from DU studies abroad, the studies of foreigners in Latvia shall be funded from the State budget resources of the Republic of Latvia granted to DU.
- 2.5. Persons who have acquired their education abroad may be admitted into DU provided their education documents comply with Latvian standards and, upon the verification in accordance with Section 85 of the *Law on Higher Education Institutions*, meet the DU admission regulations.

### 3. ADMISSION AND MATRICULATION

- 3.1. Admission to study programmes is regulated by:
  - 3.1.1. *Regulations on Requirements, Criteria and Procedures for Admission Study Programmes* (Cabinet Regulation No. 846 of 10.10.2006, issued in accordance with Section 46 (2) of the Law on Higher Education Institutions).
  - 3.1.2. *DU Admission Regulations and Study Opportunities* as approved by the DU Senate.

- 3.2. *DU Admission Regulations and Study Opportunities* are updated annually by the Department of Studies, summarizing the proposals of DU faculties and, by November 1 of the current year, announcing to the National Centre for Education and publishing (also on DU website [www.du.lv](http://www.du.lv)) admission requirements for study programmes for the next academic year.
- 3.3. *DU Admission Regulations and Study Opportunities* determine the requirements for persons wishing to study at DU, the reciprocal rights and obligations of the University and this person in the admission process, include the information on the study programme and study forms for a certain academic year, additional requirements for applicants for the assessment of the prior learning, qualifications, or eligibility for certain studies, assessment criteria in the competition.
- 3.4. Admission to DU study programmes involves the registration of applicants for the studies, the competition for the study places, announcement of the competition results, conclusion of the study agreement and registration in the List of students (matriculation). Admission to DU study programmes is provided by the secretariat of DU Admissions Committee. The results of the competition are determined and approved by the Admission Committee. The responsibilities of the Admission Committee and its secretariat are defined in the document *Reciprocal Rights and Obligations of the Applicant and the University in the Admission Process*.
- 3.5. The person is matriculated in the study programme by DU Rector's ordinance.
- 3.6. The decision of DU Admission Committee on the competition results can be appealed in accordance with *DU Regulation on the Procedure regarding the appeal of decisions on admission to the study programme at Daugavpils University*.

#### **4. COMMENCEMENT OF STUDIES**

- 4.1. DU implements study programmes in accredited study directions. Studies within their study programmes are organized by the faculty, the Dean's office, the profiling department/center/institute and the Director of the study programme, and coordinated by the Department of Studies.
- 4.2. When commencing the studies, students are entitled to familiarize themselves with the study programme, the course of studies, the study plan, which indicates the compulsory and optional courses, internships, etc. in a certain sequence and volume and with the documents regulating the studies. The information about the study programme, its courses, volume of study courses, forms of work, requirements for students is available in Daugavpils University Information System (DUIS).
- 4.3. The students are issued a Student Card - *International Student Identity Card (ISIC)*. A student card is a document identifying the person and confirming the student's status.

#### **5. INTERRUPTION OF STUDIES**

- 5.1. Every DU student is entitled to temporarily interrupt his/her studies having received an academic leave. The total maximum length of academic leave shall not exceed 4 semesters at each level of studies, except for cases referred to in Section 5.2.1. of this Regulation and in cases where the legislation of the Republic of Latvia stipulates another duration of academic leaves.
- 5.2. An academic leave may be granted in the following cases:
  - 5.2.1. child care up to the age of 1,5 years;
  - 5.2.2. on doctor's advice;
  - 5.2.3. for family reasons;
  - 5.2.4. due to studying abroad.
- 5.3. Students whose studies are financed by legal or natural persons do not have to pay during the interruption, but the tuition fee paid before the interruption is not refunded.
- 5.4. In all cases referred to in 5.2, the student is granted an academic leave on the basis of an individual application approved by DU Rector's ordinance and with the consent of the Dean of the faculty, in agreement with the Department of Studies. The student shall attach

to the application a student's exit checklist of his/her obligations settled with the units involved in the studies and shall submit the supporting documents regarding the need for the academic leave to the Dean.

