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THE UNIVERSITY OF ECONOMICS AND CULTURE INTERNAL REGULATIONS FOR STUDENTS

1. Terms used in the Regulations

1.1. Exmatriculation - Removal from the list of students.

1.2. Plagiarism - another person's spoken or written idea, invention or discovery further expression as his/her own, which is, calling them by his/hers.

2. General regulations

2.1. The University of Economics and Culture (further – EKA) Internal Regulations (further – Regulations) for students are developed in accordance with the Law on Higher Education, EKA Constitution, higher education and other EKA activities regulatory documents' requirements.

2.2. The Regulations determine the EKA student responsibilities, rights and liability for non-compliance of the Regulations.

2.3. The rules are binding on all the EKA students.

2.4. Head of the EKA Study Information Centre ensures that the student is acquainted with the Regulations before signing the study contract. With his/her signature the learner certifies that s/he is familiar with the Regulations and undertakes their fulfilment.

(With the amendments confirmed by the EKA Senate on 3rd December, 2008, Protocol No 59)

2.5. The Regulations are available in all departments, student parliament, on EKA website <http://www.eka.edu.lv>.

2.6. The EKA provides student access to information on the internal regulations governing the university activities.

3. Students work organisation

3.1. Studies in the EKA are organised in accordance with the academic calendar for each academic year approved by the rector. Academic year plan provides:

- 3.1.1. autumn semester – 20 weeks;
- 3.1.2. spring semester – 20 weeks;
- 3.1.3. summer semester (if provided by the study plan).

3.2. Study programme classes timetable is prepared by the Study Department and approved by the Rector or the administrative director. The timetable is available to all students in a visible place in the EKA premises and on the EKA website.

4. Students duties

4.1. By their actions to raise the EKA's prestige, to promote the implementation of the EKA's objectives and mission execution, specified in the EKA's Constitution.

4.2. Purposefully and honestly to acquire the chosen study programme, in accordance with the academic calendar to timely complete the study requirements of the programme. To meet the requirements of the EKA documents regulating the study procedures.

4.3. To consider the mutual relationship culture, with respect to other students, the EKA staff and visitors.

4.4. When in class, to respect the teaching staff requirements, not to disturb the lessons progress.

4.5. To inform the EKA in writing about the suspension and resumption of study in time.

4.6. Not to use unauthorized materials and aids for tests, avoid plagiarism in the development of study papers (practice report, study paper, diploma thesis, bachelor thesis, etc.).

4.7. To organise extracurricular activities on the EKA territory in coordination with the EKA administrative director.

4.8. To fulfil all the terms of the study contract signed with the EKA, including settling all financial and academic obligations with the EKA within the prescribed period.

4.9. To treat with care the EKA property and material resources. In case of property damage as the result of the student's activity, the student shall compensate the losses to the EKA in accordance with the Civil law procedures.

4.10. To respect the EKA functioning regulatory documents requirements.

4.11. To respect and follow the internal procedures, the safety instructions, fire safety rules and other internal regulations governing the activities of the EKA.

- 4.12. To avoid appearing on the territory of the EKA under the influence of alcohol and drugs, as well as respect restrictions on smoking.
- 4.13. To keep cleanliness and order in the premises.
- 4.14. To immediately notify the Study Information Centre staff of the change of the personal data, place of residence or contact address, phone number, e-mail address change, etc.
- 4.15. At the request of the EKA staff on the EKA territory to present the student certificate.

5. Students rights

- 5.1. To request students' rights consideration in all the EKA study process regulating documents.
- 5.2. In accordance with the EKA specified procedures to suspend and resume studies.
- 5.3. To change the study programme, study form only at the end of the semester after the session.
- 5.4. Beginning the studies, to get acquainted with the study programme content. To get acquainted with the changes in the study programmes and study course conditions in time.
- 5.5. When starting a study course, to find out the course examination evaluation form, conditions and criteria.
- 5.6. With the lecturer's permission to take the study process photos, audio and video records.
- 5.7. To have an objective assessment in time.
- 5.8. To get teachers' consultations in accordance with the EKA internal regulations.
- 5.9. To re-take the test (if not passed in a timely manner with the group) and make a payment in accordance with the procedures for paid services approved by the EKA.
- 5.10. The academic debts can be re-taken only at the instructor of the acquired study course.
- 5.11. To retake the course in order to improve student assessment and make payment in accordance with the procedures approved by the EKA for paid services.
- 5.12. To participate in other universities' studies and take examinations in accordance with the EKA specified procedures.
- 5.13. To get the content and scope recognition of the study courses acquired at other universities and previous study periods at the EKA in accordance with the EKA specified procedures.
- 5.14. To use the EKA premises, equipment, library, cultural and sports facilities for the activities provided by the EKA Constitution.
- 5.15. To vote and be elected to student parliament and to participate in all levels of the EKA's self-governing bodies.
- 5.16. To get the necessary information on the study process regulations at the EKA Study Department and Study Information Centre.

