Supplement to the decision made by the Senate14.10.2026
No 12- 103

LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES

R E G U L A T I O N O F S T U D I E S

Jelgava

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*Latvia University of Life Sciences and Tecnologies is abbreviated as LBTU (Latvijas Biozinātņu un tehnoloģiju universitāte).

1. Principles of studies

1.1. Terms used in the Regulation and LBTU internal rules and regulations for studies

1.1.1. **Defense** – public or individual discussion of the evaluation of completed study work (laboratory, practical work, course work, course project, traineeship report, final thesis) during which an author of the work and an evaluator discuss the procedure, outcomes, professional relevance of interpretation and defined conclusions with the purpose to evaluate the results of the studies in a respective subject field as well as the relevance of the work to the requirements.

1.1.2. **Academic recognition** – recognition of the content and volume of successfully passed study courses and traineeship in higher education programmes in Latvia and/or abroad and equating them to the requirements of the LBTU.

1.1.3. **Academic integrity** – behaviour that includes impartiality, responsibility, mutual respect and confidence, excludes deception and fraud promoting the quality and prestige of education and science of Latvia. Academic integrity is observed in any relations where the LBTU staff is involved.

1.1.4. **Academic group –** up to 30 students. Such a group can be divided into laboratory groups. Practical classes and seminars are planned for academic groups.

1.1.5. **Academic degree** – Bachelor's or Master's degree awarded after the completion of a study programme of academic education.

1.1.6. **Academic debt** – an exam or a formal test that has not been taken or failed, a course work / project, study project, traineeship report, final thesis which have not been submitted or failed.

1.1.7. **Academic staff** – elected members of university and scientific staff, junior lecturers, lecturers, assistant professors, associated professors, professors, researchers and leading researchers.

1.1.8. **Academic hour** – a unit of the study time the length of which is 45 minutes.

1.1.9. **Accreditation** – ~~a~~ process of evaluation of work organization and resource quality of a university or a higher education (study) programme. The Accreditation Commission gives the rights to a university to implement accredited study programmes and issue nationally recognized higher education diplomas on the basis of the evaluation results.

1.1.10. **Accredited study programme** – a study programme that corresponds to a respective LBTU study direction accredited according to the legislation. The time period of the accreditation does not exceed the time period for which the respective LBTU study direction is accredited. The students of accredited study programmes receive the state guaranteed study loan and student loan and nationally recognized documents of higher education after the completion of the studies.

1.1.11. **Exchange student** – a student of other universities (also in foreign countries) who has chosen to study certain study courses from the LBTU Register of Study Courses either on the basis of an individual agreement, an agreement between universities or countries or without an agreement. If an agreement between universities or countries has not been signed, an exchange student pays the tuition fee for each credit point (CP) as stated by the LBTU for the selected study course.

1.1.12. **Remote studies** – part of full-time and part-time study process in which learning happens, including the use of information and communication technologies, without students and teaching staff being physically present in the same room or study place.

1.1.13. **Fee for re-taking exams** – payment for re-taking an exam which is stated by the Rector's decision "On the Procedure of Charging Tuition Fees and Fees for Settlement of Academic Debts".

1.1.14. **Grade** – evaluation of a student's academic success according to a 10-point scale.

1.1.15. **Higher education** – the level of education at which academic qualification is acquired in conformity with the fifth, sixth, seventh, and eighth level of the Latvian Qualifications Framework.

1.1.16. **Cycles of higher education:**

(1) the first cycle, in which study programs corresponding to the sixth level of the Latvian Qualifications Framework are implemented;

(2) the second cycle, in which study programs corresponding to the seventh level of the Latvian Qualifications Framework are implemented;
(3) the third cycle, in which study programs corresponding to the eighth level of the Latvian Qualifications Framework are implemented;
(4) the short cycle is the highest level of professional education, which gives the opportunity to obtain the fifth level of professional qualification. The short cycle is a part of the first cycle of professional higher education.

1.1.17. **Higher education study programmes and obtainable degrees and/or qualifications:**

(1) first cycle programmes:
1) academic bachelor – obtains academic bachelor degree;
2) professional bachelor – obtains professional bachelor degree and a 6th level professional qualification;
3) first cycle professional higher education – obtains a 6th level professional qualification;
(2) second cycle programmes:
1) academic master – obtains academic master degree;
2) professional master – obtains professional master degree or professional master degree and a 7th level professional qualification;
3) second cycle professional higher education (duration of studies at least 5 years after secondary education) – obtains a 7th level professional qualification;
(3) short cycle programmes – short cycle professional higher education – obtains a 5th level professional qualification.

1.1.18. **University** – a higher education institution implementing higher education study programmes.

1.1.19. **Representation of the university** – an office established by the LBTU which is territorially separated from the location of the university (an office is situated in another country or in another city) whose main function is to provide information on the university, represent the university's interests and perform other organisational activities included in the Regulations. The representation of the university does not perform economic activities and does not implement study programmes.

1.1.20. **Bachelor thesis** – the final paper of an undergraduate study programme.

1.1.21. **Bachelor's degree** – degree which confirms the completion of undergraduate academic or professional education and gives the right to pursue Master's degree (second level programmes):

1.1.22. **Bachelor**– a person which has been awarded a Bachelor's degree.

1.1.23. **Holidays** – the time period of an academic year when lectures and classes are not held, but students can attend consultations offered by members of the academic staff.

1.1.24. **Bologna declaration** –part of Bologna process. The declaration was adopted by the European Ministers of Education in Bologna on June 19, 1999. It defined a comprehensible and easily comparable degree system including European Diploma Supplement to promote the employment of European citizens and international competitiveness of European Higher education.

1.1.25. **University-funded study place** – university-funded study place in a full-time study programme.

1.1.26. **University-funded student** – a full-time student which studies in the study place funded by the university.

1.1.27. **A diploma thesis** – a type of a final thesis, i.e., an independently performed research that proves a student's acquisition of theoretical knowledge and professional skills in the amount stated by a respective profession standard and a study programme, and ability to obtain applicable results, as well as independently draw conclusions.

1.1.28. **A diploma project** – a type of a final thesis, i.e., engineering solution to a problem that proves a student's acquisition of theoretical knowledge and professional skills in the amount stated by a respective profession standard and a study programme, ability to obtain applicable results, as well as independently draw conclusions.