5.5. During the interruption of studies, the student is not exmatriculated.

5.6. Students on exchange programmes are not granted an academic leave.

## **6. PERSON'S EXMATRICULATION**

6.1. A person may be exmatriculated provided:

6.1.1. any of the provisions of the bilateral study agreement has not been fulfilled;

6.1.2. a person wishes it himself/herself;

6.1.3. it has been revealed that the admission has been affected by deception, bribery or other conduct in breach of the principle of applicants' equality;

6.1.4. due to non-commencement or non-renewal of studies within one month after the end of the academic leave;

6.1.5. studies are not possible due to medical condition (conclusion of the medical committee);

6.1.6. a person has not passed the required examinations or has not done other study tasks within the semesters set in the study schedule;

6.1.7. a person has violated *DU Internal Regulations*.

6.2. Exclusion of a person from the list of students is approved by DU rector based on the proposal of the Dean of the faculty. The decision on exmatriculation may be appealed in accordance with the procedure specified in Section 26 (8) of the *Law on Higher Education Institutions*.

6.3. A person exmatriculated has the right to receive an academic statement (a transcript from the study card) regarding the learning outcomes.

## **7. COMMENCEMENT OF STUDIES IN THE LATER STAGES OF STUDIES**

7.1. Enrollment in the later stages is possible if the required exams of the previous stages of the respective study programme have been passed (at DU or other higher education institutions) or they are going to be taken additionally if all requirements for further study in the selected study programme are met.

7.2. The commencement of studies in the later stages is determined by the *Procedure for Commencement of Studies at Daugavpils University in the Later Stages of Studies, the Regulation on the Recognition of Competences Acquired Outside Formal Education and through Professional Experience and the Learning Outcomes Achieved in Prior Learning, the Procedure for Commencement of Studies in the Later Stages* (Cabinet Regulation No. 505, of 14.08.2018, issued in accordance with Section 59.<sup>2</sup> (5), and Section 59.<sup>3</sup> (2) of the Law on Higher Education Institutions).

7.3. The commencement of studies in the later stages of studies shall be approved by the Rector's ordinance based on the recommendation of the Director of the study programme. The ordinance for matriculation in a certain semester is issued by attaching a personal application with the consent of the Dean of the faculty, a report on comparison or decision on the recognition of competences acquired outside formal education and through professional experience and the learning outcomes achieved in prior learning and the study agreement (along with its appendix in case the person's studies are financed by natural or legal persons).

7.4. If the studies are resumed after the interruption of studies, they shall be continued in accordance with the allocation of credit points of the study programme valid in the respective study year. If the model of credit point allocation differs from that valid before the interruption of studies, the Director of the programme shall compare the credit point allocation models, taking into account the study courses taken by the student, and shall prepare a report on comparison.

7.5. In case of non-conformity of the study programme arising from re-enrollment in another programme, after the transfer from another higher education institution or upon resumption

of studies, taking the required exams at DU shall be charged, unless there are vacant state-funded study places in the study programme.

- 7.6. If studies are resumed after the academic leave (interruption of studies), then taking the exams referred to in 7.4. is free of charge.