- 5.17. To study in safe and secure conditions.
- 5.18. To receive other students and staff's non-discriminatory treatment.
- 5.19. To receive personal and study data protection.
- 5.20. To receive the patrons' financial grants and benefits in accordance with the EKA specified procedures.
- 5.21. In accordance with the EKA specified procedures, to submit complaints, proposals and suggestions.

6. Awards, merits

- 6.1. For outstanding achievements in research or social activities the student can:
 - 6.1.1. be granted a Certificate of appreciation;
 - 6.1.2. get a written Rector gratitude;
 - 6.1.3. be issued an EKA diploma "with distinction";
 - 6.1.4. be granted a cash bonus or a gift.

7. Exclusion of a person from the students' list – ex-matriculation

- 7.1. The exclusion of a student from the student list shall take place in accordance with the procedures approved by the EKA.
- 7.2. The student is ex-matriculated after the decision of the State examination commission and the Senate, if a student has fulfilled all the requirements of the study programme and financial obligations with the EKA and he is assigned:
 - 7.2.1. professional qualification;
 - 7.2.2. Bachelor's degree;
 - 7.2.3. professional qualification and professional Bachelor's degree.
- 7.3. The student is ex-matriculated after the proposal of the EKA management staff or the Head of the department if:
 - 7.3.1. the student has expressed such a desire;
 - 7.3.2. the student has complied with the Erasmus exchange programme;
 - 7.3.3. it is discovered that the regulatory enactments on education of the Republic of Latvia have been violated;
 - 7.3.4. the student has acquired theoretical courses;
 - 7.3.5. the student has not returned from a study break;
 - 7.3.6. circumstances have become known that do not allow further studies;
 - 7.3.7. the student within certain time limits:
 - 7.3.7.1. has failed to fulfil the programme requirements;
 - 7.3.7.2. has not complied with the requirements of the contract;
 - 7.3.7.3. has not paid the tuition fees;
 - 7.3.7.4. has not passed the final examinations.
 - 7.3.8. the internal regulatory enactments governing the activities of the EKA have been violated;
 - 7.3.9. the student has committed significant violation of the Regulations and ex-matriculation is applied as a disciplinary measure.

8. Disciplinary measures for internal policy violation

- 8.1. For the violation of the EKA Regulations, after the programme director or Head of the department's proposal a student may be issued a warning about ex-matriculation. Warning for ex-matriculation is valid for one year from the time it was made.
- 8.2. For significant breaches ex-matriculation may be applied to the student as a disciplinary measure.
- 8.3. A disciplinary sanctions applied on assessing the nature of the infringement, its consequences, the degree of the student's fault, as well as details that describe his/her personality.
- 8.4. Any EKA student or employee is entitled to report violation. S/he shall notify the head of department or the EKA management staff in writing about the violence. Before applying a disciplinary sanction, head of the department requests the student's explanation of the infringement.
- 8.5. A disciplinary sanction may be imposed not later than one month from the day of the violation disclosure.
- 8.6. Disciplinary action shall be coordinated with the student parliament.
- 8.7. The student has the right to appeal against the disciplinary sanction imposed on him or ex-matriculation in accordance with the EKA proposal and complaint handling policy.

9. Fire prevention

- 9.1. The EKA students' behaviour in case of fire:
 - 9.1.1. to report immediately to the fire-fighting and rescue service by phone 01 or 112 and the EKA staff;
 - 9.1.2. to act after the EKA officials' evacuation instructions, using the nearest evacuation exit. Emergency exits are marked with informative signs.
- 9.2. It is prohibited to students to use the fire-fighting equipment for other purposes.
- 9.3. In the EKA premises it is strongly prohibited to use objects and devices which burn with an open flame (candles, lighters, etc.).
- 9.4. Leaving the premises the student must make sure that all the necessary measures have been taken to prevent a possible outbreak of the fire.

10. Electrical safety

- 10.1. It is prohibited to students to change the burnt-out light bulbs, as well as to make any electrical repairs.
- 10.2. It is prohibited to students to arbitrarily use non-standard or damaged electrical equipment in the EKA premises.
- 10.3. In case of any electrical damage (damaged wire insulation, plugs, sockets, etc.), a student shall immediately report it to the EKA employee or head of the department. At the same time s/he shall prevent surrounding persons' access to the device.
- 10.4. Leaving the classroom, make sure that all the electrical equipment is switched off.

11. First Aid

11.1. The first aid kit with bandages is located in the EKA premises and is marked with an appropriate sign.

11.2. In case of an accident or a sudden life-threatening illness, immediately call for medical help on the phone 03 or 112 and report it to the EKA employee.

11.3. Within the limits of own competence to provide first aid to the victim or the sick person.