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THE EKA UNIVERSITY OF APPLIED SCIENCES INTERNAL PROCEDURE RULES FOR THE STUDENTS

1. The terms used in the rules

- 1.1. Ex-matriculation - exclusion from the student list.
- 1.2. Plagiarism – the other person’s expressed or written idea, invention or discovery further expression under own name, i.e. calling by their own.

2. General provisions

- 2.1. The EKA University of Applied Sciences (further referred to as the EKA) internal rules (IR) for the students are designed in accordance with the Law of Higher Education, EKA constitution and other EKA documents regulating the EKA requirements.
- 2.2. IR determine EKA students duties, responsibilities and rights for IR non-compliance..
- 2.3. IR are mandatory for all EKA students.
- 2.4. EKA Student information centre staff introduces the student with IR before signing the study contract. The student on concluding a contract declares with his signature that he is familiar with IR and undertakes to execute them.
- 2.5. IR is available on EKA website.

- 2.6. The EKA ensures the information on internal regulations governing the EKA activity availability to the Student.

3. Studying organisation

- 3.1. The EKA studying is organized in accordance with the study calendar, which each academic year is approved by the Senate. The plan of the academic year foresees:
 - 3.1.1. fall semester-20 weeks;
 - 3.1.2. spring semester-20 weeks;
 - 3.1.3. summer semester (if required by the study plan).
- 3.2. STUDY PROGRAMME PLAN is prepared by an education methodologist and approved by the Rector. Class schedule is available in all EKA premises prominently and on the EKA website.

4. Student responsibilities

- 4.1. Purposefully acquire the chosen study programme, meet the requirements of the study programme in accordance with the study calendar. Follow the procedures of the EKA regulatory documents requirements.
- 4.2. Respect the country legal provisions, the contract with the EKA, these provisions, as well as other EKA regulatory documents.
- 4.3. Follow the instructions of the EKA staff for other student activities in the EKA premises. In case of necessity, the responsible EKA staff have the right to restrict the student activities in the EKA premises, as well as expel from the EKA.
- 4.4. Respect mutual relations culture; treat other EKA students, staff and visitors with respect. Make no noise; follow generally accepted ethics and standards of hygiene.
- 4.5. Attend classes, coming on time and comply with the requirements of the academic staff, not interfering with the progress of the class and, upon the lecturer's invitation, register your participation in the class in the manner specified by EKA.
- 4.6. Inform the EKA in writing about quitting and restarting studies in accordance with the EKA regulations.
- 4.7. Not use unauthorized materials and sources to prevent plagiarism on developing study works (practice report, research paper, bachelor thesis, etc.).
- 4.8. Extra-curriculum events organisation on the territory of the EKA shall be reconciled with the EKA Rector.
- 4.9. To comply with the EKA study contract conditions, including financial and academic commitments with the EKA.
- 4.10. Gently treat the EKA property and material resources. In case of damages or injury of property in the result of student activities property, to compensate the damage for the EKA in civil law order.
- 4.11. Follow the procedures of the EKA regulatory documents requirements.
- 4.12. To respect and fulfil the EKA internal policy, safety instructions, fire regulations and other internal regulations governing the activities of the EKA.
- 4.13. It is prohibited to bring in, store, purchase, use and sell alcohol, including beer, narcotic or psychotropic substances, and use any intoxicating substances in the premises of the EKA and in its territory, except for those events in which the use of alcoholic beverages

has been approved by the Board of the EKA, or the rector has approved the event organization plan.

- 4.14. It is not allowed to attend training or practice under alcohol, narcotic, toxic, psychotropic or other intoxicating or psychoactive substances. In the premises of the EKA, it is forbidden to be in a drunken state that harms the dignity of the people and public morals.
- 4.15. The concentration of alcohol in the blood must not exceed 0.2 promiles.
- 4.16. A person under the potential alcoholic, narcotic, psychotropic substance or toxic substance influence is detected by the security guard in accordance with the procedures specified by the EKA, or a police or municipal police officer, performing a check with a portable gauge to determine the alcohol concentration in the exhaled air to determine whether the person has used alcohol; carrying out medical examination at one of the medical institutions or specialized medical auto laboratories of these medical institutions.
- 4.17. Use laptops, tablets, smartphones and other portable devices during a class for study purposes only if the lecturer has no objection to it.
- 4.18. Smoking (including tobacco products, electronic cigarettes, water pipes, etc.) that emit smoke or gaseous substances is only permitted in specially designed and marked areas for this purpose.
- 4.19. Observe cleanliness and order in the premises.
- 4.20. Observe the EKA safety, fire safety, electrical safety, and other instructions requirements.
- 4.21. At the request of an EKA employee, present a student certificate in the premises and territory of the EKA.
- 4.22. Foreign students must register the attendance of classes on a daily basis (signing a visit page).
- 4.23. In keeping with the policy of political, philosophical and religious neutrality, the student in the premises of the EKA and the surrounding area has no right to practice any religion in an open manner, as this may affect the feelings of others. The EKA does not take responsibility for the student's religious requirements.