## **8. STUDY PROGRAMMES**

- 8.1. DU offers various levels of licensed and accredited study programmes:
- 8.1.1. Bachelor's study programmes;
  - 8.1.2. vocational Bachelor's study programmes;
  - 8.1.3. 1<sup>st</sup>-level vocational study programmes;
  - 8.1.4. 2<sup>nd</sup> -level vocational study programmes;
  - 8.1.5. Master's study programmes;
  - 8.1.6. vocational Master's study programmes;
  - 8.1.7. Doctoral study programmes.
- 8.2. Study programmes are elaborated in accordance with the *Law on Higher Education Institutions of the Republic of Latvia, Cabinet Regulations on the State Academic Education Standard* (No.240 of 13.05.2014., issued in accordance with Section 14 (19) of the Law on Education), *Cabinet Regulations on the Standard for the Second-Level Professional Higher Education* (No. 512 of 26.08.2014, issued in accordance with Section 14 (19) of the Law on Education), *Cabinet Regulations on the State Standard for the First-Level Professional Higher Education* (No.141 of 29.05.2007., issued in accordance with Section 14 (19) of the Law on Education and Section 23 (2) of the Law on Vocational Education).
- 8.3. The study programme reflects all the requirements for obtaining one academic degree or vocational qualification.
- 8.4. The study programme is regulated by a special document - a description of the study content and implementation, which:
- 8.4.1. defines the requirements regarding the prior learning and which study direction the study programme corresponds to;
  - 8.4.2. depending on the stage and type of studies, determines the goals of implementation of the specific programme and expected learning outcomes at the end of the study programme, the content of the learning offered, the volume of parts of the study programme, allocation of credit points between them and semesters, education criteria for achievement and assessment of learning outcomes;
  - 8.4.3. includes a list of the academic staff involved in the implementation of the programme, their qualifications and responsibilities assigned;
  - 8.4.4. includes a list of units (departments, laboratories, institutes, etc.) involved in the implementation of the programme, indicating their tasks in implementing the particular programme;
  - 8.4.5. includes a description of the support staff needed, specifying their tasks;
  - 8.4.6. includes a description of the material resources required for the implementation of the programme;
  - 8.4.7. evaluates the programme costs;
  - 8.4.8. includes a substantiation that the study programme is consistent with the development strategy of the higher education institution or college and the resources available.
- 8.5. Study programmes are elaborated by Councils of Study Directions, profiling departments/institutes, groups of academic staff or professors and approved by the DU Senate after being coordinated at the meeting of the Council of the Study Direction and/or profiling department/institute, the Faculty Board, DU Council for Studies. An independent programme expertise shall be organized prior to approval, which shall include the substantiation of the efficiency of the study programme implementation, also indicating the significant differences between the study programme and similar study programmes of the same level and the same study direction implemented by DU.

- 8.6. The following documents shall be submitted to the Senate for approval of the study programme:
- 8.6.1. the excerpt of the protocol from the meeting of the Council for Studies;
  - 8.6.2. description of the content and implementation of the study programme.
- 8.7. The decision of the Senate on the implementation of the study programme approves the Director of the study programme nominated by the Council of the Study Direction, approved by the Faculty Board, the Council for Studies. The competence of the Director of the study programme is determined in the *Regulation on the Study Direction and Programme at Daugavpils University*.
- 8.8. Pursuant to the *Cabinet Regulations on Licensing of Study Programmes* (No. 408 of 14.07.2015, issued in accordance with Section 55<sup>1</sup> (3), Section 55.<sup>2</sup> (7) and Section 14 (11) of the Law on Education), the Director of the study programme prepares documents for licensing of the study programme within a month after the Senate decision.
- 8.9. If the programme is elaborated in a new study direction, in order to be licensed, the application must first be submitted to the Ministry of Education and Science for the opening of a new direction of study, followed by an application for licensing. Within two years of the commencement of the first study programme appropriate to this direction of study in accordance with the *Cabinet Regulations on Accreditation of Higher Education Institutions, Colleges and Study Directions* (No. 407 of 14.07.2015 issued in accordance with Section 9 (1), Section 55<sup>3</sup> (9) and (27) of the Law on Higher Education Institutions and Section 14 (8) (10) and Section 27 of the Law on Education) the study direction shall be accredited or the study programme shall be submitted for accreditation in an accredited study direction at the Academic Information Center. The self-evaluation report along with the accreditation process is prepared by the Director of the study programme in cooperation with the departments, faculties and other structural units.
- 8.10. The re-evaluation of the study programme (after the expiration of the six- or two-year accreditation period) shall be submitted to the DU Study Quality Assurance Centre. Pursuant to the *Cabinet Regulations on Accreditation of Higher Education Institutions, Colleges and Study Directions* (No. 407 of 14.07.2015 issued in accordance with Section 9 (1), Section 55<sup>3</sup> (9) and (27) of the Law on Higher Education Institutions and Section 14 (8) (10) and Section 27 of the Law on Education) at least seven months prior to the expiration of the accreditation period the study programme must be submitted to the Academic Information Centre.
- 8.11. By July 1 of each year, the person responsible for the study direction submits a self-evaluation report of the study direction for the previous study year to DU Study Quality Assurance Center (on DU website [www.du.lv/studijas/studiju-kvalitates-novertesanas-centrs/](http://www.du.lv/studijas/studiju-kvalitates-novertesanas-centrs/)).
- 8.12. DU students wishing to attend study courses in addition to those provided by the study programme, can register as listeners according to the Procedure of Registering Listeners of Study Courses at DU.

