

Internal Regulations for Students of Latvia University of Life Sciences and Technologies

1. Abbreviations used in Regulations

- 1.1. *LBTU* – Latvia University of Life Sciences and Technologies.
- 1.2. *LBTU SP* – LBTU Student Self-government
- 1.3. *LBTU IKNS* – Internal Regulation for Students.
- 1.4. *LBTU IS* – online Information System of Latvia University of Life Sciences and Technologies.

2. General provisions

- 2.1. LBTU Internal Regulations for Students (hereinafter referred to as Regulations) are based on the requirements of the Law of Higher Education Institutions, LBTU Statutes and other regulations regarding higher education.
- 2.2. Regulations determine students' obligations, rights and responsibilities for failing to observe Regulations.
- 2.3. Regulations are approved by LBTU student self-government, the university's Board of Studies and finally by the Senate.
- 2.4. Regulations shall be observed by all LBTU students.
- 2.5. Regulations are available at the offices of student self-government, the dean's offices of the faculties, the information offices of the faculties, LBTU IS and LBTU intra-net.
- 2.6. Any kind of amendments to Regulations should be coordinated with LBTU student self-government before submitting to the Senate for the approval.

3. Organisation of studies

- 3.1. The studies are organized according to the LBTU Regulation of Studies and Regulation of Doctoral Studies (hereinafter referred to as Regulation of Studies).
- 3.2. The dates of semesters for each academic year is approved by the Board of Studies.
- 3.3. Before the beginning of an academic year, students register for studies online in LBTU IS or at the dean's office of the faculty, if they have academic debts.
- 3.4. Students register for compulsory and limited choice study courses online in LBTU IS before the beginning of a respective semester.
- 3.5. Students register for elective study courses according to the procedure described in the annual decision "*On Registration procedure for undergraduate elective courses in a respective academic year*" of Vice-rector for Studies.
- 3.6. The schedule of lessons is available to students two weeks before the beginning of a semester (before the session for part-time students) in LBTU website and LBTU IS.

4. Students' obligations

- 4.1. Students shall acquire a selected study programme purposefully and in good faith, timely fulfilling the programme's requirements. Students observe the requirements stated in the documents regulating the procedure of studies at LBTU and other rules and regulations of LBTU and the Republic of Latvia.
- 4.2. Students shall enhance the prestige of LBTU, promote the implementation of the goals of LBTU, fulfilment of the mission described in the Statutes of LBTU.
- 4.3. Students observe rules of behaviour, treat other students, LBTU staff and LBTU visitors with respect.
- 4.4. Students shall follow the rules of academic integrity.
- 4.5. Students obtain their student card according to the LBTU procedure.
- 4.6. Students renew their student card if it is lost or has expired.

- 4.7. When starting their studies, students have to get acquainted with the LBTU Labor Protection introductory training instructions.
- 4.8. Students have to get acquainted with fire safety and labour safety regulations and observe them while working with electrical equipment, chemical, biological, radioactive materials etc.
- 4.9. Students use the information and communication technology resources managed by LBTU in accordance with the regulatory requirements of LBTU.
- 4.10. Students observe the rules of LBTU Fundamental Library and get acquainted with the privacy policy of the information system ALEPH500.
- 4.11. Students have to get acquainted with the physical personal data processing carried out by LBTU and students' rights regarding it.
- 4.12. Students fulfil the obligations stated in the Study Agreement.
- 4.13. Students settle financial obligations with LBTU according to the approved schedule.
- 4.14. Students participate in the surveys assessing the study courses at the end of each semester.
- 4.15. Students observe the requirements of a reaching staff member during the lecture, do not disturb the process of a lecture or class.
- 4.16. Students do not use unauthorized materials and aids, do not allow plagiarism in study work.
- 4.17. Students shall not copy and spread course materials either for commercial or uncommercial purposes outside the study process.
- 4.18. Students inform the dean of a faculty in writing about an intention to discontinue studies one month in advance.
- 4.19. Students shall inform a dean's office staff member of a respective faculty in five days' time about any changes in personal data, including an address, telephone number, e-mail address, the change of a passport or ID card etc.
- 4.20. Students are entitled to show a student's card at the request of an LBTU academic staff member or employee in the buildings and premises of LBTU.
- 4.21. The approval for organisation of activities in the premises of LBTU in out-of-class time should be received from the administration of the faculty or LBTU.
- 4.22. Students observe the internal regulations of the order in buildings, including smoking restrictions
- 4.23. Students treat LBTU property and material resources with care. If a student's actions have caused the property damage or losses, compensation for losses should be settled in civil procedure.
- 4.24. Students do not appear under the influence of alcohol or drugs in the buildings and premises of LBTU, do not distribute drugs and psychotropic substances.
- 4.25. Students observe cleanliness and order in the premises.
- 4.26. Students switch off the noise from laptops, mobile telephones and other devices emitting sounds during contact classes, individual and group consultations, meetings, public events, as well as in the LBTU Fundamental Library. Students are not entitled to use electronic and information devices if it is not envisaged by the study process.