1.1.29. **A diploma –** a document proving the completion of a study programme.

1.1.30. **ECTS** – *European Credit Transfer System*– a unit for calculation a student's work load. One Latvian CP corresponds to 1 ECTS.

1.1.31. **An examination** – practical, written, oral or mixed (written and oral) assessment according to the study plan to check students' knowledge and skills by a lecturer or a commission of academic staff members in a particular study course.

1.1.32. **Exmatriculation**– exclusion from the list of students.

1.1.33. **Formal test** – successful completion of a study course or traineeship without additional assessment of the acquired knowledge at the end of the study course or traineeship and assessed as "passed/failed".

1.1.34. **Matriculation** – a registration of a person in the list of students of a university and granting him/ her a matriculation number. It is confirmed by a decision issued by the Rector.

1.1.35. **Individual studies plan** – a written agreement between a student and an academic staff member on individual acquisition of a study course or courses, indicating credits of the study courses to be earned and deadlines, and approved by the dean or vice-dean.

1.1.36. **Individual studies** – the organizational form of studies characterized by mainly independent acquisition of study courses, without contact classes or with a reduced number of them.

1.1.37. **Period of individual studies and examinations** – in full-time studies, the final part of any semester/ module, during which students prepare for and take examinations and formal tests.

1.1.38. **Elective course** – a study course offered by a higher educational institution and chosen by a student, in accordance with his/ her interests. There are restricted electives (thematically included) and electives of free choice.

1.1.39. **Attendee** – a person who, on the basis of an agreement, has been registered in accordance with the regulations, set by the LBTU, for acquisition of particular study courses, funded by a physical person or a legal entity, and fulfills academic obligations.

1.1.40. **Intramural studies** – a form of studies, in which a student acquires the education content by attending an educational institution, including remote learning, according to the study programme.

1.1.41. **Colloquium** – a form of knowledge test upon completion of a certain topic in the study course program.

1.1.42. **Consultation** – communication between an academic staff member and a student that takes place in addition to the contact classes indicated in the study plan.

1.1.43. **Contact class** – direct communication between an academic teaching staff member and a student that takes place in order to achieve the aims and to implement the objectives in accordance with the study plan, and the duration of a contact class is one academic hour (45 min).

1.1.44. **Test** – a written or oral assessment of knowledge within the framework of a study course/modul.

1.1.45. **Joint study programme** – a study programme, elaborated and implemented jointly by LBTU and other Latvian or foreign partner-institutions.

1.1.46. **Credit point (CP)** - used to measure the amount of study load related to the achievement of defined study results in the study program or its part. 60 credit points (40 credit points until year 2024) correspond to study results acquired in full-time studies in one academic year in accordance with the European Credit Transfer and Accumulation System. Credit points are whole numbers. One credit point corresponds to 25-30 hours of study work amount.

1.1.47. **Course work** – independent work with a particular assignment in a study course, having a theoretical and/ or applied focus, however, without a graphical part (technical drawings).

1.1.48. **Course project** – independent work with a particular project assignment, having a theoretical and /or applied focus related to a study course and with a graphical part (technical drawings).

1.1.49. **Qualification thesis** – the final paper of the sort cycle professional higher education. It contains data summary and analysis carried out by a student individually, thus giving evidence of the acquisition of theoretical knowledge and methodological skills at the amount required by particular occupational standards and study programmes.

1.1.50. **Laboratory work** – a contact class of a study course for practical or research work carried out with laboratory and/ or technological equipment, materials and objects (including biological) in a specifically equipped premise (a laboratory), or, using particular equipment, practical experiments, carried out in order to validate theories, deepen and consolidate theoretical knowledge, develop experimenting skills. Each study course has defined learning outcomes, and for this purpose, laboratory works and their defense have been envisaged as a learning

method and a kind of assessment. Laboratory works can be done individually, in pairs or in small groups. Laboratory works have instructions (a description of work). The laboratory work includes: preparing of devices, equipment and reagents necessary for the experiment, planning the experiment, carrying out the experiment, measuring parameters, data processing, interpretation of data, drawing conclusions and writing down the report on the laboratory work and its defense.

1.1.51. **Laboratory group** – part of the academic group. The number of laboratory groups is determined by the total number of students and the number of places in a laboratory.

1.1.52. **Lecture** – a combination of contact class and handouts/presentations of theoretical materials. Lectures shall be planned in students' streams, with the exception of core study courses.

1.1.53. **LBTU IS** – LBTU information system for the organization and support of the study process. It has public and authorized access.

1.1.54. **Licensed study programme** – a study programme that has been issued a license for starting its implementation and is being prepared for accreditation.

1.1.55. **Master thesis** – a research study, carried out by a student, proving that his/ her theoretical knowledge, methodological and organizational skills have been mastered in a research field or sub-field (field, interrelated field, joint field or profession) at the amount required by the study programme; in addition, a student's capability to carry out a research study with elements of novelty or its practical application and to draw conclusions independently are proved.

1.1.56. **Master's degree** – an academic or professional degree proving that a Master student has acquired Master's academic or professional education and is duly qualified to continue his/ her studies in a doctoral program (third cycle programmes).

1.1.57. **Master student** – a person who is taking an academic or a professional higher education Master's program.

1.1.58. **Master** – a person who has earned a Master's degree.

1.1.59. **Master studies** – second cycle programmes in which studies are started after completing the first cycle programmes.

1.1.60. **Student who pays the tuition fee** – a student whose studies are not funded by the university budget, but he himself / she herself pays for the studies; or a legal entity, or physical person pays for studies on his/her behalf.

1.1.61. **Matriculation number** – the number of registration issued to a person upon his/ her matriculation in LBTU.

1.1.62. **Academic staff member** – a university staff member who holds an academic position - professor, associate professor, assistant professor, lecturer, assistant.

1.1.63. **Lifelong education** – education obtained during one's whole duration of life. It is based on a person's internal needs or necessity, caused by external factors, to obtain and expand knowledge and skills.

1.1.64. **Extramural studies** – a form of studies, in which a student acquires a part of the content of the study programme individually, and the amount of lessons for 1 credit point is half of intramural studies hours.

1.1.65. **Part-time studies –** an independent mode of studies that offers less than 60 credit points (until 2024 year less than 40 CP) in an academic year.

1.1.66. **Timetable** – the distribution of contact classes of study courses envisaged by the study plan.

