

Rīga Stradiņš University
Academic Regulations I

Issued in compliance with
Section 15, Paragraph One of the Law on Higher Education Institutions
and Clause 3.6 of RSU Constitution

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1. General Provisions

- 1.1. Academic Regulations I of Rīga Stradiņš University (hereinafter - the University, abbreviated - RSU) determine the procedures for organisation of studies in the first and second level professional study programmes (excluding the study programme “Residency in Medicine”), academic and professional Bachelor’s study programmes and academic and professional Master’s study programmes, as well as short study programmes at Master’s level. Joint study programmes may have different procedures for the conduct of studies.
- 1.2. Studies at RSU shall be systematic and independent work of students in undertaking a study programme organised by the teaching staff.

2. Terms used in the study process

- 2.1. **Academic leave** - a break from active studies due to medical indications, family circumstances, social reasons and other cases provided for in RSU Internal Rules and Regulations for Studies, maintaining the status of a student.
- 2.2. **Academic year** - a study period at a higher education institution applicable to calendar time (for example, academic year 2019/2020), divided into two semesters - the autumn semester (from September to January) and the spring semester (from February to July).
- 2.3. **Academic integrity** - a set of fundamental values, including honesty, ethics, trust and justice, inherent in each representative of RSU staff and student and that serves as a basis for decision-making and undertaking of activities in studies, research and academic environment.
- 2.4. **Plagiarism** - presentation of ideas derived from other sources without reference to those sources, further expression of thoughts expressed or written by another person as their own, without giving an accurate and clear reference to the author and source concerned, or repeated expression of their own thoughts that were previously made public without indicating the original source (self-plagiarism).
- 2.5. **Academic failure** - non-fulfilment of the student’s obligations provided for in the study course or other coursework and/or failure to pass examinations, which may be the reason for the exclusion of the student.
- 2.6. **Dean’s Office** - the workplace of the responsible contact persons of the faculty implementing the study programmes, indicated in the student portal “MyRSU”.
- 2.7. **Dean** - a person, elected in compliance with the procedures specified in laws and regulations of RSU, who manages the faculty or department of RSU.
- 2.8. **Lecturer** - a member of the academic staff (professor, associate professor, assistant professor, lecturer, assistant) or his/her substitute, a visiting professor, a visiting associate professor, a visiting assistant professor, a visiting lecturer or a visiting assistant, as well as a senior teacher or a teacher who participates in the implementation of the study course.
- 2.9. **E-grades** - an electronic register of student achievements in the e-study environment.

- 2.10. **E-study environment** - an electronic online study environment in which RSU ensures the availability of materials necessary for studies, students submit coursework intended for the study course and the teaching staff post assessment of student coursework.
- 2.11. **Exclusion/withdrawal** – removal of a student from the list of RSU students.
- 2.12. **Faculty Council** - a collegial institution of RSU, composed of the academic staff of the relevant faculty of the higher education institution, representatives of employers and students, who, under the leadership of the Dean, perform the tasks specified in these Regulations and other internal laws and regulations of the University.
- 2.13. **Matriculation** - enrolment of a person who has fulfilled admission requirements in the list of RSU students.
- 2.14. **Credit point** - a study accounting unit that corresponds to the student's workload of 40 academic hours (one week of studies). During the year of study, 40 credit points must be obtained in full-time studies, which correspond to 60 points of European Credit Transfer System (*ECTS*). During the year of study, less than 40 credit points must be obtained in part-time studies and less than 40 academic hours per week must be given.
- 2.15. **Tutorial** - a form of organisation of studies allowing the student to clarify issues of their interest and giving the student an opportunity to get advice on research, methodological or practical matters, as well as to settle their academic failures.
- 2.16. **Cumulative assessment** - an assessment based on the results of interim examinations in the process of mastering the study course, attendance, individual or group work and other criteria. The cumulative assessment shall make up at least 50% of the final assessment for the study course.
- 2.17. **Lecture** - a form of organisation of studies in which a lecturer outlines the theoretical material of the study course. The lecture is a source of study information, the means of increasing the students' cognitive ability. The lecture may be presented also as a *video lecture*.
- 2.18. **Video lecture** - a form of organisation of studies, in which a lecturer outlines the theoretical material of the study course remotely. Video lectures may be provided in a) synchronous mode in the form of live broadcasts, video conferences and online seminars, or in b) asynchronous mode in the form of archived video recordings, or in c) the form of short and concise video tutorials specially designed for e-learning and distance learning, which often serve as a basic material for learning content in Massive Open Online Courses (MOOC).
- 2.19. **Class** - a form of organisation of studies, in which a group of students strengthens their theoretical knowledge acquired independently and during lectures, as well as develops appropriate skills and competence under the guidance of a lecturer. Types of classes are:
- 2.18.1. **Practical class** - a form of organisation of studies, in which a student acquires skills corresponding to the respective topic under the guidance of a lecturer. Its goal is to develop professional skills in a complex way and to develop independent work and assessment skills.

