

REGULATION ON THE PROCESS OF STUDIES

1. General provisions

1.1.Regulation on the process of studies (hereinafter Regulations) is the basic document governing the process of studies in all study programmes implemented at the EKA University of Applied Sciences (EKA) and is an internal normative act regulating the study process at the EKA that is binding for all students of the University.

1.2. Terms used in these Regulations:

- 1.2.1. **Studies** is educational process organised by the teaching staff during the acquisition of education at an academic or professional study programme.
- 1.2.2. The aim of **academic education** is to ensure for students the acquisition of knowledge and skills in research and practical professional activities, preparing them for independent work in the chosen field of science or the related industry (-ies). Academic education is acquired studying in bachelor, master or doctoral study programmes. Upon successful completion of an academic study programme the student acquires scientific bachelor's, master's or doctor's degree.
- 1.2.3. The aim of the **professional higher education** is to ensure for students the acquisition of knowledge and practical professional skills, preparing them for independent work in the chosen sector of industry, in a profession corresponding to the professional standard. Professional higher education is acquired studying at a bachelor, master, first or second level professional higher education programme. Upon successful completion of the professional higher education the student acquires professional bachelor's or master's degree and/or professional qualification.
- 1.2.4. **Study level** (cycle)-there are undergraduate, postgraduate higher level and doctoral studies. EKA will implement undergraduate and postgraduate education programmes.
- 1.2.5. **Undergraduate studies**-studies in academic or professional bachelor programmes, second level professional higher education programmes as well as first level professional higher education (college) programmes, where at least secondary education is necessary for admission.

- 1.2.6. **Postgraduate studies**- studies in academic and professional master's studies, as well as second level professional higher education, where students are admitted only after successful completion of undergraduate studies, i.e. after the acquisition of bachelor's degree or other equivalent higher education qualification.
- 1.2.7. **Study programme** is the basic document organising studies, setting all requirements for the commencement of studies, all requirements that are to be fulfilled during the studies-subjects that are to be acquired and the amount of ECTS (European Credit Transfer and Accumulation System) credit points (hereinafter credit point), it also provides the description of study provisions, defines the acquired higher education qualification.
- 1.2.8. **The workload of the study programme**-quantitative assessment of studies required for the fulfilment of the study programme requirements.
- 1.2.9. **Study module** is an integral part of the study programme which is created combining courses or parts thereof with a common goal and learning outcomes. Study module can be created based on an initiative from the head of a faculty or department to ensure structuring of study programmes, their transparency, creation of flexible study paths and professional orientation of students, planning their provision, also in a manner that is appropriate for lifelong learning.
- 1.2.10. **Credit point** (hereinafter also CKP) is a study work accounting unit that expresses the amount of study work based on the study results defined in the study program or part of it and the study load related to their achievement. 60 credit points correspond to the study results acquired in full-time studies in one academic year in accordance with the European credit transfer and accumulation system. Credit points are expressed in whole numbers. One credit point corresponds to 27 hours of study work.
- 1.2.11. **Study duration** is the time planned for the fulfilment of the study programme requirements which is expressed in years.
- 1.2.12. **Academic year** is 40 calendar weeks long study period, which is traditionally divided into two semesters-fall and spring semesters. In the academic year also a third, up to 8 weeks long, summer semester can be included. In this case the duration of the academic year is up to 48 weeks.
- 1.2.13. **Scheduled classes (contact classes)**- lectures, practical and group assignments, creative workshops, laboratory assignments are organised in classrooms and following direct instructions from the teaching staff.
- 1.2.14. **Independent work** of students is independent acquisition of study material after the scheduled classes. It includes independent acquisition of theory using study materials, preparation for the accomplishment of practical and/or laboratory assignments, fulfilment of compulsory independent assignments etc.
- 1.2.15. **Tutorial** is an opportunity scheduled beyond the planned time of classes for student to receive explanations from the teaching staff regarding issues which have arisen acquiring the study material during the scheduled classes and/or independent studies.
- 1.2.16. **Internship/ practice**-compulsory part of study programmes providing the acquisition of skills and competences necessary for the professional qualification in a relevant company or organisation outside the EKA.
- 1.2.17. **Study course tests** are interim examinations that are to be passed during the study courses and upon the completion of the study course.
- 1.2.18. **Interim examinations** are scheduled during the study course and during them independent, practical and laboratory assignments as well as written test results of students are examined and assessed, participation in colloquiums, presentations and reports, etc., is examined and assessed.