## **9. FORMS OF STUDIES**

- 9.1. Study programmes are implemented as full-time and part-time studies.
- 9.2. The content and volume of the study programme and the assessment of results in full-time and part-time studies are the same.
- 9.3. The unit of account of the student's workload is a credit point, which corresponds to the work week or 40 academic hours. Of these 40 hours, up to 40% (i.e., up to 16 hours) are allocated for work under lecturer's supervision (or contact hours - lectures, seminars, practical and laboratory work, internships), unless otherwise provided by DU normative acts. The rest is the student's independent work.
- 9.4. The percentage of contact hours for full-time studies is regulated by the Cabinet Regulations on the *State Academic Education Standard* (No.240 of 13.05.2014., issued in accordance with Section 14 (19) of the Law on Education), *Cabinet Regulations on the State Standard for the First-Level Professional Higher Education* (No.141 of 29.05.2007., issued in accordance with Section 14 (19) of the Law on Education and of Section 23 (2) of the Law on Vocational

Education)); *Cabinet Regulations on the State Standard of the Second-Level Vocational Higher Education* (No. 512, issued in accordance with Section 14 (19) of the Law on Education).

- 9.5. The shift in the number of contact hours is possible only with the decision of the Council for Studies upon the proposal of the Faculty Board in special cases in the study programmes related to a specific field of activity.
- 9.6. Full-time studies - a type of studies corresponding to 40 credit points per academic year and at least 40 academic hours per week.
- 9.7. Part-time studies - a type of studies corresponding to under 40 credit points per academic year and under 40 academic hours per week.
- 9.8. In part-time studies, the amount of contact hours makes up 30% of the full-time planned amount (1 CP - 6-8 contact hours).
- 9.9. In the study programmes providing both full-time and part-time forms of studies, the student may change the form of studies by passing the required examinations in case of differences in the study plan and having met other requirements stipulated by the study agreement.

## **10. DURATION OF STUDIES**

- 10.1. Pursuant to the State Standard for Academic Education, the duration of a full-time Bachelor's programme is three to four years, and that of a full-time Master's programme is one or two years, provided that the total duration of the Bachelor's and Master's studies is not less than five years (Section 57 (1) of the *Law on Higher Education Institutions*).
- 10.2. A vocational Bachelor's degree is awarded if the duration of the full-time programme is at least four years (Section 57 (2) of the *Law on Higher Education Institutions*).
- 10.3. The duration of the vocational Master's study programme in full-time studies is 1-2 years.
- 10.4. The duration of the full-time study programme of the second-level short-cycle vocational higher education study programme is 1-2 years.
- 10.5. The duration of the full-time study programme of the first-level vocational higher education study programme is 2-3 years.
- 10.6. The duration of the Doctoral study programme is three to four years (Law on Higher Education Institutions, Section 57 (4)).
- 10.7. A natural person may study for the state funds to obtain the academic degree (Bachelor's, Master's), in the Doctoral study programme or higher vocational education several times. State budget funds may be used for only one study programme at a time (Law on Higher Education Institutions, Section 47 (2)).

## **11. FINANCING OF STUDIES**

- 11.1. Pursuant to the *Law on Higher Education Institutions* (Section 51), the number of study places financed from the State budget at the University shall be determined by the Ministry of Education and Science upon the proposal of the Council for Higher Education.
- 11.2. Tuition fees for study places not financed from the state budget shall be covered by students, legal or natural persons, by concluding a respective agreement with DU (Section 52 (2) of the *Law on Higher Education Institutions*).
- 11.3. Tuition fees are determined annually by DU Senate and published on the website [www.du.lv/studijas/studiju-maksa-un-at-Discount/](http://www.du.lv/studijas/studiju-maksa-un-at-Discount/) prior to June 1.
- 11.4. The student may be exempted from the tuition fee by DU Rector's ordinance *On Tuition Fee Discounts* for the respective study year.

## **12. COURSE OF STUDY**

- 12.1. The study year at DU begins on September 1. It consists of two semesters (autumn and spring). The duration of the semester is 20 weeks.
- 12.2. Part-time studies take place according to the approved study schedule in each study programme.