- 2.18.2. **Laboratory work** - a form of organisation of studies, in which groups of students carry out experiments corresponding to the study course, analyse the obtained results and draw conclusions under the supervision of a lecturer.
- 2.18.3. **Seminar** - a form of organisation of studies, in which students, under the supervision of a lecturer, listen to and discuss reports prepared independently. The goal of the seminar is to develop the student's intellectual capacity for independent, creative thinking, ability to see and evaluate the most essential matters, to argue and analyse regularities under specific circumstances.
- 2.19. **Oscillating study course** - a study course which is implemented in the autumn semester for one part of the study year groups of students and in the spring semester for the other part of the study year groups of students.
- 2.20. **Placement** - a part of the study programme which is organised in a working environment or in conditions close to the working environment and which aims to strengthen the theoretical knowledge acquired by the student and to develop skills and competence in the chosen profession.
- 2.21. **Examination period** - time for examinations in study courses according to the study programme plan at the end of each semester.
- 2.22. **Extension of the examination period** – additional time allowed for taking interim and final examinations for 5 weekdays after the end of the examination period with the authorisation of the Dean.
- 2.23. **Study group leader** – an elected representative of the respective group of students representing interests of the group and addressing the issues topical to the group.
- 2.24. **Student portal “MyRSU”** - the portal where each student using a personalised username and a password can obtain information about their assessment, view their individualised timetables, access library databases, follow their own financial liabilities, read personalised news, write and submit applications, as well as access e-studies, e-mail assigned by RSU and e-services.
- 2.25. **Student portfolio** - a reflective collection of learning experience that displays the competencies (knowledge, skills, attitudes and values) achieved and conclusions drawn during the study process, including the placement. The Portfolio may include the student's self-assessment of his/ her growth, an assessment of the dynamics of the student's professional development given by the placement supervisor and/or recommendations for further professional development put forward in cooperation between the student and the lecturer.
- 2.26. **Year leader / semester leader** - a representative of students elected by student group leaders from among themselves who represents the interests of students of the relevant year of study/semester and provides a link between the Student Union (hereinafter - the SU) and students, as well as between students and the Dean. The task of the year/semester leaders is to inform their fellow students about the activities organised by the SU, to take an interest in what is happening in the faculty, various current events and

changes in the timetable, to copy materials as well as other tasks in accordance with the Regulations for Year Leaders.

- 2.27. **Year of study** – a period of study for the implementation part of the study programme (for example, the first year of study), lasting for usually 10 months. The year of study is divided into two semesters.
- 2.28. **Study course description** (form No. M-3) - defines the prerequisites for the commencement of the course, determines the goal of the study course and the intended learning outcomes, outlines the course content required to achieve the learning outcomes, describes the independent work of students and determines the criteria for assessment of the learning outcomes, type and form of the examination.
- 2.29. **Study course** - an outline of a system of knowledge, skills and competence corresponding to the study programme, organised at a certain level and amount, for which learning outcomes have been defined, for the achievement of which credit points are awarded.¹ The study course is a part of the study programme (for example, Human Anatomy, Medical Biochemistry, Histology are study courses in the study programme *Medicine*).
- 2.30. **Study programme** - a key element of the organisation of the higher education system, having certain requirements, the successful fulfilment of which allows the student to obtain a specific degree and/or qualification.
- 2.31. **Study programme plan** (form No. D-1) - an annual study programme plan approved at the meeting of the Dean's Council.
- 2.32. **Head of the study programme** - a person approved by the Senate decision who manages the development and implementation of the study programme.
- 2.33. **Study system** - the way in which studies are organised. Studies may be implemented according to one or several study systems at the same time. Study systems:
- 2.33.1. **Study system of regular classes** - implementation of a study course for several weeks providing one or two lectures and classes per week. The duration of the implementation of each study course is specified in the study programme plan (form No. D-1).
- 2.33.2. **Study system of cycles** - concentrated implementation of a study course within a set period of time, by organising all the activities provided for in the study course sequentially (usually every day).
- 2.33.3. **Modular study system** - intensive implementation of a study course for a period of two weeks to one semester, sequentially organising lectures, classes, independent work and examinations and concluding the module with an examination.

