

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES REGULATION ON STUDENT GROUP LEADERS

Student groups/ group enrolled in Latvia University of Life Sciences and Technologies (hereinafter referred to as LBTU) appoint student group leaders according to the specified procedure from students and who act on their behalf. The main responsibilities of student group leaders are related to providing efficient communication among students, the student self-government of the respective faculty and other parties involved in the implementation of the study process.

1. Responsibilities of a student group leader:

1.1. To ensure efficient communication in relation to academic study matters among student groups/group and academic staff members, the management of a faculty, LBTU Board of Studies and the student self-government of the respective faculty (hereinafter referred to as SGF).

To keep track of information published in the students' self-government of LBTU (hereinafter, SSG LBTU) and SGF and LBTU information channels;

1.2. To attend meetings for student group leaders organised by the dean's office, students' self-government of LBTU or SGF;

1.3. To pass all the information received from the academic staff members, the faculty, the Studies Centre, SSG of LBTU and SGF to group members;

1.4. To be aware of the structure and requirements of the study programme;

1.5. On behalf of the student group/groups, to submit proposals to the responsible staff members (Director of the study programme, the Head of the Studies Centre etc.) for the improvement of the study process, identifying shortcomings in the implementation of the study process and the defence of the students' rights;

1.6. To facilitate the completion of the academic staff evaluation questionnaires;

1.7. To represent the opinions of the students' group/ groups;

1.8. Prior to the start of each examination session, to make and coordinate the schedule (times and venues) with the academic staff and classroom planning specialists. To submit the approved examination schedules to the dean's office;

1.9. To facilitate the involvement of student group /groups in extra-curricular activities;

1.10. In case of the necessity (absence or other reasons) to delegate a person from a student group/groups to carry out the student group leader's responsibilities and provide information to the director of the study programme, and the dean of the faculty.

2. Rights of the student group leaders

- 2.1. To represent the group/ groups in negotiations with the academic staff members, Director of the study programme and management of the faculty; also, if academic information is not available, to request the academic staff to post information (the course requirements, calendar plans, learning materials, etc.) in the e-learning environment;
- 2.2. Taking into account the opinions of the students' group/groups and academic staff, submit an application to the faculty Dean to request possible changes in the timetable;
- 2.3. If students give their consent, to receive e-mail addresses and telephone numbers of the students' group/groups for facilitating communication among the students;
- 2.4. To distribute responsibilities within the students' group/ groups that would help improve their interaction and activities;
- 2.5. To appoint a deputy student group leader as required;
- 2.6. To refuse from the student group leader's responsibilities in accordance with the procedure stated in Paragraph 4 of this Regulation. In this case, the student group leader shall continue to perform his/her duties until another student group leader has been appointed.

3. Procedure for Nomination of Student Group Leader

- 3.1. The student group leader shall be appointed from the relevant student group/groups within 5 (five) working days after the start of an academic study year or after the previous student group leader's obligation period has expired;
- 3.2. Each student may apply himself/herself or may be nominated by his/her group mates for the position of the student group leader. In Semester 1, candidates may be nominated by the study programme director or SGF, for foreign students – by the International Cooperation Centre;
- 3.3. The appointment of the course/group leader is organised by the programme director, the curator or the FSP management. After the appointment of the course/group leader, the information is submitted to the dean's office of the faculty;
- 3.4. The student group leader is appointed for an indefinite period until he/she terminates studies (interruption of studies or matriculation) or resigns.
- 3.5. A new group leader is appointed if students' groups are joined during the academic year.

4. Termination of the student group leader's activities

- 4.1. Based on a request, a student group may initiate the appointment of a new group leader;
- 4.2. In case a student group leader terminates his/her activities or in case a student group leader has been exmatriculated during the academic study year, in 5 (five) days' time another student group leader shall be appointed;
- 4.3. In case a student group leader fails to fulfill the provisions given in this Regulation, the SGF has the right to initiate the appointment of another student group leader.

5. Privileges of the student group leader

- 5.1. A student group leader is the main contact person for interaction with SSG of LBTU and SGF;

5.2. A student group leader can receive proof of his/her acquired social and soft skills if he/she has served as a student group leader for not less than 3 years, and the SGF and the leader of the Academic Direction of SSG of LBTU certify that the responsibilities have been performed in the appropriate quality.