- 12.3. The distribution of study work volume and work forms by semesters is reflected in the following documents:
- 12.3.1. the study plan compiled by the Director of the programme who annually adds teaching staff to the study courses and approves it in Daugavpils University Information System (DUIS);
  - 12.3.2. the model of the credit point allocation in the study programme, which is compiled by the person authorized by DUIS Department of Studies;
  - 12.3.3. the schedule of the course of studies elaborated annually by the Department of Studies on the basis of proposals of faculties and approved by the Rector upon the decision of the Council for Studies.
- 12.4. In the study plan the study programme is divided into certain stages: semesters and study years. If a student has met all academic obligations in a certain semester, he/she is enrolled for the next semester.
- 12.5. Enrollment of students for the next semester shall be made by the Rector's ordinance based on the proposal of the Dean of the Faculty only if the student has met all academic and financial obligations.
- 12.6. The draft ordinance on student enrollment for the next semester shall be submitted to the Department of Studies not later than within 5 days after the end of the semester.
- 12.7. If the student has not met his/her academic obligations by 5 September, he/she is either expelled or left for re-study for a fee. The student loses the right to continue his/her studies in a state-funded place, but the student can apply for a vacant place for a fee. If, after the end of the autumn semester, there is a state-funded place vacant in the study programme, the student studying for a fee with the highest weighted average mark for the semester is transferred to it.
- 12.8. The weighted average mark is calculated for each semester taking into account marks received for study courses, study papers, internships, etc. if they are evaluated with the mark. A weighted average mark for the semester

$a_{vid}$  is calculated by the formula, rounded to the second decimal (two numbers after the point):

$$a_{vid} = \frac{\sum_{i=1}^n a_i \times KP_i}{\sum_{i=1}^n KP_i}, \text{ where}$$

$a_i$  is  $i$ - assessment of the study course in points

$KP_i$  is  $i$ - the volume of the study course in credit points,

$n$ . is a number of grades obtained per semester for which the weighted average mark is determined.

For example, if a student has passed four tests with marks 10 (study course volume 4 CP), 8 (3 CP) and 6 (2 CP), 8 (2 CP), then the average mark is calculated as follows:

$$a_{vid} = \frac{10 \times 4 + 8 \times 3 + 6 \times 2 + 8 \times 2}{4 + 3 + 2 + 2} = 8.36$$

- 12.9. By the decision of the Council for Studies, a student may be exempt from paying for re-commencement of studies if his/her academic obligations have not been met for justifiable reasons (illness, family circumstances, return from the academic leave, etc.).
- 12.10. In the study programmes having students whose studies are funded by natural persons, the faculties organize the student turnover, which is regulated by the regulation *On Application of Competition for the State-Funded Study Places (Turnover) at Daugavpils University*.
- 12.11. The student turnover takes place at the end of each semester within one study year in each individual study programme. It embraces all full-time students studying both for the state funds and tuition fee who have met all academic obligations and are studying in programmes having state-funded study places.

- 12.12. The turnover results are determined by the weighted average mark for the semester obtained in tests and exams in study courses. Students who do not qualify for state-funded positions on a turnover basis continue their studies for a fee.
- 12.13. If the student has not met his/her academic obligations within 5 days of the beginning of the semester, then:
- 12.13.1. according to the results of the spring semester, he/she may re-commence his/her studies for a fee for the period of study for which he has outstanding academic obligations. In this case the tuition fee paid in the previous study period is not taken into account and shall be paid in full. The student is entitled to re-attend all classes and improve his/her results in the courses he/she has successfully completed in the previous year. In addition, he/she may apply for state-funded study places after completing this stage of studies again. If a student with outstanding academic obligations does not agree to resume his/her previous studies, he/she will be expelled.
- 12.13.2. after the autumn semester, the student settles his/her outstanding academic obligations paying the re-examination fee according to the fixed fee for the re-examination. Scheduling of outstanding academic obligations is permitted until 5 September each year. After 5 September, the provisions stipulated in 12.13.1. of this Regulation become valid.
- 12.14. If studies are commenced in a later stage of studies, based on the study semester in which the student is matriculated, the provisions of Section 12.7. or 12.11 - 12.13. of this Regulations become valid.