1.1.67. **Undergraduate studies** – first cycle programmes in which studies are started after completing the second education.

1.1.68. **Examination list** – a document for recording the result of assessment:

(1) a group examination list that bears names of students allowed to take examinations or formal tests;

(2) a student's individual examination list.

1.1.69. **Assessment of study attainments** – a student demonstrates his/ her learning outcomes that are evaluated: formal test (pass/fail) an examination.

1.1.70. **Schedule of examinations** – a calendar plan of examinations. The examinations shall be taken on the fixed dates (the academic staff members and students shall agree on the dates prior to the examinations.) Examinations shall not be taken on the last day of the examination session.

1.1.71. **Independent studies** – independent acquisition of the study programme without direct participation of an academic staff member.

1.1.72. **Full-time studies** – a mode of studies with 60 credit points (until 2024 yeer 40 CP) in an academic year.

1.1.73. **Plagiarism** – (1) the act of copying another person's ideas, inventions or discoveries, expressed verbally or in writing, and pretending that they are your own, that is, not referring to the author; (2) a direct rewriting or copying of texts written by other authors, without referring to the sources used, unless it is a correct citation.

1.1.74. **Traineeship (practical training)** – a basic part of the study program during which a student masters professional skills in the environment that matches the aims of his/her traineeship. Traineeship shall be carried out in accordance with the study plan that complies with the Traineeship Regulation of LBTU. LBTU carries out:

(1) Study practice, during which students use the knowledge acquired in the study course or in the previous study period. It takes place under direct supervision of a university staff member.

(2) Professional practice (including industrial, pre-diploma and technological practice), during which students acquire basic professional skills. The participation of a university staff member is organizational and consulting.

(3) Research practice, in which, on the basis of theoretical knowledge, a student carries out a research study in an enterprise or institution for elaboration of his/ her final thesis. The enterprise or institution is closely related to his/ her specialization. The participation of a university staff member is consulting.

1.1.75. **Practical class** – a contact hour for an academic group to use theoretical knowledge in practice and to deepen it.

1.1.76. **Pre-defense** – a compulsory presentation of the final study paper for its quality assessment in an open sitting held prior to the final defense. It takes place in accordance with the procedure prescribed by the faculty.

1.1.77. **Professional qualification** – theoretical and practical preparation corresponding to the framework of Latvian qualifications, which is characterized by the study results achieved at the relevant level, and which gives the opportunity to perform work corresponding to a certain degree of complexity and responsibility.

1.1.78. **Reviewer** – a person who evaluates and provides a written review of a final thesis.

1.1.79. **Review** – written evaluation of a final thesis by a reviewer according the criteria approved by the faculty.

1.1.80. **Registration for studies** – a procedure during which students confirm their intention to proceed with the studies in the next academic year.

1.1.81. **Seminar** – a contact class in an academic group holding a discussion on a certain theme with a summary at the end.

1.1.82. **Semester –** a study period during which lectures and classes are held by academic staff members, traineeship tasks are organised and which is completed with the period of individual studies and examinations.

1.1.83. **Session** – a period of contact classes and examinations for part-time students.

1.1.84. **Scholarship** – a single or monthly payment to support a student's education. The types of scholarships at the LBTU include: government scholarship, social scholarship "Studētgods", scholarships of the LBTU and faculties named after people, and scholarships established by companies, private persons and various foundations.

1.1.85. **Student (1)** – a person matriculated according to the established procedure.

1.1.86. **Student (2)** – an undergraduate student, a Master student and a doctoral student who has registered for studies according to the established procedure, as well as an exchange student.

1.1.87. **Student loan** – a bank loan which guaranteed by the state and international financial institutions and designed for covering sustenance expenses for full-time and part-time students studying in accredited study programmes.

1.1.88. **Studies** – purposeful acquisition of the chosen study programme according to the approved study plan; includes contact classes as well as individual cognitive and research work.

1.1.89. **Study support** – planning, supervision of the study process, consultations, including the use of Information and Communication Technologies (e.g., e-studies system).

1.1.90. **Study modes** – full-time and part-time studies.

1.1.91. **Study modes** – intramural studies, extramural studies or distance learning**.**

1.1.92. **Academic year** – the study period which is divided into two semesters. The division is approved by the LBTU Board of Studies.

1.1.93. **Study loan** – a bank loan which guaranteed by the state and international financial institutions and designed to help to pay the tuition fee for full-time and part-time students studying in accredited study programme.

1.1.94. **Study course** – part of the study programme for acquiring a certain set of knowledge, skills and competencies and achieving study results.

1.1.95. **Recognition of study courses** – inclusion of study courses acquired in the accredited or recognised by the government higher education institutions of Latvia or other countries in a student's completed academic obligations if their content and volume correspond to the aims, objectives, content and planned learning outcomes of the study programme.

1.1.96. **Study agreement** – an agreement signed by a student with the LBTU on the subject of acquiring a study programme.

1.1.97. **Tuition fee** – payment for studies in the respective study programme; the payment is divided into payment periods in relation to semesters.

1.1.98. **Study module** – part of a study programme formed by combining study courses or their parts which have a common aim and learning outcomes.

1.1.99. **Final thesis (FT)** – an individual work completed under the supervision of an academic staff member at the end of the studies: qualification thesis, bachelor thesis, diploma thesis, diploma project, master thesis.

1.1.100. **Final examination**– final evaluation of the study results in professional higher education study programmes by external experts not affiliated to the LBTU:

(1) the state or qualification exam;

(2) elaboration and defense of a qualification theses, Bachelor theses and Master theses, as well as diploma theses and diploma projects.

1.1.101. **Academic leave of absence** – a break in the studies during which a student does not participate in the study process but maintains continuing a student status

1.1.102. **Study plan** – an informative document including study courses of a study programme, their volume, formal tests and examinations, their sequence and division into semesters.

1.1.103. **Study programme** – a set of documents containing all the necessary requirements and learning outcomes for obtaining one academic or professional degree and / or professional qualification.

1.1.104. **Director of study programme –** a member of the LBTU academic staff responsible for the implementation of the study programme.

1.1.105. **Study project** – part of a study plan registered in the Register of Study Courses that, according to the objective, envisages to use the study results obtained in several study courses.

1.1.106. **Results of studies** – all the knowledge, skills and competence obtained at the end of a study programme, study module, study course.