- 1.2.19. **Final examination** in the study course is held at the end of the study course. Final examination can be arranged in the form of an exam, test or defence of the study project.
- 1.2.20. **Final study examinations** are final and state examinations that students are to take at the end of the studies.
- 1.2.21. **Final examinations** are taken at the at the end of an academic study programme. On the basis of the results obtained in the final examinations the student is awarded bachelor's or master's degree.
- 1.2.22. **State examinations** are taken at the end of a professional higher education programme. On the basis of the state examination results, students are awarded professional bachelor's or master's degree and professional qualification.
- 1.2.23. **Immatriculation (admission) is enrolment of the person in the university.**
- 1.2.24. **Exmatriculation** is the removal of the student's name from the list of students.
- 1.2.25. **Higher education qualification-** bachelor's or master's degree and/or professional qualification obtained at the end of the studies.
- 1.2.26. **Study forms:** EKA implements studies in full and part time programmes as well as in the distance learning.
- 1.2.27. **Full-time (day)** studies take place with the intensity of the student's work, which during the academic year allows you to learn the subject in the amount of 60 credit points.
- 1.2.28. Part-time studies and distance learning take place with the intensity of the student's work, which allows you to learn the subject in the amount of less than 60 credit points during the academic year. The duration of studies in part-time and distance learning is longer than in full-time.
- 1.2.29. **E-environment** is a set of websites that are used to inform the students of the EKA about the lecture schedule, news, success of students and the staff, internal rules. In e-environment also study materials are available thus providing opportunities for information exchange and communication between students and the teaching staff.
- 1.3. Studies at the EKA are organized pursuant to the laws and regulations of the Republic of Latvia in the field of education.

2. Admission and immatriculation

- 2.1. Admission to the EKA is organised in accordance with laws and regulations of the Republic of Latvia, EKA Regulation on admission and Regulation on immatriculation.
- 2.2. The EKA Admission Commission assesses the compliance of applicant's documents to the admission requirements and prepares a decision on recommendation about the immatriculation of the applicant.
- 2.3. To be immatriculated, the student shall conclude a study agreement with the EKA and shall pay the first instalment for studies in accordance with the payment schedule that is included in the study agreement.
- 2.4. Applicant is immatriculated at the university on the basis of the decision of the Admission Commission and Rector's ordinance on the immatriculation.
- 2.5. Graduates of the first level education programme are eligible to begin studies in later stages in accordance with the order set at the EKA and may be immatriculated upon the Rector's ordinance in later study years.

3. Content of study programmes

- 3.1. Study content is determined by the Study content and implementation description for each study programme, as well as state education standards, professional standards and

other laws and regulations. Study content and implementation description is prepared in accordance with the Regulations of the EKA on the preparation of description of study content and its implementation, its update and approval.

- 3.2. Each study programme consists of several study courses or modules, internship (in professional programmes), study papers and/or project papers, final examination.
- 3.3. The aim of the study course, tasks, skills to be acquired, the amount of credit points, topics to be acquired and the amount of independent work are described in the course description. The descriptions of study courses are available at the e-environment of the EKA.