### 13. EVALUATION OF LEARNING OUTCOMES

- 13.1. Knowledge, skills and competence of a student are evaluated having acquired each course, the requirements of which are determined by the study course description (*Law on Higher Education Institutions*, Section 56<sup>1</sup> (2)).
- 13.2. At the beginning of the course, the lecturer introduces students to the requirements of a certain course, its volume and the type of examination.
- 13.3. The mark received during the examination is recorded in the examination record and entered into DUIS.
- 13.4. The knowledge, skills and competence acquired in the study programme, study module or study course are evaluated within a 10-point scale:

Points	Wording	Explanation
10	<b>with distinction</b>	surpasses requirements, demonstrates the ability to conduct independent researches and deep understanding of the issue
9	<b>excellent</b>	fully meets the requirements, has the ability to use the acquired knowledge independently
8	<b>very good</b>	the requirements have been fully met, but sometimes lacks deeper understanding for the independent application of knowledge in the solution of more complex problems
7	<b>good</b>	the requirements have been met, but at the same time there is an inability to use the acquired knowledge independently
6	<b>almost good</b>	the requirements have been met, but there is a lack of deep understanding of certain more complex issues and demonstrated inability to apply the acquired knowledge independently
5	<b>satisfactory</b>	the requirements have been generally met, although there is a lack of understanding of a number of important issues and there is an inability to apply the knowledge independently
4	<b>almost satisfactory</b>	the requirements have been generally met but there is a lack of understanding of a number of important issues and there are difficulties with the practical application of the knowledge acquired



<b>3</b>	<b>unsatisfactory</b>	has acquired superficial knowledge on the most important issues but is unable to apply it in practice
<b>2</b>	<b>very bad</b>	superficial knowledge on some issues has been acquired, the major part is not acquired
<b>1</b>	<b>very very bad</b>	lack of understanding of the major issues, almost no knowledge

- 13.5. The examination is considered to be passed if the mark is not lower than 4 points. If the mark is positive, the exam may be retaken once for a fee with the permission of the Dean to improve the rating. In this case the student participates in the student turnover with the first positive mark received.
- 13.6. If the student fails to attend the examination for no justifiable reason or the examination mark is lower than “4”, it is possible to retake the examination only for a fee. Examinations that the student takes after the deadline set in the study schedule shall be charged.
- 13.7. The fee charged for delayed and retaken examinations during the study year is determined by DU Senate.
- 13.8. The requirements referred to in 13.6. apply to all students of the University.
- 13.9. Accomplishment of certain study tasks (tests, laboratory works, colloquiums), acquirement of a certain study course in DU study programmes is evaluated as “passed” or “failed”. The elaboration of a Master’s thesis/Diploma paper/Bachelor’s thesis/qualification paper is evaluated by the advisor according to the study plan each semester with the entry “passed”/“failed”.
- 13.10. The learning outcomes in the certain study course are evaluated by the lecturer conducting the studies, justifying his/her evaluation and informing the student on it.
- 13.11. The study courses to be evaluated in the certain semester are defined in the study plan of each programme, which is available in DUIS student’s individual profile.
- 13.12. Evaluation of students’ acquired knowledge, skills and competence in the study course takes place during the semester in intermediate tests determined by the lecturer according to the course description and at the end of the semester in the form of tests/exams.
- 13.13. The mark for oral examinations shall be announced to the student on the day of taking the exam and for the written ones - not later than two working days after the exam date. The student is eligible to receive explanations of his/her mistakes within one working day after the announcement of the exam results. The student is entitled to submit a motivated appeal to the Dean of the faculty concerning the examination results within one working day after the announcement. The appeal shall be considered within three working days by a commission set up by the decision of the Dean in the presence of the examiner and the head of the department concerned.
- 13.14. On the day of the oral examination and not later than two days after the acceptance of the written examination, the examiner shall submit to the Dean of the faculty the examination record on students’ knowledge, skills and competence evaluation.
- 13.15. The lecturer is not entitled to supplement the list of students in the examination record without the approval of the staff of the Dean’s office. The examination record issued by the Dean’s office includes only those students who are allowed to take the examination and have met their academic and financial obligations.
- 13.16. Vocational study programmes involve internships, the volume of which is specified in the study plan, the time is indicated in the study schedule. One credit point (1 CP) corresponds to 1 week of internship. Internships are implemented in accordance with the DU Regulation on Internship approved by DU Senate. Internships are supervised or coordinated by DU lecturer – the internship supervisor, who is responsible for introducing students to work safety instructions. The student, in coordination with the internship supervisor and having concluded the agreement on provision of the internship

place, is entitled to choose the internship place in order to fulfill the tasks set for the internship. The students are assigned for internship by the Rector's ordinance.