1.1.107. **Start of studies in later phases** – studies at the university in later phases are started when students either transfer from one university to another university or to another study programme in the same university or in another university, or return after exmatriculation or after the completion of the 1st level professional higher education.

1.1.108. **Study direction** – a combination of one or more cycle study programs of one thematic field of education.

1.1.109. **Further education** – continuation of learning and improvement of professional skills after completion of formal education and finding a job. Its aim is enrichment of professional knowledge and improvement of skills and competence in formal and informal education system.

1.1.110. **Distance learning** – a form of studies, which is implemented by combining electronic learning materials with teaching support in studying. It is implemented in the Internet environment through the LBTU e-studies system and other special software.

1.1.111. **Leading member of the academic staff / leading lecturer** – a member of the academic staff who is in charge of the respective study course and who is responsible for methods, organisation and procedure of the study process, as well as who coordinates other involved members of academic and other staff.

1.1.112. **State examination** – the final evaluation of studies, in which a student demonstrates his / her theoretical knowledge and skills in the chosen field of study.

1.1.113. **Evaluation** – a decision regarding the quality and quantity of the studies.

1.2. General provisions

1.2.1. This Regulation governs the main principles of undergraduate and postgraduate studies as well as determines the terms related to the studies to be applied when working out internal rules and regulations of the studies at the LBTU and implementing the study process. The solutions of some issues mentioned in the regulation are determined by the rules and regulations of the Cabinet of Ministers of the Republic of Latvia and other the LBTU.

1.2.2. The studies are organised on the basis of rules and regulations of the Republic of Latvia,, the Statutes of the LBTU, the LBTU Strategy as well as the Bologna Declaration, the rules of the international activities of universities and this Regulation.

1.2.3. The LBTU provides an opportunity for everyone to acquire higher education regardless of age, sex, social and financial status, race, nationality, political views and religion.

1.2.4. The LBTU offers professional and academic higher education study programmes.

1.2.5. A student registered as an attendee of the Centre of Lifelong Learning is entitled to observe all the students' obligations that are described in this Regulation and other rules and regulations of the Republic of Latvia and the LBTU.

1.3. Student's obligations and rights

The students of the LBTU have obligations and rights as provided for by the laws and regulations of the Republic of Latvia.

Obligations

1.3.1. Register for studies at the beginning of the next academic year in LBTU IS in the stated registration period.

1.3.2. To attend contact classes, if the teaching staff has not determined other arrangements in their study course program, except in cases specified in external normative documents.

1.3.3. Observe the requirements and the procedure of studies as provided for by the Regulation, meet the requirements described in the programmes of study courses, Traineeship courses and other parts of the study plan.

1.3.4. Fulfil contractual obligations of the Study Agreement with the Latvia University of Life Sciences and Technologies.

1.3.5. Observe internal and other regulations of the LBTU.

1.3.6. To observe principles of academic integrity during studies.

1.3.7. Personal data seen during study courses are considered confidential information and shall not be disclosed/published outside the study process during studies and after completion/interruption of studies.

1.3.8. At the end of each semester, using LBTU IS user account, evaluate the studied courses and the work of the teaching staff.

Rights

1.3.9. Suspend and resume studies according to the procedure stated by the LBTU, change a study programme, the mode of studies.

1.3.10. Acquaint with the content of a study programme, its requirements, types of assessment, evaluation criteria, as well as receive timely information about the changes.

1.3.11. Participate in the classes scheduled in the timetable. If a student wishes to attend contact classes together with another group (stream), it is possible to do it with the prior agreement of a member of academic staff.

1.3.12. Use the information systems and IT services provided by LBTU, which are designed to ensure the learning process.

1.3.13. Use the services of the LBTU Fundamental Library registering as a user of the library and observing its instructions.

1.3.14. Receive consultations of members of the academic staff according to the procedure stated by the LBTU.

1.3.15. Elect and be elected in the Student self-government and collective bodies at all levels of administration – the Senate, the Council, the Board of Studies etc., as well as to participate in the student self-governments of faculties.

1.3.16. Submit applications and complaints regarding the implementation of the study process, violations of study process according to the procedure stated by the LBTU, and to receive a formal answer within the prescribed period.

1.3.17. Participate in various activities arranged by LBTU/ faculties and organize them.

1.3.18. Use students' rights mentioned in other LBTU documents.

1.4. Obligations and rights of academic staff

LBTU academic staff has the obligations and rights as provided by the rules and regulations of the Republic of Latvia.

Obligations

1.4.1. Improve pedagogical qualification, perform teaching and research activities relevant to present day requirements and the LBTU possibilities.

1.4.2. Observe the principles of academic integrity and eliminate its violations in studies.

1.4.3. Introduce students with the programme of a study course and inform students about requirements in order to complete the course successfully.

1.4.4. Provide students with the necessary consultations according to the procedure determined by LBTU.

1.4.5. Promote the development of student's potential and professional growth.

1.4.6. Use the 10-point scale for assessment of students' success with grades as described in 4.1.

1.4.7. Submit a completed examination list after an examination or formal test in the Dean's office of the respective faculty at the appointed time.

1.4.8. Observe the LBTU Statutes, the study procedure and this Regulation.

Rights

1.4.9. Openly express and defend one's own opinion and considerations.

1.4.10. Freedom of studies and research.

1.4.11. Elect and be elected in the collective bodies at all levels of administration – the Senate, the Council, the Board of Studies, Board of a faculty etc.

1.4.12. Use the LBTU premises, the library, facilities, equipment, culture and sport and other facilities according to the objectives stated in the LBTU Statutes.

2. Organisation of the study process

The LBTU implements study programmes in the accredited directions. The studies in the respective study programmes are organised by a faculty, the Dean's office, a responsible institute and a director of a study programme; the coordination is performed by the Studies centre.

2.1. Study programmes, plans and courses

2.1.1. Full-time and part-time studies at all cycles are implemented in licensed and / or accredited study programmes in accordance with study plans.

2.1.2. The description of the study program is the basic document of the study organization, which defines the requirements for starting the studies, the requirements to be fulfilled during the studies - the study courses/modules to be studied, the higher education qualification to be obtained, the achievable study results and a description of possible employment. The description of the study program is available on the LBTU website.

2.1.3. The programme of a study course or traineeship is available for students in the LBTU IS and is the basic document of a study course / traineeship.

