

Approved  
At the EKA University of Applied Sciences Senate meeting of 27.08.2020  
Minutes No. 151/20

*Drafted in accordance with the regulations of the  
Cabinet of Ministers No 360 "Epidemiological safety  
measures to slow the spread of Covid-19 infection" of  
09.06.2020.*

## **REGULATIONS ON THE STUDY PROCESS ORGANIZATION AT THE EKA UNIVERSITY OF APPLIED SCIENCES, 2020/2021 ACADEMIC YEAR**

### **1. General provisions**

- 1.1. The study process is organized in compliance with the safety and precautionary measures and in accordance with the statutory requirements of the Republic of Latvia and the EKA University of Applied Sciences (hereinafter - EKA) action plan to slow the spread of COVID-19.
- 1.2. According to the Ministry of Education and Science recommendations, the study process in EKA is organized in person, including up to 20% distance learning provision (the introduction of the "B" model).
- 1.3. The organization of the distance learning by using the EKA e-environment options.
- 1.4. While organizing the study process, each course shall provide contact hours in accordance with the Latvian laws and regulations and EKA internal regulatory documents.

### **2. EKA action in case of deterioration of the epidemiological situation**

- 2.1. In the event of deteriorating epidemiological situation in the student group, University or country, and according to the Rector's order:
  - 2.1.1. Online classes shall be provided according to the class schedule. The class schedule is available on the EKA website, "Students" section. Instructions on work in the EKA e-environment are available on the EKA website, subsection "Student's Guide".
  - 2.1.2. Procedures are specified for the taking of the study course's final examination online.
  - 2.1.3. Procedures are specified for the online defense of research and project papers, internship reports and final papers.

- 2.2. Students, academic staff and other personnel shall be informed about the decision by sending the information to their e-mail addresses specified in study or work contracts.

### **3. Internship organization**

- 3.1. The internship is organized in accordance with the Internship regulations and is subject to the following conditions:
  - 3.1.1. The internship host is able to provide the student with internship opportunities and the completion of practical tasks.
  - 3.1.2. The student shall comply with security and precautions at the internship site.
- 3.2. If the student has been refused a place of internship or the internship has been interrupted due to the deterioration of epidemiological situation, then the student should immediately go to the Program Director to deliver information on related to:
  - 3.2.1. the necessity for the internship schedule changes;
  - 3.2.2. the necessity for the internship place change;
  - 3.2.3. the necessity for the study plan change.

### **4. Student and academic staff mobility program**

- 4.1. While organizing international student exchanges, one has to follow up the current information on COVID-19 situation in the partner countries and liaise with partner institutions to provide timely information on the possibilities for mobility programs. As far as possible, examine the possibility to acquire the mobility programs partly or completely through distance learning.
- 4.2. While receiving the incoming mobility program participants, there is an opportunity to acquire a mobility program through distance learning in full or in 14 days (if the participant must comply with self-isolation), i.e. by organizing lessons online in the EKA e-environment.

### **5. Foreign students' studies**

- 5.1. Foreign students, with the exception of the first-year students, study in person, by receiving up to 20% of classes through distance learning.
- 5.2. For the first-year students, in the autumn/fall semester, the study process is organized in person, receiving up to 20% of classes organized through distance learning according to the "B" model as per the Ministry of Education and Science recommendations:
  - 5.2.1. The lectures in the study course are organized online in accordance with the class schedule. Lecture volume is provided in accordance with the course descriptions;
  - 5.2.2. Practical classes and consultations are provided on site, at the University premises, and are subject to security and precautionary measures.

- 5.2.3. If the student has not entered Latvia (not all necessary documents have not been approved) or is in self-isolation, then he or she shall carry out practical assignments remotely via the EKA e-environment options.
- 5.2.4. Final examinations of the study courses are taken by students in person.