5. Students' rights

Students have the right to:

- 5.1. suspend and resume studies, change a study programme, register for study courses according to the procedure approved by LBTU.
- 5.2. get acquainted with the content of the study programme and requirements of study courses at the beginning of the studies.
- 5.3. find out the type of the assessment, requirements, criteria of the assessment at the beginning of the study course.

- 5.4. perform audio recording, video recording and take photos during the study process only with the permission of academic staff, use the obtained materials solely for educational and research purposes.
- 5.5. receive an objective and timely evaluation of one's performance in studies according to the Regulation of Studies and requirements of the study course.
- 5.6. receive teaching materials, assessment and other materials related to learning of a course.
- 5.7. receive the consultations of academic staff members according to the procedure approved by LBTU.
- 5.8. receive the recognition of the content and volume of the acquired study courses in other higher education institutions and / or previous study periods at LBTU according to the procedure approved by LBTU.
- 5.9. use LBTU premises, equipment, the library, culture and sport facilities for activities envisaged in the Statutes.
- 5.10. elect and be elected to LBTU student self-government and LBTU collective bodies at all levels of management (the Council, the Senate, the Board of Studies etc.), as well as participate in the student self-government of faculties.
- 5.11. receive the necessary information related to studies from LBTU institutions of all levels.
- 5.12. study in safe and harmless conditions.
- 5.13. receive non-discriminatory attitude from other students and staff members.
- 5.14. receive government or sponsors' scholarships and allowances according to the procedure approved by LBTU.
- 5.15. submit applications and complaints regarding the implementation of the study process, violation of the study procedure or order according to the regulations approved by LBTU and receive an official's response in the stated time period.
- 5.16. obtain information in relation to the processing of one's own personal data and have the right to the protection of the personal data concerning him or her according to the approved procedure.

6. Awards

Awards are issued according to the Regulation on Awards at the Latvia University of Life Sciences and Technologies.

7. Responsibility for failure to comply with the Regulations

- 7.1. Any LBTU student or staff member may record a violation of Regulations. He/she informs the dean of a faculty or LBTU administration about the recorded offense in writing. Before applying disciplinary measures, the dean demands a written explanation from a student regarding the offense.
- 7.2. Disciplinary measures are applied after evaluation of the type of offense, its consequences and a degree of a student's guilt.
- 7.3. A student may be exmatriculated for significant breaches as a disciplinary measure
- 7.4. The dean of a faculty may issue a warning of exmatriculation to a student for violating Regulations. The warning of exmatriculation is valid one year from the moment of its issue.
- 7.5. Disciplinary measures may be applied in one month's time after discovering an offense
- 7.6. A student has the right to appeal against applied disciplinary measures or exmatriculation according to LBTU Regulation of Studies.

8. Exmatriculation from the university

The procedure of exmatriculation of students is described in the LBTU Regulation of Studies.