2.1.4. At the beginning of a study course / traineeship a member of the academic staff acquaints with the requirements of the programme. It is not allowed to change the requirements during the implementation of the study course / traineeship.

2.1.5. Students register for the elective courses electronically in LBTU IS in the previous academic year. Free elective study courses chosen by a student become compulsory study courses.

2.1.6. A student is entitled to study elective courses in the amount specified in the study plan at the LBTU or other education institutions. The study courses completed outside the LBTU are recognised according to the procedure stated by the LBTU.

2.2. Modes of studies

2.2.1. The LBTU offers full-time, part-time or distance learning studies which could be also studied electronically in the mode of e-studies, replacing contact classes with online studies according to the previously agreed plan. The volume, content and assessment requirements are equal for full-time and part-time studies.

2.2.2. The procedure of distance learning is determined by the regulation "*Procedure of distance learning*".

2.2.3. A student is entitled to change the study programme mode of the studies (full-time / part-time studies) during the registration period or at the beginning of the current semester. The students matriculated in the first semester can change study programmes not later than in the first month of studies.

2.2.4. It is possible to study in the status of an attendee according to the prescribed procedure, receiving a relevant LBTU certificate after the successful completion of the studies. The procedure is determined by the regulation "*Completion of study courses in the status of LBTU listeners".*

2.3. Length of studies

2.3.1. The length of studies in the chosen study programme is indicated in the study agreement.

2.3.2. Semesters of each cycle programme are numbered consecutively from the beginning of the studies, for example, from the 1st until the 8th semester during four years of studies.

2.3.3. The periods of studies, individual studies and examinations as well as holidays are organised according to the study plan and the division of the study year at LBTU.

2.4. Traineeship

2.4.1. The volume of a traineeship is indicated in the plan of the study programme.

2.4.2. Traineeship are organized for 40 hours per week (5 working days).

2.4.3. Traineeship is implemented according to the *LBTU Traineeship organization regulation* and traineeship programmes.

2.4.4. The traineeship that is not completed on the required date or the traineeship assessed with a failure is considered to be an academic debt.

2.5. Exchange studies

2.5.1. The status of exchange students is given to students who correspond to the criteria of the signed agreements between the universities and who have been chosen for their mobility period abroad – for the studies in the partner university or traineeship in a company or an organisation.

2.5.2. A student applying for the studies in the exchange programme is not allowed to have academic debts and / or unpaid financial obligations with the LBTU.

2.5.3. Studies at the partner university are regulated by its internal rules and regulations, as well as the legislation of the host country.

2.5.4. The studies of an exchange student abroad and at the LBTU are equal. The recognition of the completed courses is regulated by the Rector's decision.

2.5.5. A student is entitled to participate in exchange programmes for not more than 12 months at each study cycle.

2.5.6. Studies of international students at the university are organized according to the higher education legislation of the Republic of Latvia and LBTU internal rules and regulations, as well as agreements signed among universities and between partner universities.

2.6. Recognition of a study course and traineeship

2.6.1. A study course and traineeship can be recognised if they are completed in another LBTU study programme, the LBTU Lifelong Learning centre or in other accredited higher education institutions according to the procedure stated by the LBTU rules and regulations (Rector's decision "*On Academic Recognition Procedure at the LBTU*").

2.6.2. The study courses and traineeship completed in the framework of international higher education exchange programme are recognised and added to a student's CP amount according to the previous agreement.

2.6.3. The recognition of knowledge, skills and competences acquired outside of formal education or acquired in professional experience takes place in accordance with the procedure set out in the internal regulatory documents of LBTU.

2.6.4. When recognising additional study courses, it is not allowed to exceed the total amount of credit points of a study programme.

3. Financing studies

3.1. Tuition fee

3.1.1. Students who are not financed by the state and part-time students sign the study agreement's supplement containing the payment schedule.

3.1.2. The amount of the tuition fee is annually approved by the LBTU Supervisory Board decision.

3.1.3. If a student resumes studies after an academic leave, the tuition fee is stated to be paid in the amount set for students studying in the relevant semester at the moment of resuming studies.

3.1.4. If a student has paid the necessary amount of the tuition fee before an academic leave, he / she shall pay the difference between the paid tuition fee and the amount of the tuition fee stated at the moment of resuming studies after an academic leave.

3.1.5. If a student has been exmatriculated or has completed part of a study programme in another university and is willing to continue studies in a later phase, his / her tuition fee is determined at the amount set for students studying in the relevant semester of the respective study programme and the academic year.

3.1.6. If a student studies repeatedly, he/she pays the full amount of the tuition fee per semester as determined by LBTU.

3.1.7. A full amount of the tuition fee for a semester shall be paid if a student suspends studies later than one month after the beginning of a semester.

3.1.8. A student can take a study loan to cover the tuition fee. Only those students who are studying in the accredited study programme are entitled to receive the state guaranteed study loan.

3.1.9. A student can be relieved from the tuition fee or receive concession according to the procedure stated by the decision of the Senate.

3.1.10. A full-time Latvian citizen student can apply for a university-funded study place on competitive basis after a successful completion of a semester.

3.2. Paid services

3.2.1. A student (also while on leave for health, pregnancy and parental reasons) is entitled to receive the following additional studies-related services for a fee:

(1) settle academic debts (course works and projects, study projects, formal tests and examinations, traineeship assessment);

(2) repeat laboratory, practical works, tests and colloquiums;

(3) submit course works and projects, study projects and traineeship reports after the deadline stated in the lecturer's decision;

(4) acquire an additional study course in the status of an attendee according to the LBTU regulations.

3.2.2. The amount of the fee charged for services is determined by the Rector's decision.

3.3. Financial support

3.3.1. The state and the LBTU do not guarantee full financial support during studies.

3.3.2. The regulations of the Cabinet of Ministers of the Republic of Latvia and the LBTU Regulation on Awarding Scholarships determine the minimum amount of scholarships, the procedure of their awarding and accepting. Scholarships are awarded to full-time students who have received the rights to study in the university-funded study places on competitive basis.

3.3.3. A scholarship is awarded with the Rector's decision on the basis of the approval of the LBTU scholarship committee in accordance with a student's application and the recommendation of a faculty's scholarship committee.

3.3.4. A student having a university-funded study place is entitled to receive only one scholarship from the LBTU Scholarship Foundation.