¹ Section 1, Paragraph 11¹ of the Law on Higher Education Institutions

- 2.34. **Assessment sheet** - an electronic document in the e-study environment, in which the lecturer enters the assessment and date of the examination. Assessment sheets are submitted electronically.

3. Organisation of studies during the semester

A. General Provisions

- 3.1. Studies at RSU shall take place in the official language or in a foreign language which has been determined in compliance with external laws and regulations and accreditation documents of the study programme.
- 3.2. The study programme must be mastered and the examinations specified therein must be passed in accordance with the study programme plan.
- 3.3. In order to ensure the student participation and provide feedback between students, teaching staff and administration, as well as between students and the SU, each group of students shall elect (or re-elect) a group leader within five weekdays from the beginning of the academic year notifying the Dean's Office of it in writing or electronically within one weekday. If the students do not make their choice or do not notify of it in good time, the group leaders of the respective groups shall be appointed by the Dean or a person delegated by the Dean.
- 3.4. The timetable for lectures and classes shall be published on RSU website and in the student portal "MyRSU":
- 3.4.1. The schedule of compulsory study courses (Part A) shall be published 10 weekdays before the beginning of the semester;
- 3.4.2. The schedule of restricted elective study courses (Part B) for the autumn semester shall be published by the second week of the semester and for the spring semester - by the third week. In study programmes in which studies are organized in the modular study system - 7 weekdays before the beginning of each module;
- 3.4.3. The schedule of elective study courses (Part C) shall be published starting with the sixth week of the semester. In study programmes in which studies are organized in the modular study system - 7 weekdays before the beginning of each module;
- 3.4.4. Changes in the timetable for lectures and classes shall be published at the end of each weekday.
- 3.5. Upon commencing implementation of each study course, the lecturer of the academic department shall present the description of the study course, including the requirements for the study course and the examinations specified therein to the students. The lecturer shall update the description of the study course in the study course register and shall place it in e-study environment not later than one week before the beginning of the study course.
- 3.6. RSU, without giving students a prior notice, may record a lecture and a class for publishing in video format, including the entire content of the lecture including the students' materials, if they are used in the lecture.

- 3.7. The student has the right to access video recordings of lectures, use video and audio recordings of lectures and classes only for study purposes. The student does not have the right to publish video or audio recordings of lectures.
- 3.8. **Attending classes and taking interim examinations in compulsory (Part A) and restricted elective (Part B) and elective (Part C) study courses shall be mandatory.** The study course leader or the lecturer in cooperation with the Head of the academic department shall specify the form of completion of the assignments for the class, for which a student had an excused absence, providing it in the description of the study course.
- 3.9. By the decision of the Faculty Council, compulsory attendance of lectures may be determined in the study courses in which cumulative assessment is used. The criteria for cumulative assessment shall be determined by the study course leader in the description of the study course.
- 3.10. The lecturer shall record the attendance of classes. The student has the right to become acquainted with the information about his/her attendance of classes. On the basis of the attendance register, the support staff of the academic department shall inform the Dean or the Dean's Office of students who have not attended classes for three consecutive weeks.
- 3.11. It is prescribed that each **interim examination** within the study programme may be taken not more than **three times** in accordance with the following procedure:
 - 3.11.1. for the first time, the examination shall be taken according to the general procedure in compliance with these Regulations and the requirements for the study course;
 - 3.11.2. if a student fails the examination for the first time, he/she may take the examination for the second time free of charge within the time specified by the academic department. The student may make a request to the Head of the academic department to appoint another lecturer for this time of the examination (if the Head of the academic department does not have the possibility to appoint another lecturer, the student shall resit the examination with the same lecturer he/she took the examination for the first time);
 - 3.11.3. if a student fails the examination for the second time, he/she may take the examination for the third and the last time free of charge within the time specified by the academic department in front of the committee established by the Head of the academic department, which includes at least two lecturers.
- 3.12. If a student has not complied with the rules of the examination, has used unauthorised means or accepted help from other people **during the first time** of taking the examination, which is recorded in accordance with the procedures specified in the Paragraph 5.6, the student shall have the right to resit it one more time. If a student has not complied with the rules of the examination, has used unauthorised means or accepted help from other people during the second time of taking the examination, which is

recorded in accordance with the procedures specified in the Paragraph 5.6, the student does not have the right to take the examinations for the third time.