4. Organisation of the study process

- 4.1. Studies at the EKA are organized in full-time, part-time studies and distance learning according to the study plan.
- 4.2. The organisation of the distance learning process is set by the “Procedure for Organising distance learning at the EKA University of Applied Sciences”.
- 4.3. The duration of studies is 40 weeks which divided into Fall (Autumn) and Spring semesters.
- 4.4. The study plan determines the division of study courses during the study years and semesters, the type of examination and time. Students study according to the standard or an individual study plan.
- 4.5. Master’s degree study programmes’ study plan expects to start the studies from any beginning date of either a course or a module.
- 4.6. Standard study plan includes all study courses, internship (in professional study programmes), study and/or project papers, final examinations in the order defined by the accredited or licenced study programme.
- 4.7. Individual study plan is drawn up for a student who acquires the study programme courses in an order that is different from the one defined in the accredited or licenced programme. Individual plan is prepared in the following cases:
 - 4.7.1. studies taken in later stages of education;
 - 4.7.2. in case there are recognised study courses that have already been completed during the previous education or recognised competences acquired either outside formal education or through professional experience;
 - 4.7.3. student resumes studies after an academic leave;
 - 4.7.4. student resumes studies after exmatriculation;
 - 4.7.5. student has to repeat the study courses;
 - 4.7.6. after changes in the study programme;
 - 4.7.7. after changes in the study form;
 - 4.7.8. after the change of education institution.
- 4.8. Study programme secretary acquaints the students with their individual study plan and the student is obliged to familiarise himself/herself with the individual plan and sign it.
- 4.9. The workload of studies is expressed in credit points. The number of classes is determined according to the amount of credit points and the form of studies and is compliant with the guidelines of EKA for the development of study course and study course description.

- 4.10. The duration of one class is two academic hours. The duration of one academic hour is 45 minutes.
- 4.11. The schedule of classes is prepared before the start of each semester and is published in the e-environment of the University not later than a week before the start of the semester.
- 4.12. Before the start of the study year the Head of the Studies Department prepares the study calendar and submits it for approval to the Senate. After the approval of the study calendar at the Senate, the Head of the Studies Department publishes the calendar in the e-environment of the EKA.
- 4.13. Before the beginning of the study year, the vice-rector of studies and development prepares a study calendar and places it into the EKA E-environment.
- 4.14. Students can use consultations according to the consultation schedule, as well as by individually agreeing with the lecturers on the consultation time. EKA consultations are organized in person in the premises of the university and in the E-environment (using the video conference system).
- 4.15. Successful students who do not owe tuition fees are transferred from one course to the next by order of the rector. If a student has academic debts up to 18 KP, then transfer to the next course can only take place on the condition that the debts must be settled by the end of the current semester. If the conditionally transferred student does not settle all debts on time, he remains for repeated studies in the previous course.
- 4.16. Students with unsuccessful evaluations of the final examination of study courses, which exceed 18 KP, may be expelled from EKA on the basis of the rector's order. A student has the right to study again in the same course, paying for studies in accordance with the EKA Regulation on student study fees and other payments.
- 4.17. Students of the penultimate semester are not transferred to the last semester with academic debts. Students in the second-to-last semester are not transferred if they have academic debts.

5. Examination order and assessment of student's knowledge

- 5.1. Student evaluation is based on the requirements of higher education standards and the Latvian and European Qualifications Framework.
- 5.2. Student's knowledge is assessed in different activities during classes, in performing independent work, and through final tests of study courses (exams).
- 5.3. Basic principles assessing study programmes are the following:
 - 5.3.1. principle of positive development summation- acquired knowledge is assessed summarising positive developments.
 - 5.3.2. principle of compulsory assessment-it is necessary to obtain positive assessment for the acquisition of compulsory content of the basic parts of the programme;
 - 5.3.3. principle of requirement transparency and clarity- the set of basic requirements for the assessment of the acquired knowledge is determined according to the aims and tasks set for the programmes as well as the aims and tasks set for the study courses;
 - 5.3.4. the principle of examination diversity is applied in the assessment-different methods are used for the assessment of programme acquisition;
 - 5.3.5. principle of assessment appropriateness-in the assignment there is an opportunity to demonstrate analytical and creative abilities, knowledge, skills

and competencies in tasks and situations that are appropriate for all levels of learning. The amount of content to be included in examinations corresponds to the content determined in the course programmes and requirements and knowledge set in the professional standards.