3.3.5. Scholarships established by other scholarship foundations, private persons and companies, as well as one-time grants, are available to students who do not study in university-funded study places according to the regulations of the respective scholarships.

Loans

3.3.6. The applications for a student loan and study loan are submitted to any of the banks which have signed an agreement with the state-owned development finance institution "Altum". The list of banks issuing student loans and study loans is available in the website of the Ministry of Education and Science.

3.3.7. The study loan is paid only once for the respective academic semester.

3.3.8. The student loan is paid 10 moths per year.

3.3.9. Payment of the study loan and student loan is suspended during an academic leave. If the studies are resumed, the payments of both loans continue.

3.3.10. Upon exmatriculation of a student, loan payments are closed. The procedure of loan repayment and loan discharge is determined by regulations of the Cabinet of Ministers.

4. Results of studies

4.1. Evaluation

4.1.1. The results of studies are evaluated according to the following indicators: qualitative and quantitative:

(1) A qualitative indicator refers to the criteria of a10-point scale (see the table) or the evaluation "pass / fail".

(2) A quantitative indicator refers to the volume of a study course in credit points (CP).

Table

Evaluation in 10-point scale

Assess-ment	***In words***	***Explanation***	***Approximate ECTS grade***
10	with distinction	knowledge, skills and competence exceeds the requirements of a study programme, study module or study course, demonstrates the ability to carry out independent research and deep understanding of the problems	A
9	excellent	knowledge, skills and competence fully corresponds to the requirements of a study programme, study module or study course, there are skills to independently use the acquired knowledge	A
8	very good	fully completed requirements of a study programme, study module or study course, however, the understanding is not sufficiently deep in certain issues to independently use knowledge to solve more complicated problems	B

Assess-ment	*In words*	*Explanation*	*Approximate ECTS grade*
7	good	generally complied with the requirements of a study programme, studymodule or study course, however, sometimes there is a lack of skills to independently use the acquired knowledge	C
6	almost good	the requirements of a study programme, study module or study course are fulfilled, however, there is a lack of sufficiently deep understanding of the problem and sufficient skills to use the acquired knowledge	D
5	satisfactory	a study programme, study module or study course is generally acquired, however, there is insufficient knowledge of some problems and there is a lack of sufficient skills to use the acquired knowledge	E
4**	almost satisfactory	a study programme, study module or study course is generally acquired, however, there is an insufficient understanding of some basic concepts, there are considerable difficulties in practical application of the acquired knowledge	E/FX
3	unsatisfactory	Superficial and incomplete knowledge, a student is unable to use it in certain situations	Fail
2	unsatisfactory	there is superficial knowledge about individual problems, the biggest part of a study programme, study module or study course is not acquired	Fail
1	unsatisfactory	no understanding of fundamentals of the subject, almost no knowledge in a study programme, study module or study course	Fail

** – 4 (almost satisfactory) is the LOWEST SUCCESSFUL grade.

4.1.2. Evaluation of the knowledge and skills acquired during contact classes and individual studies has to be implemented regularly. A member of the academic staff regularly evaluates students' knowledge and skills.

4.1.3. Regular testing and other types of assessment according to the programme's description take place in contact classes. Tests and other types of mid-term assessment may be implemented in the LBTU e-studies system irrespective of a type and form of studies.

4.1.4. Members of the academic staff have the right to use various evaluation criteria (e.g., points) when evaluating student performance in their study course, which then are transferred into a 10-point system or pass/fail evaluation at the end of a semester.

4.1.5. The final assessment in a study course is permitted to be accumulative (the assessment of student performance is accumulated or summarized) meaning that a regular work during a semester influences the final grade of a study course.

4.1.6. The completed amount of the credit points is added to the obtained amount of credit points only if a successful grade is received for a study course.

4.1.7. The grade is recorded by members of the academic staff according to the procedure determined by LBTU.

4.1.8. A student's performance in completion of a study plan and study results are analysed at the end of a semester.

Average weighted grade

4.1.9. An average grade is calculated as an average weighted grade taking into account study courses if they are assessed with a grade. The average weighted grade is calculated according to the formula:

$$c_{vid} = \frac{\sum_{i=1}^{n} c_i \times KP_i}{\sum_{i=1}^{n} KP_i}, \quad (1)$$

where c_i – a grade in a study course denoted with "i";
KP_i – "i" study course volume in credit points;

n – the number of obtained assessments in the respective period.

For example, if a student hase passed exams with grades 10 (a course volume 4 CP), 8 (3 CP) and 6 (2 CP), and a formal test with a grade 8 (2 CP), the average weighted grade is:

$$c_{vid} = \frac{10 \times 4 + 8 \times 3 + 6 \times 2 + 8 \times 2}{4 + 3 + 2 + 2} = 8{,}36 \quad (2)$$

4.1.10. The weighted average grade is calculated after each semester and for the entire study period.

4.1.11. The average weighted grade is taken into account when participating in the competition for university-funded study places (without elective courses) and it is recorded in the Diploma Supplement (with elective courses). The average weighted grade which is recorded in the Diploma Supplement includes also acquired free elective study courses.

4.2. Assessment

General provisions

4.2.1. Assessment is organized to assess the results of students' learning outcomes which are achieved as a result of completing individual tasks, parts of a study course or the entire course and to determine the qualitative assessment of the study results in a study period (a semester, study module, session, an academic year or the study period as a whole).

4.2.2. The study program plan defines the final examinations of study courses and their types to be administered in each semester.

4.2.3. The study course programs specify the tests to be taken during the study course.

4.2.4. If a study course is taught by several members of the academic staff, grades are recorded by the leading member of the academic staff.

4.2.5. Examinations, tests and colloquiums are held at the presence of a member of the academic staff or an authorized person. The study courses implemented in the LBTU e-learning platform contain online tests.

4.2.6. The studies organised according to the principles of modules examinations are taken after completion of the module or during a period of individual studies and examinations.

4.2.7. A member of the academic staff has the right to demand identity documents (student card, ISIC card, a passport or ID) from an examinee.

4.2.8. A lecturer has the right to expel a student from an assessment room, if the student does not observe the code of ethics. Repeated violations of the code of ethics during the assessment could become a reason for expelling a student from the university.

4.2.9. The grade of an oral test is announced on the day of the test, but the grade of a written test – in three working days' time after the test.