- 3.13. Absence from the classes, in which knowledge, skills and competence are tested (a coursework test, a colloquium, etc.), shall be equivalent to taking the respective examination, (Paragraph 3.11), with the exception of the cases referred to in the Paragraph 3.14.
- 3.14. If a student has not taken the examination or has not attended classes for valid reasons (for example, events defending the honour of the University or the country, scientific conferences, exchange visits, amateur art activities, sports or any other reason previously agreed with the Dean) or due to illness, the student shall retain the rights specified in the Paragraph 3.11, if he/she has submitted an application to the Student Services, enclosing copies of documents certifying the absence not later than two weeks prior to **the planned** absence. The Student Services shall hand over the student's application to the Dean for consideration, who together with the representatives of the SU (if necessary) shall consider the application and the possibility to master the study material according to an individual plan, agreeing it with the lecturer.
- 3.14.1. If the Dean decides not to justify the absence, he/she shall be obliged to inform the student and the involved academic department in writing of his/her decision.
- 3.15. In case of unplanned absence, the student shall present a document to his/her contact person certifying incapacity for work in case of illness of the student or a person whom he/she takes care of within 5 weekdays after returning to studies. The student's contact person shall record the excused absence in the Student Information System. If the unplanned absence is longer than three weeks, the contact person shall inform the Dean of the relevant Faculty about this fact.
- 3.16. The documents specified in the Paragraph 3.14 of the Academic Regulations I and the information provided shall be evaluated by the Dean within five weekdays after receipt thereof. The Dean shall be entitled to extend the term of five weekdays, if it is necessary to request the student to provide additional written information, which the student is obliged to submit to the Dean's Office. The amount of learning outcomes that are essential to be reached in order to participate further in the study course may be specified in the description of the study course. If a student fails to master the mentioned amount, the academic department shall inform the Dean thereof as soon as possible during any period of the semester. The Dean shall evaluate the situation (reasons for absence from classes and examinations, the amount and failure in examinations) and shall propose:
- 3.16.1. to terminate studies in the respective study course (with the obligation to repeat it in the following academic year (semester) for a fee), continuing to study other study courses by the end of the relevant semester, after which the student shall not be transferred to the next year of study (semester), or
- 3.16.2. to exclude the student immediately.

- 3.17. At the end of each study course, the student shall fill in the course evaluation questionnaire, the completion of which is initiated by the lecturer of the study course and organised by the Study Department. At the end of each semester, the Head of the study programme shall analyse the study course evaluation questionnaires and the lecturer of the study course shall provide feedback to students within 2 weeks after the conclusion of the survey process.
- 3.18. The Head of the study programme or the Dean shall analyse the students' progress at the end of each semester.
- 3.19. The academic leave shall be granted in compliance with the cases and procedure prescribed in the RSU Internal Rules and Regulations for Studies.

B. Study process within the study system of regular classes

- 3.20. The study semester shall be completed successfully, if all the interim and end-of-course examinations prescribed for the study course in the respective semester are passed.
- 3.21. Students of both sexes may be assigned up to four weeks for taking interim examinations during the following semester 5 months after childbirth.
- 3.22. If a student has not passed the interim examinations prescribed for all the study courses at the end of the semester term, the Dean may grant the student the right to take the end-of-course examinations of the study course only in those study courses, in which interim examinations have been passed.

C. Study process within the modular study system

- 3.23. The study semester shall be successfully completed in the programmes organised in the modular study system when all the requirements prescribed in the study courses are met within the prescribed deadlines.
- 3.24. Not more than two academic failures shall be allowed upon completion of the **year of study**. During the last year of study, not more than one academic failure shall be allowed in compulsory study courses (Part A).
- 3.25. If an unsuccessful assessment for the study paper is received, it may be defended free of charge twice, but if the study paper was not submitted for defence, the student shall draw up the study paper repeatedly for a fee corresponding to the amount of credit points. One undefended study paper shall be allowed at the end of the academic year, which may be repeatedly defended free of charge until the end of the following semester.
- 3.25.1. The study paper, which is not defended repeatedly during the first year of study, shall be drawn up repeatedly for fee according to the amount of credit points and defended by the end of the second year of study;
- 3.25.2. The study paper, which is not repeatedly defended during the second year of study, must be defended by the end of the following semester, by drawing up the study paper repeatedly for a fee in accordance with the amount of the credit points for the study course.
- 3.26. If a student has submitted less than 50% of the summaries/essays within the deadlines prescribed in the respective timetable in the study programmes within a modular study

system, the study course must be repeated in the following academic year for additional fee.