- 13.17. The study plan of the study programme may also include learning/study practice /on-the-spot courses/workshops/hands-on courses, the volume of which is indicated in the study plan, the time is indicated in the study schedule. These study courses are implemented in accordance with the regulations approved by DU Senate. If the study course is implemented outside DU, an agreement shall be concluded with the institution concerned and DU shall instruct the students on the work safety.

#### **14. FINAL EXMINATIONS AND STATE EXAMINATIONS**

- 14.1. All DU study programmes conclude with examinations aimed at a complex evaluation of the students' academic or professional eligibility.
- 14.1.1. Academic Bachelor's and Master's programmes conclude with the final examinations, which include the defense of the Bachelor's or Master's thesis.
- 14.1.2. Bachelor's study programmes in the vocational higher education conclude with the state examinations, which include elaboration and defense of Bachelor's thesis or a Diploma paper.
- 14.1.3. Vocational Master's study programmes conclude with a state examination, which includes the elaboration and defense of a Master's thesis or a Diploma paper.
- 14.1.4. The study programmes in the second-level vocational higher education conclude with a state examination, which includes the elaboration and defense of a Diploma paper (Diploma project). The Cabinet of Ministers may determine that the component of the state examination in certain study programmes of the second-level vocational higher education shall be considered as the State examination (*Law on Higher Education Institutions*, Section 58 (4)).
- 14.1.5. At the end of the first-level study programmes of vocational higher education, the students take a state final examination - a qualification examination, which includes the defense of a qualification paper.
- 14.1.6. During the Doctoral programme the students take doctoral exams provided for in the study programme.
- 14.2. Final and/or state examinations are evaluated by commissions approved by DU Rector upon the recommendation of the faculties. The commissions are created for each study programme for the period of one academic year. The membership of the commissions shall be submitted to the Department of Studies not later than 2 weeks prior to the start of the examinations.
- 14.2.1. The Final examination commission in the academic Bachelor's and Master's study programmes shall be composed of 3-5 people, so that the academic staff of the respective branch or sub-branch of science is represented. It shall be composed of a chairperson, the deputy chairperson and the members of the commission. When forming commissions, it is advisable to invite leading professors, associate professors or researchers of higher education institutions of the Republic of Latvia or other countries as their chair. The secretary of the commission shall be the non-voting representative of the general staff of the faculty/department/institute.
- 14.2.2. The State examination commission in the vocational higher education Bachelor's, Master's study programmes shall consist of a chairperson, a deputy chairperson and at least three members. The chairperson and at least half of the commission shall be composed of representatives of vocational organizations or employers in the sector. The secretary of the commission shall be the non-voting representative of the general staff of the faculty/department/institute.
- 14.3. Final and/or state examinations take place within the time scheduled in DU study course of studies according to the list of examinations approved by the faculties, which must be announced to the commission members and students not later than 2 weeks prior to the exam.