- 5.4. The criteria for the assessment of study courses and the expected results are described in the study course description.
- 5.5. In order to obtain the right to take the final exam of the study course, the student must fulfill the study course learning requirements or mid-term exams specified in the study course description. The types of intermediate tests are: tests, practical works, reports, reports in seminars or conferences, etc. The number of intermediate tests, the type of performance and the proportion of their assessment in the overall course assessment are determined in the study course description.
- 5.6. The basic form of assessment in programme acquisition is an exam, which has to be taken at the end of each study course. The academic personnel have the right to organise the study course assessment according to the portfolio principle describing the requirements of the study course and the types of final assessment in the course syllabus.
- 5.7. Only those students who have met all the requirements defined for the study course (successfully performed all independent assignments, participated in seminars etc.) and who have no academic debts are allowed to take study course exams. Students with financial debts are not permitted to take final exams in the study course.
- 5.8. The announcement of the results of the final study course examinations is set either arranging the date with the respective teaching staff or at least five days after the final examination of the study course.
- 5.9. The final examination of an unsuccessful study course (as well as in the case where the student did not attend the examination without a valid reason) can be retaken, complying with the EKA Regulations on Student Tuition Fees and Other Payments. The following deadlines must be observed for retaking the examination:
 - 5.9.1. In bachelor's study programs, the course must be completed no later than the first two weeks of the next semester, in coordination with the lecturer;
 - 5.9.2. In master's study programs, the course must be completed no later than two weeks after the end of the course, in coordination with the lecturer;
 - 5.9.3. If the study course is not completed within the time limit specified in paragraphs 5.9.1. and 5.9.2. of the Regulations for unjustified reasons, it is considered that the study course has not been completed and it must be repeated in full;
 - 5.9.4. The course of study must be completed by the beginning of the last semester of studies.
- 5.10. If a student fails to pass the final examination repeatedly then the director of the study programme establishes a commission for the final examination in the study course. In this commission the presence of a representative from the EKA Self-Government is mandatory.
- 5.11. The student has the right to challenge the evaluation within 10 (ten) working days from the day of posting the evaluation, by writing a submission in accordance with the conditions of Clause 12 of the Regulations.
- 5.12. Student is transferred to the next year if assessment in the final examinations of the study course, study and/or project paper and internship has been successful. Lowest sufficient mark in knowledge assessment in the final examinations is 4 (four) points.

5.13. Knowledge is assessed in 10 (ten)-point scale:

10 points	-	with distinction;
9 points	-	excellent;
8 points	-	very good;
7 points	-	good;
6 points	-	almost good;
5 points	-	satisfactory;
4 points	-	almost satisfactory;
3 points	-	weak;
2 points	-	very weak;
1 point	-	almost no knowledge, skills and competences; very, very weak
0	-	no knowledge.

5.14. In cases where assessment is planned with a pass/fail grade, the student receives a grade of 'passed' if their study results meet the evaluation criteria of almost average (4 points) or higher. Receiving a lower grade results in a 'failed' evaluation.

5.15. If the student uses unauthorised materials, technical means or other information during the examination, he/she is suspended from the examination. In this case the student has the right to take the exam repeatedly in the order prescribed by the EKA.

5.16. The course lecturer enters the results of the final examination online into the protocol and submits it to the EKA information system.

5.17. The education methodologist confirms the results of the study course final examination, and they are entered into the electronic database.

6. Study and project papers

6.1. The number of study and project papers is determined in each study programme.

6.2. Preparation and assessment of study and project papers is described in the Guidelines on writing and defence of research papers, project reports and theses at the EKA University of Applied Sciences.

7. Internship

7.1. The duration of internship in each study programme is determined in accordance with state education standards and the accredited or licenced study programme.

7.2. Organisation and assessment of internship is governed by the Regulations on Internship.

8. Study interruption

8.1. Student has the right to take a temporary break from their studies and resume studies in accordance with the procedure established at the EKA.

8.2. The procedure of study interruption is set in the Regulation on study interruption and resumption at the EKA University of Applied Sciences.