- 3.27. In study programmes within a modular study system, all the seminars that the student misses or fails, must be passed as written/oral examinations by the end of the respective module.
- 3.28. In study programmes within a modular study system, the time provided for settling academic failures shall be January for the autumn semester and June for the spring semester.

D. Placement

- 3.29. Placement in study programmes shall be organised in compliance with the Placement Regulations, which is developed by the Head of the respective study programme and approved by the Faculty Council. The Head of the study programme shall ensure that the students are informed about the Placement Regulations and the placement procedure. Placement Regulations shall be available in the student portal “MyRSU”.

4. Learning outcomes assessment system

- 4.1. A 10-point scale shall be used for the assessment of learning outcomes achieved by the student in compliance with the National Standard of Academic Education and the National Standard of Professional Higher Education:
- 4.1.1. with distinction (10) - knowledge, skills and competence exceed the requirements of the study programme, study module or the study course and they testify to the ability to carry out independent research and deep understanding of issues;
 - 4.1.2. excellent (9) - knowledge, skills and competence fully comply with the requirements of the study programme, study module or the study course and they testify to the ability to use the knowledge acquired independently;
 - 4.1.3. very good (8) - complete compliance with the requirements of the study programme, study module or the study course, though there is understanding not deep enough on certain issues to use the knowledge independently for solving more complex problems;
 - 4.1.4. good (7) - in general the requirements of the study programme, study module or the study course are met but sometimes the inability to use the acquired knowledge independently is detected;
 - 4.1.5. almost good (6) - the requirements of the study programme, study module or the study course are met, but there is a lack of deep understanding of the problem and inability to use the acquired knowledge;
 - 4.1.6. satisfactory (5) - in total, the study programme, the study module or the study course is acquired but there is insufficient knowledge of certain issues and inability to use the acquired knowledge;
 - 4.1.7. almost satisfactory (4) - in total, the study programme, the study module or the study course is acquired, however, there is insufficient understanding of some basic

concepts and there are considerable difficulties in practical application of the acquired knowledge;

- 4.1.8. weak (3) - the knowledge is superficial and incomplete; the student is unable to use it in specific situations;
 - 4.1.9. poor (2) - there is superficial knowledge of only some issues; most of the study programme, study module and the study course are not acquired;
 - 4.1.10. very poor (1) - there is no understanding of the fundamentals of the subject and there is almost no knowledge of the study programme, study module or the study course.
- 4.2. If the student has not come to the examination, the student shall not get the assessment and the lecturer shall record the fact of absence by entering “No show” in the field provided for that purpose in e-grades.
- 4.3. The student is making good progress if he/she has received the assessment “almost satisfactory” (4 points) or higher. Assessment “almost satisfactory” (4 points) shall be given when at least 55% of the amount of learning outcomes is acquired.
- 4.4. The lecturer may assess the achievement of learning outcomes in examinations and interim examinations (for example, computer-based tests and similar) on a percentage basis comparing it to a 10-point scale:
- 4.4.1. from 96% to 100% - with distinction (10);
 - 4.4.2. from 85% to 95% - excellent (9);
 - 4.4.3. from 75% to 84% - very good (8);
 - 4.4.4. from 70% to 74% - good (7);
 - 4.4.5. from 65% to 69% - almost good (6);
 - 4.4.6. from 60% to 64% - satisfactory (5);
 - 4.4.7. from 55% to 59% - almost satisfactory (4);
 - 4.4.8. from 40% to 54% - weak (3);
 - 4.4.9. from 20% to 39% - poor (2);
 - 4.4.10. from 0% to 19% - very poor (1);

5. Types of learning outcomes (knowledge, skills and competence) assessment

A. Types of assessment

5.1. Learning outcomes (a set of knowledge, skills and competence to be acquired upon completion of the study programme, study module or study course²) shall be assessed by the teaching staff of the respective academic department, organising the following examinations:

- 5.1.1. interim examinations - within the framework of mastering the study course;