5. Student rights

- 5.1. Require all the student rights of the study process provided in the EKA documents.
- 5.2. Suspend and resume studies in accordance with the EKA specified procedures, as well as change the study programme.
- 5.3. Starting studies get acquainted with the content of the study programme. Get acquainted with changes in study programmes and study course acquisition conditions.
- 5.4. At the beginning of the study course, learn the form and conditions of the course assesment, evaluation criteria.
- 5.5. With the permission of the lecturer make audio recordings, video recordings and take pictures in the study process.

- 5.6. Receive an objective assessment of their examination/test in time.
- 5.7. Get lecturer's consultations in accordance with the procedure established by the EKA.
- 5.8. Take the examination (if not passed timely with the group) and pay according to the EKA rules for the study fees and other payments.
- 5.9. To repeat the course with the aim of improving the student's assessment, paying in accordance with the EKA Rules on Student Studies and other payments.
- 5.10. According to the order of the EKA participate in the studies at other higher schools, take examinations.
- 5.11. Receive recognition of the content and volume of study courses acquired at other higher education institutions and during the previous study periods in accordance with the procedures established by the EKA.
- 5.12. Use the EKA premises, equipment, library and other objects of the EKA infrastructure to carry out activities provided for in the EKA Constitution.
- 5.13. Vote and to be elected into Student Self-Government, participate at all levels of authority of the EKA institutions.
- 5.14. Obtain the necessary information on the regulation of study processes at the Student Information Centre.
- 5.15. Study in safe and harmless conditions.
- 5.16. Receive non-discriminatory attitude of other students and employees.
- 5.17. Get personal and study data protection.
- 5.18. Get paid Maecenas grants and benefits in due order.
- 5.19. In accordance with the EKA specified procedures, submit the proposals and suggestions.

6. Awards, merit

- 6.1. For outstanding achievements in research or social activities, the student can:
 - 6.1.1. be granted a paper of recognition;
 - 6.1.2. get the Rector's written gratitude;
 - 6.1.3. be awarded the EKA diploma "with excellence";
 - 6.1.4. be given a cash bonus, a gift or a discount to study.

7. Exclusion of a person from the list of students - exmatriculation

- 7.1. Student exclusion from the list of students happens in accordance with the procedure approved by EKA.
- 7.2. The student is ex-matriculated upon the decision of the State Examination Commission and the Senate decision if the student has fulfilled all requirements and financial obligations of the study program with the EKA and has been awarded the corresponding academic degree and / or qualification.
- 7.3. Students will be ex-matriculated according to the proposal of the head of the EKA, the director of the direction or the program director, if:
 - 7.3.1. the student has expressed such a wish;
 - 7.3.2. the obligations of the Erasmus exchange program have been fulfilled;
 - 7.3.3. it is determined that the normative acts of the Republic of Latvia regulating education have been violated;
 - 7.3.4. has not returned from school break;

- 7.3.5. circumstances that prevent further studies have become known;
- 7.3.6. student within certain deadlines:
 - 7.3.6.1.has not fulfilled the requirements of the study program;
 - 7.3.6.2.has not fulfilled the requirements of the study contract;
 - 7.3.6.3.has not passed the final examinations.
- 7.3.7. internal rules governing the activities of the EKA have been violated;
- 7.3.8. the student has committed a serious IR violation and the ex-matriculation is applied as a disciplinary punishment.

8. Disciplinary penalty for non-compliance with IR

- 8.1. For IR violations a student with the EKA order after the proposal of the director of the direction, or the director of the study program, can be issued a warning about ex-matriculation. The notice of ex-matriculation is valid for one year from the date of its expression.
- 8.2. Ex-matriculation can be applied to a student as a disciplinary penalty for serious violations of IR.
- 8.3. The disciplinary sanction is applied on assessing the nature of the offense, its consequences, the degree of the student's fault, as well as the details that characterize his personality.
- 8.4. Any student or employee of the EKA is entitled to record the committed IR violations. They shall inform the Head of Unit or the management of the EKA in writing about the reported violation. Before applying disciplinary punishment, the head of department requests a student's explanation of the violation.
- 8.5. The disciplinary penalty may be applied not later than within one month from the date of detection of the violation.
- 8.6. The application of disciplinary measures is coordinated with the Student Self-Government.
- 8.7. The student can appeal against the disciplinary penalty or ex-matriculation applied to him in accordance with the EKA procedure for the proposals of the students and the examination of complaints.