4.2.10. A member of the academic staff shall not add additional students' names on the group grading list.

4.2.11. An academic staff member teaching a study course or a student group leader receive group examination lists of all study courses of the respective semester according to the procedure determined by LBTU.

4.2.12. The study courses which turned out not to be completed due to changes in the study plan during a student's academic leave are not considered as academic debts. The completion of such study courses should be arranged with the director of a study programme or the dean/vice-dean of a faculty.

4.2.13. Students have the right to appeal their examination results according to the procedure described in Article 5 of this regulation.

4.2.14. If a student wishes to improve a passing grade received in a study course, it is possible to do it for an additional fee (paying for credit points) after a competition for a university-funded study place. The previous grade is cancelled and a re-examination grade is recorded instead.

4.2.15. Laboratory, practical and individual assignments, seminars, tests and colloquiums have to be scheduled evenly during the whole semester / study module; it is not allowed to have them all at the end of a semester/ study module. If these assignments have not been fulfilled on time, a

student has to settle them according to a lecturer's requirements and it is a service for an additional fee.

4.2.16. All the materials of a formal test/examination, including a student's notes and the attendance list are kept at least one semester after the examination.

Formal test

4.2.17. The assessment of the end-of-study course examination is "passed/failed".

4.2.18. When studying successfully and systematically, the credit can be obtained by summarizing the study results of the whole semester/study module, without an additional knowledge test at the end of the study course.

4.2.19. If the assessment of the test, summing up the work of the semester/study module, is unsuccessful, the test is arranged in accordance with the procedure specified in the program of the study course. It is allowed to repeat the test not more than two times until the end of the individual studies and examinations' period, charging a fee for repeating this test. If a student does not receive a passing grade, the study course has to be repeated for an additional fee in relation to the amount of CP.

Examination

4.2.20. There are the following types of examinations at the LBTU:

(1) a cumulative examination is one that includes grades received by a student for doing individual assignments (tests, presentations, group work etc.) during a semester / study module and with / without addition to the final examination during the period of individual studies and examinations or the session;

(2) an examination, which is taken during the period of individual studies and examinations checking the knowledge of the relevant semester study course.

4.2.21. Examinations can be arranged in written, oral form, in the form of tests as well as in a combined form. It is allowed to use support materials indicated by a lecturer.

4.2.22. The procedure, the number of questions or tasks and their form are determined by a lecturer, who is in charge of an examination.

4.2.23. Examinations are taken in person according to the dates specified in the examination schedule during the period of individual studies and examinations. The examinations, which are not passed on the indicated dates, are treated as academic debts.

4.2.24. The examination schedule in full-time studies is arranged by the group of students receiving an approval from a lecturer. The examinations are scheduled during the period of individual studies and examinations leaving 2 days' gap between examinations in undergraduate studies and a maximum of 2 examinations per week in the Master's studies. Schedules shall be submitted to the faculty Dean's office no later than 3 days before the beginning of the period of individual studies and examinations. The examinations in the part-time studies are planned by the Dean's office.

4.2.25. The faculties have the right to organise examinations by arranging a sign up for a specific date, i.e., by suggesting several dates for an examination. In this case students choose the date for taking an examination and sign up. It is possible to take examinations during a semester after an approval of a lecturer and the dean/vice-dean.

4.2.26. An examination is allowed to be taken not more than three times. If the examination is failed, re-examination shall be taken not more than two times, charging a fee for repeating an examination. The third examination is taken at the presence of a commission consisting of three members of the academic staff of an institute based on the student's application for taking the exam. If a student's knowledge and skills are decided to be insufficient, the study course has to be repeated for an additional fee in relation the amount of CP.

4.2.27. A lecturer informs students about the form, time and place of the announcement of results before the examination.

4.2.28. Students have the right to receive explanations regarding the mistakes in a week's time from the announcement of the grade.

Course work / project and study project

4.2.29. A course work/project and study project is part of a respective study programme or a course with an individual or combined assessment.

4.2.30. The content of a course work / project and a study project, the procedure of their elaboration, submission and defense is described in the programme of a course work / project and in the guidance document of a faculty.

4.2.31. The submission deadline of a course work / project and a study is determined by a leading member of the academic staff and students are informed about it in the beginning of the semester.

4.2.32. A lecturer (lecturers) assesses and organises public or individual defense of a course work / project and a study project. The place and time of the defense is stated by a lecturer and students are informed about it at least 5 days in advance. The grade is announced until the end of the period of individual studies and examinations or on the date specified by a faculty.

4.2.33. A student has the right to use his / her course work / project and / or a study project in the future studies but without committing self-plagiarism.

Final examination

4.2.34. Studies are completed with a final examination, i.e., the defense of the qualification thesis, diploma thesis, diploma project, Bachelor thesis or Master thesis according to the requirements of the respective study programme.

4.2.35. The procedure of development, pre-defense, reviewing, defense of the final thesis as well as the state examination is determined by the LBTU Regulation on final examinations and internal regulations of a respective faculty.

4.3. Academic debts and repeated studies

4.3.1. The Board of the faculty is entitled to determine study courses and parts of study programmes where it is not possible to continue studies in the next academic year with academic debts.

4.3.2. Students with no more than three academic debts can be registered for the next academic year, if the Dean's office has received a relevant application with a request to permit to go on with studies for the tuition fee. The application includes the schedule of settling academic debts approved by lecturers.

4.3.3. In order to settle an academic debt of the previous semester, it is necessary to pay a fee for re-examination. If the re-examination is not passed during a semester, a student has to repeat the whole study course (in the status of an attendee), joining a group of students of the respective study course in the planned semester.

4.3.4. If a student has more than three academic debts, he/she has the right to study repeatedly in the same academic year for a fee. The amount of the tuition fee is equal to the tuition fee of the respective academic year.

4.3.5. If a student is expelled for failing to fulfil the study plan, he/she has an opportunity to settle academic debts by registering in the status of an attendee in the Centre of Lifelong Learning.

4.4. Suspension and resuming of studies in later phases

Academic leave of absence

4.4.1. An academic leave can be granted to a student without financial obligations during the registration week or at the beginning of an academic year, starting from the **2nd semester**. During the first semester, a leave of absence is granted only in exceptional cases, when the student is conscripted into/applies for the State Defence Service.

4.4.2. In the final year of study, a leave of absence may be requested no later than 1(one) week before the pre-defense of the final thesis.

