

THE PROCEDURE OF EXMATRICULATION

1. Definitions

- 1.1. Exmatriculation - removal from the list of enrolled students.
- 1.2. Plagiarism - another person's orally expressed or written idea, invention or discovery that has been further expressed as one's own, i.e., labeling them as one's own without acknowledging the author.
- 1.3. Erasmus - a cooperation program among the EU universities (International Exchange Program).

2. General conditions

- 2.1. The exmatriculation procedure regulates that the EKA University of Applied Sciences (hereinafter - EKA) shall exmatriculate the student, prepare the order, complete the student's personal file and inform the exmatriculated student.
- 2.2. The EKA "Exmatriculation procedure" has been established in accordance with the Law on Higher Education Institutions, the EKA Constitution, the regulatory documents on higher education and other EKA activities.
- 2.3. Types of exmatriculation by meeting the study program's requirements:
 - 2.3.1. as a professional qualification receiver,
 - 2.3.2. as a bachelor's degree receiver,
 - 2.3.3. as a professional qualification and professional bachelor's degree receiver.
- 2.4. Types of exmatriculation by not meeting the study program's requirements:
 - 2.4.1. of one's own volition,
 - 2.4.2. has completed Erasmus exchange program,
 - 2.4.3. has committed statutory offense of Latvian education laws and regulations,
 - 2.4.4. as having completed a theoretical course,
 - 2.4.5. as one not returning from a study break,
 - 2.4.6. due to failing to perform the study contract obligations,
 - 2.4.7. due to failing to perform the study contract obligations by not completing the study program,
 - 2.4.8. due to failing to perform the study contract obligations by not fulfilling financial commitments in a timely manner,

- 2.4.9. due to a significant breach of internal regulations governing the operation of EKA,
 - 2.4.10. due to disciplinary action,
 - 2.4.11. due to plagiarism,
 - 2.4.12. due to failing to pass the final examinations,
 - 2.4.13. due to health condition,
 - 2.4.14. due to the death.
- 2.5. Exmatriculation initiator:
 - 2.5.1. the student,
 - 2.5.2. the Rector,
 - 2.5.3. EKA administration,
 - 2.5.4. Foreign student department,
 - 2.5.5. the Study Program Director,
 - 2.5.6. the Head of the Study Direction,
 - 2.5.7. the study program coordinator,
- 2.6. Exmatriculation grounds:
 - 2.6.1. higher education regulatory documents,
 - 2.6.2. the Rector's decision,
 - 2.6.3. the decision of the State Examination Commission,
 - 2.6.4. the Senate's decision,
 - 2.6.5. the administration's proposal,
 - 2.6.6. the internal rules for students,
 - 2.6.7. the student application,
 - 2.6.8. the instructor's application,
 - 2.6.9. the study contract,
 - 2.6.10. the disciplinary case materials,
 - 2.6.11. the death certificate,
 - 2.6.12. the medical notice.

3. Order of preparing the exmatriculation documents.

- 3.1. The student has been exmatriculated by the Rector's order.
- 3.2. The student shall be exmatriculated on his own volition, if:
 - 3.2.1. a written application is submitted,
 - 3.2.2. the financial obligations with EKA (tuition fees have been paid in full for the previous and the current month of study when leaving) have been settled and the person responsible has written a positive resolution. If the student has not settled the financial obligations, it shall be done within two working days from the receipt of the resolution,
 - 3.2.3. the student has brought back the library books and the person responsible has written a positive resolution. If the student has not brought the books back, the responsible person writes a negative resolution on the application. If the student has not brought the books back, it shall be done within two working days from the receipt of the resolution,
 - 3.2.4. the student has received a positive resolution from the Study Program Director.
- 3.3. If the student has not settled the formalities on time (has not got any of the above mentioned positive resolutions on the application), the application becomes invalid.
- 3.4. The student, after receiving the positive resolutions mentioned in Paragraph 3.2., the study program coordinator (hereinafter - SIC staff) shall prepare an order on exmatriculation.
- 3.5. The order on exmatriculation based on the student's request is given the date, and on which the above mentioned positive resolution has been written.

- 3.6. The draft exmatriculation orders shall be prepared by the study program coordinator in accordance with Paragraph 2.3. of these rules.
- 3.7. The draft exmatriculation orders shall be prepared by the SIC staff in accordance with Paragraph 2.4. of these rules, using appropriate justifications.
- 3.8. After signing the order, the study program coordinator shall file it in the student database, assigning the registration number and date to the order.

4. Order of completion and storage of the student's personal file after exmatriculation.

- 4.1. Within two months after the exmatriculation, the SIC staff shall complete the student's personal file in accordance with the Republic of Latvia laws and regulations and the EKA nomenclature.
- 4.2. While exmatriculating the student, and after the student's personal file arrangement, the SIC staff shall forward the case to the EKA archive that shall store the student's personal file for 75 years.

5. Information procedure regarding exmatriculation.

- 5.1. SIC staff, during 3 (three) working days from the signing of the order, shall prepare and send a letter about exmatriculation in accordance with the mentioned types in Clauses 2.4.3., 2.4.5., 2.4.6., 2.4.7., 2.4.8., 2.4.9. , 2.4.10. and 2.4.11. of these rules, stating reasons and the order of disputing exmatriculation.

6. Order of disputing exmatriculation.

- 6.1. According to the Law on Higher Education Institutions, Section 49, Paragraph 2 and the Administrative Procedure Law, Section 76, Paragraph 2 and Section 79, Paragraph 1, the exmatriculated students, by this decision, within one month from the date of its entry into force, can dispute it by submitting an application to the EKA Senate.