- 14.4. Final and/or state examinations shall be taken in written or oral form. Examination materials are approved by the faculty board/Council of study direction unless specified otherwise by the Cabinet of Ministers for the respective programme.
- 14.5. Students who have met the requirements and financial obligations of the study programme are eligible for the final and/or state examinations. Prior to the examination upon the proposal of the Dean of the faculty and confirmation of settlement of all obligations stipulated by the Study agreement, these students shall be included in the draft ordinance, which is further submitted to the Department of Studies and approved by the Rector's ordinance.
- 14.6. Final and/or state examinations take place in the meetings of commissions chaired by the commission chairperson or his/her deputy. The meetings of the commission shall be recorded in minutes with the protocol printout in DUIS, which shall be signed by all members of the commission and submitted to the Department of Studies along with the handing-over record not later than within 3 working days after the last final and/or state examination.
- 14.7. The protocols of the meetings of the commission shall be drawn up in accordance with the defined form.
- 14.8. The secretary of the commission shall present the following documents to the commission:
  - 14.8.1. an excerpt from DU ordinances approving the commission;
  - 14.8.2. the Dean's ordinances on approval of topics of Bachelor's, Master's theses, diploma papers (diploma projects), qualification papers, advisors and reviewers;
  - 14.8.3. an excerpt from the DU ordinance on authorizing students to take final and/or state examinations.
- 14.9. The mark for the final and/or state examination is entered into DUIS.
- 14.10. The students are entitled to submit an appeal to the Dean of the faculty within one day after the announcement of the result, which shall be considered by the Final and/or State Examination Commission within one working day.
- 14.11. The students who have received an unsatisfactory mark in the final and/or state examinations or have failed to attend the examination are exmatriculated on grounds of failure in the final and/or state examinations. The decision on the rescheduling of the final and/or state examination shall be made by the Dean upon the proposal of the Director of the study programme.
- 14.12. The students who have used unauthorized aids in the final and/or state examination, or who have had plagiarism in their final thesis detected, shall be disqualified and exmatriculated from the final and/or state examinations with a respective entry made in the examination record. The use of unauthorized aids during the examination shall be noted of in the act signed by the members of the commission present in the examination. A repeated final and/or state examination is allowed no earlier than in the following academic year.

## **15. AWARDING A GRADE AND PROFESSIONAL QUALIFICATION**

- 15.1. Upon successful passing of the final and/or state examinations, students shall be awarded an academic (Bachelor's, Master's) or vocational (Bachelor's, Master's) degree and/or qualification in accordance with a nationally accredited study programme.
- 15.2. Academic degrees are awarded by the Faculty Board, whose decision is approved by the Rector's ordinance.
- 15.3. Vocational degrees and/or vocational qualifications are awarded by the State Examination Commission, whose decision is approved by the Faculty Board and the Rector's ordinance.

## **16. ISSUE OF EDUCATION CERTIFICATES**

- 16.1. Criteria and procedure for issuing state-recognized higher education certificates on the acquirement of an accredited study programme shall be determined by the Cabinet

Procedure for Issuing State-Recognized Higher Education Certificates (No.202 issued in accordance with Section 14(1) of the *Law on Education*, Section 7 (4), Section 10.<sup>1</sup> (4) and Section 55.<sup>1</sup> (7) (1) of the Law on Higher Education Institutions).

- 16.2. After the award of the academic degree, vocational degree and/or vocational qualification, the graduates of DU study programmes are issued diplomas and supplements of a certain standard approved by the Cabinet of Ministers:
  - 16.2.1. Bachelor's diplomas;
  - 16.2.2. Master's diplomas;
  - 16.2.3. diplomas of vocational higher education;
  - 16.2.4. vocational Bachelor's diplomas;
  - 16.2.5. vocational Master's diplomas;
  - 16.2.6. diplomas of the first-level vocational higher education;
  - 16.2.7. Doctoral diplomas.
- 16.3. The diplomas and diploma supplements are prepared by the faculties. Pursuant to *DU Procedure of Ordering, Receipt, Registration and Entry of Diploma Forms and Diploma Supplement forms*, the Department of Studies, in cooperation with the faculties, the Administrative Unit and the Department of Science prepare draft rector's ordinances on the persons who will
  - 16.3.1. fill in the diploma and supplement forms, print out from DUIS and prepare for the issue to graduates (a faculty's authorized person);
  - 16.3.2. verify the accuracy of the entries in the diploma and supplement forms (a faculty's authorized person responsible for the accuracy of the entries),
  - 16.3.3. carry out sealing and binding of diplomas and supplements (the Administrative Unit's authorized person)
  - 16.3.4. will prepare, verify and place copies of the diploma and the supplement in the Student's personal file (the Administrative Unit's authorized person).
- 16.4. Prior to the issue, the faculties submit signed and sealed diplomas to the Department of Studies for registration in the registries of diplomas issued.
- 16.5. Graduates sign for the diploma receipt in the registry of diplomas issued.
- 16.6. Unissued diplomas are handed over to the Department of Studies by the secretary of the faculty administration.
- 16.7. If the student has not passed the final and/or state examinations, he/she may be issued an academic transcript of learning outcomes.
- 16.8. Before receiving the diploma, the student meets all the obligations with the units involved in the study process by submitting an exit survey to DU Administrative Unit.