9. Changes in the study programme and its form

9.1. During the studies, the student has the right to change the study programme and the form of studies.

9.2. Before the change of the study programme or the study form the student shall pay a fee according to the Regulation on the tuition fee and other payments.

- 9.3. If a student wants to change the study programme or the study form he/she submits a written application at the Student Information Centre.
- 9.4. If the student wants to change the study form then the application is submitted to the director of the study programme and the student is informed about the decision.
- 9.5. If the student wants to change the study programme then the application is examined by the director of the study programme that the student wants to be transferred to and the student is informed about the decision.
- 9.6. If the student changes the study programme and/or the study form the director of the programme the student is transferred to prepares an individual study plan for the student.
- 9.7. The Commission on the recognition of study results decides on the recognition of the study results achieved in the previous study programme.
- 9.8. Secretary of the study programme-learning methodologist prepares the Rector's ordinance on the changes in the data of the student and registers the changes in the electronic database.
- 9.9. If the student receives study and/or student loan then the secretary-learning methodologist informs the institutions that are responsible for the granting of the loan about the latest changes.

10. Student records

- 10.1. Student records are kept according to the requirements set in the legislation of the Republic of Latvia and the Document Nomenclature of the EKA.
- 10.2. After immatriculation a personal file is created for each student.
- 10.3. Order in which the personal file is created and updated is governed by the Regulations of the Cabinet of Ministers "Procedure for creation and updating of personal student files".
- 10.4. Students can view their grades in study courses at the e-environment of the EKA, by means of an authorized access.

11. Information of students

- 11.1. Students are obliged to visit the EKA website regularly.
- 11.2. The website of the EKA is used as a channel for student information. In urgent cases, the information is sent to the student via e-mail addresses or phone numbers indicated in the student's study agreement. Signing the agreement on studies, the student gives a permission to use the specified forms of communication.
- 11.3. In cases when there are changes in the class schedule, students are informed posting a notice in the EKA website. In urgent cases students receive telephone messages to the numbers specified in the database.
- 11.4. Information regarding the course of studies and internal normative acts students can find in the e-environment of the EKA.

12. Application submission and review procedure

- 12.1. Students may submit applications individually or as a group.

- 12.2. The type of the application may be a proposal, complaint or any other type of initiative on behalf of the submitter.
- 12.3. The application shall be submitted in Latvian or any other language of instruction at EKA, if this language is relevant to the application submitter.
- 12.4. The content of the application shall be of a business style, concrete and clear, without any abbreviations that have not been explained. It shall not be overtly insulting or provocative. If the application is hand-written, it shall be in eligible handwriting.
- 12.5. The application shall be submitted in writing, including electronic formats, signed by the submitter or all submitters (if it is submitted by a group), indicating:
 - 12.5.1. name/-s and surname/-s of the submitter/-s, as well as student group code;
 - 12.5.2. contact details: phone number/-s and email address/-es;
 - 12.5.3. the substance of the application, following the provisions set out in section 12.4.
- 12.6. If applicable, copies of documents proving the conditions mentioned in the application shall be attached to the application.
- 12.7. Student applications regarding specific matters shall be submitted to the Study Information Centre, addressing it to the assistant of the respective study programme.
- 12.8. The Study Information Centre shall refer the received application to the relevant person or department in charge.
- 12.9. The receiver of the application shall consider all circumstances and, if necessary, require additional information from the submitter of the application and discuss the circumstances mentioned in the application with all involved parties.
- 12.10. Without the consent of the submitter of the application, its receiver shall not disclose any information that might reveal their identity, except cases where it shall be done in compliance with internal or external documents binding for the EKA University.
- 12.11. Responses to the submitter/-s shall be given in writing to the email address/-es indicated in the application not later than within one month from the date of application submission.
- 12.12. The receiver of the application shall be entitled not to consider applications in the following cases:
 - 12.12.1. if provisions referred to in sections 12.3., 12.4., 12.5. and 12.7. have not been followed;
 - 12.12.2. if a response to the application has been provided previously and its content in relation to the legal and actual circumstances mentioned in the previous application have not actually changed.
- 12.13. In case an application is not considered, EKA, providing the reason, informs the submitter/-s of the application that it will not be considered.
- 12.14. In cases where breaches of EKA internal normative acts or legislative acts of the Republic of Latvia have been identified, the receiver shall request a written explanation from the person, against whom a claim has been submitted. Decision making and response preparation shall take place by attracting representatives of the involved parties: academic staff, Student Council and administration.
- 12.15. In cases where after the consideration of a complaint and receipt of a response the receiver or involved parties do not agree to the decision or proposed solution and parties cannot come to an agreement, the complaint shall be referred to the Academic Court of Arbitration for further consideration.