4.4.3. A student has the right to receive an academic leave during the academic year regardless of the mode of studies and a student's status:

(1) due to health conditions on the basis of a doctor's certificate,

(2) due to pregnancy, maternity/parental leave on the basis of a doctor's certificate;

(3) as a high-ranking sportsman who is included in the national Olympic team or is in its reserve, according to the criteria worked out by the Latvian Olympic team, on the basis of relevant documents;

(4) for legitimate reasons, e.g. conscription for National Defence Service.

4.4.4. An academic leave is granted upon the student's request for a period of one calendar year. An academic leave is granted, and the student is subsequently reinstated by an order of the Dean.

4.4.5 A student's status remains unchanged during an academic leave. The student retains the previously assigned source of financial support after the suspension period. A student whose studies are funded by legal entities or individuals must pay the tuition fee established for students in the respective semester upon resuming studies after an academic leave.

4.4.6 A leave of absence is granted for a maximum of 2 (two) years for undergraduate (basic) studies and 1 (one) year for master's studies. There must be a study period of at least 2 (two) semesters between two study breaks, except when the first academic leave was granted due to pregnancy or during childcare leave.

4.4.7 An academic leave is not granted for exchange students

Exmatriculation

4.4.8. A student is exmatriculated on the basis of the Rector's decision.

4.4.9. A student can suspend studies on his/her own volition on the basis of a written application verifying the termination of an agreement signed by the dean.

4.4.10. A student can be exmatriculated on the basis of the suggestion of the dean or Vice-rector for Studies:

(1) as illegally matriculated, i.e., the submitted documents contain false information,

(2) as having failed to start the studies, i.e., students of the first semester having not started their studies within one month of matriculation,

(3) for failing to fulfil the obligations of the agreement:

1) failing to meet the programme's requirements,

2) failing to fulfil the financial obligations,

3) failing to sign an additional agreement on the change of the financial source,

4) receiving a failing grade in the final examination.

(4) as not returning from academic leave of absence,

(5) in relation to the end of the exchange programme agreement,

(6) for a serious violation of the LBTU code of conduct,

(7) for dishonest studying methods, i.e., plagiarism, use of unauthorized materials during examinations, violation of rules of academic ethics, etc.

4.4.11. An exmatriculated person can complain on the reason for the exmatriculation according to Article 5 of this Regulation.

Re-matriculation

4.4.12. It is possible to resume studies only for the tuition fee.

4.4.13. In case of applying for the repeated final examination, a student has to pay for the amount of credit points for a final thesis in the last semester of the study plan.

4.4.14. If a student has been exmatriculated for not starting studies, it is possible to register for studies in next years according to the general enrolment procedure.

4.5. Completion and continuation of studies

4.5.1. After the successful completion of a study programme, a relevant qualification and/or the diploma, certifying the degree, and its supplement are awarded to a graduate.

4.5.2. Applicants who have completed the first cycle study programs have the right to start master's studies.

4.6. Fulfilment of obligations upon graduation or suspension of studies

4.6.1. Students who graduate or suspend studies are entitled to settle their obligations with the Latvia University of Life Sciences and Technologies: they must pay the tuition fee debt, return books borrowed from the Fundamental Library, pay the rent for accommodation.

4.6.2. In case of exmatriculation, students are entitled resume studies in a later phase only if previous obligations have been settled.

4.6.3. Graduates or exmatriculated persons can receive various certifications and personal education documents or their copies in the Studies Centre or the LBTU Archive after meeting all obligations related to the LBTU.

5. Appeal

5.1. Submitting an appeal

5.1.1. A student has the right **to appeal** to complain about:
(1) the grade of the final thesis;
(2) the organisation and procedure of the study process including penalties for breaching academic integrity;
(3) the tuition fee;
(4) exmatriculation.

5.1.2. In case of an appeal a student orally agrees with a member of the academic staff or another LBTU employee, responsible for the respective procedure, about the solution of the given situation.

5.1.3. If an oral agreement is impossible to reach, a student can submit an appeal to the head of the responsible unit, director of a study programme or the dean.

5.1.4. Appeals with a complaint about the grade shall be submitted until the end of the next working day after receiving an explanation of the mistakes:
(1) on the grade of an examination in study course – to the head/director of the responsible unit, whose lecturer has assessed the student's results;
(2) on the grade of the Bachelor / Master final thesis – to the chairperson of the respective commission.

5.1.5. Appeals regarding possible violations of the study process shall be submitted in writing within 3 (three) days' time to the director of the responsible programme.

5.1.6. Appeals regarding the tuition fee shall be submitted in writing within 3 (three) days' time to the dean of a faculty from the moment of finding out the fact.

5.1.7. Appeals regarding the reason of exmatriculation shall be submitted in writing within one month from exmatriculation to the LBTU Academic Arbitrage.

5.2. Appeals Procedure

5.2.1. An appeal is examined by the appeals commission (hereinafter – commission), which is established and invited by an appeal receiver. The Commission is confirmed by the decision of the dean of the faculty.

5.2.2. The chairperson of the commission is a receiver of an appeal and the commission contains specialists related to the content of the appeal, except for persons to be blamed for irrelevant assessment or another offense. The commission consists of not less than three persons.

5.2.3. The chairperson of the commission informs an appeal's author and persons against whom an appeal is written on their rights to participate in the appeals' commission meeting and suggest their explanations.

5.2.4. The commission is entitled to deal with a complaint also without the presence of its applicant if the applicant fails to appear at the Commission.

5.2.5. An appeal is pending in the shortest possible time, but not longer than 7 (seven) workdays from the date of its reception. The chairperson informs the author of the appeal about the commission's decision in writing.

5.2.6. In case when a student is not satisfied with the decision of the appeals' commission, it could be appealed to the next rank official (Vice-rector for Studies, Rector).

5.2.7. The highest body for solving disagreements is the LBTU Academic Arbitrage.

5.2.8. The above mentioned executives (5.2.6.) and the LBTU Academic Arbitrage make a decision and inform about the results according to the rules and regulations of the Republic of Latvia.

6. Final provisions

6.1 This regulation is applicable, as long as external regulatory acts do not stipulate otherwise.

6.2 Matters not covered by these regulations or disputes shall be resolved in accordance with decisions of the Dean or the head of the structural unit, observing other internal regulatory documents of LBTU.