13. Final examinations of study programmes

- 13.1. Upon the completion of each study programme there are final examinations, which are established in accordance with the legislation of the Republic of Latvia and the requirements of the accredited or licensed programme.
- 13.2. Final examinations of studies are governed by the Regulation on the state examinations and final examinations at the EKA University of Applied Sciences.

14. Education documents

- 14.1. Diploma is a higher education certificate, which is issued by the EKA to students who have fulfilled the requirements of the accredited study programmes. EKA issues diplomas and diploma supplements free of charge.
- 14.2. Criteria and procedures for the issue of State recognised documents testifying the acquisition of an accredited programme and the form of the mentioned documents are determined by the legislation of the Republic of Latvia.
- 14.3. Diplomas with distinction are issued if:
 - 14.3.1. Assessment for the acquired study programme courses at the EKA is not lower than “very good” (8) and such assessment does not comprise more than 25% out of the total number of marks and marks “excellent” (9) and “with distinction” (10) comprise not less than 75% of the total number of marks.
 - 14.3.2. Assessment in final examinations, including the Bachelor Paper or the Diploma Paper is not lower than “excellent” (9).
 - 14.3.3. Decision on the award of diploma “with distinction” is suggested by the director of the programme and it is approved by the Senate of the EKA.
- 14.4. Diploma supplement-text in the Latvian or the English language attached to the diploma, which contains personal details of the student with information about the level of the accomplished studies, content and status.
- 14.5. Academic certificate-a document certifying the person's achievements in a particular study period.
- 14.6. Academic certificates are prepared and issued by the Student Information Centre according to the EKA Regulation on the tuition fee and other payments.
- 14.7. Diploma and/or a duplicate of diploma supplement is issued on the basis of a person's application and Rector's ordinance on the issue of a duplicate.
 - 14.7.1. Application for the issue of a duplicate is submitted in the Student Information Centre;
 - 14.7.2. Duplicate(s) are prepared according to the Regulations of the Republic of Latvia, Cabinet of Ministers No 916 “Document Preparation and Execution Procedures”.

15. Exmatriculation

- 15.1. Exmatriculation is the removal of the student's name from the list of students.
- 15.2. Student is exmatriculated if:
 - 15.2.1. Student has acquired the study programme and/or obtained a degree and/or qualification;
 - 15.2.2. Student expresses his/her will (in the form of a written application);

- 15.2.3. It becomes apparent that the admission of the student has been affected by deception or other illegal activity, including the breach of candidate equality principle;
 - 15.2.4. Student has failed to pass the necessary tests or has not performed other tasks during studies;
 - 15.2.5. Student has violated the internal regulations of the EKA;
 - 15.2.6. After the completion of undergraduate studies or postgraduate programme the student has not taken the final examination or has received a mark lower than 4 points (almost satisfactory) for the defence of the Diploma Paper, Master's Paper or in the final examination;
 - 15.2.7. Student has not resumed studies after an academic leave;
 - 15.2.8. The agreement between the student and the EKA on education has been terminated;
 - 15.2.9. Student has not commenced studies;
 - 15.2.10. Student has deceased;
 - 15.2.11. Student has failed to meet financial commitments set in the study agreement.
- 15.3. Ordinance on exmatriculation is issued by the Rector following a proposal of the Studies Department or the programme director.