² Section 1, Paragraph 15 of the Law on Higher Education Institutions

- 5.1.2. end-of-course examination - upon completion of the study course;
 - 5.1.3. National degree examinations, including defence of research projects, Qualification Papers, Bachelor's Thesis and Master's Thesis - at the end of the study programme.
- 5.2. Types of **interim examinations** in the study course:
- 5.2.1. **Test work** - a test / self-test of the part of learning outcomes within the study course.
 - 5.2.2. **Report** - a written account prepared by a student on a specific topic containing an analysis of specific facts, issues and proposals, revealing the author's conclusions on the topic and including the bibliography used.
 - 5.2.3. **Colloquium** - a type of assessment of knowledge, skills and competence upon completion of a certain part of the study course.
 - 5.2.4. **Semester test** - a proof of the acquisition of the intended learning outcomes in each semester obtained in inter-semester examinations in the study course lasting for at least two semesters.
 - 5.2.5. **Interim examinations** may be organised also in other forms determined by the lecturer in compliance with the description of the study course (semester paper, essay, literature review, presentation, description of a clinical case, etc.).
- 5.3. Type of the **end-of-course examination** in the study course:
- 5.3.1. **Test** - an examination at the end of the study course. May be organised in elective (Part C) study courses and study courses the amount of which does not exceed 1 credit point, as well as in separate study courses according to the decision of the relevant Faculty Council. A test shall be organised in the same way as the examination; assessment in it shall be "pass" or "fail".
 - 5.3.2. **Examination** - an examination at the end of the study course to obtain an assessment of the learning outcomes achieved. The examination shall be assessed on a 10-point scale. The assessment shall consist of cumulative assessment (at least 50%) and the performance at the end-of-course examination (up to 50%).
 - 5.3.3. Various test forms (written, oral, computer-based, combined (e.g. in writing and oral), the Objective Structured Clinical Examination (OSCE)), in the form of a test, in the form of a case study) may be used in the examination.
 - 5.3.4. Cumulative assessment shall be used in the examination, in which knowledge, skills and competence are assessed on the basis of the results of interim examinations, attendance, individual or group work and other criteria. The proportion of the cumulative assessment in the examination shall be at least 50%. The leader of the study course shall stipulate the criteria of the cumulative section in the description of the study course and shall inform the students about them in the first lesson of the course.
- 5.4. **National degree examinations** – examinations which assess how the student has acquired the knowledge, skills and competence set for the study programme (defence of research

projects, defence of qualification papers, Bachelor's and Master's theses, national examinations, etc.).

- 5.5. Prior to the examination, the student may submit a request to the lecturer to change the prescribed time and form (in writing or orally) of the examination if there is an objective justification for it (for example, medical indications, health disorders and learning disabilities), and which has been agreed with the Dean.

B. General rules for examinations

- 5.6. Examinations of the study course, their type and form shall be specified in the description of the study course, and the lecturer shall inform students about them when starting the study course. The completion of the written end-of-course examinations shall be anonymised, unless the content of the study course or its organisation imposes restrictions on it. The lecturer shall inform students about the additional educational aids that are allowed to be used in examinations. During examinations, it shall be forbidden to leave the examination room arbitrarily, to communicate with others, to use educational aids, means of communication, digital technologies, smart devices or other aids, if the lecturer's permission is not obtained.

5.6.1. If a student is not admitted to one of the interim examinations due to non-fulfilment of the requirements of study courses, the student shall not lose the first possibility of taking an examination.

5.6.2. If a student has not fulfilled the requirements of the study course to take the end-of-course examination, a note "not allowed" is written in e-grades in accordance with the annual study programme plan (form No. D-1).

- 5.7. If a student fails to comply with the rules of the examination, uses unauthorised aids or receives assistance from other people, the lecturer shall have the right to suspend the examination for the particular student and give the student an unsatisfactory grade - "very poor" (1 point).

Before expulsion from the examination venue, the lecturer shall draw up a free-form report stating the fact of the unauthorised activity. The report shall include at least the following components: the date, the name and surname of the student involved, the year of study, the outline of what happened, the signature and the full name of the lecturer. Besides the lecturer, the report may be signed by a student and other RSU staff representatives who have been eyewitnesses. The academic department shall inform the Dean and the Head of the study programme about the situation and shall send the report for inclusion in the student's personal file.

- 5.8. During the examination, the students who take the examination, the members of the examination committee (if any), Rector, Vice-Rectors, Dean, Vice-Dean, Head of the study programme, experts invited by the Head of the academic department, as well as a representative or representatives delegated by the President or the Board of the SU may be present in the examination room.

- 5.9. A student shall have the right to get acquainted with his/her work and to receive an explanation of the mistakes made after the announcement of the results of the examination.
- 5.10. In all the oral examinations or oral part of the examinations the lecturer shall record the student's answers and the lecturer's assessment, which has to be maintained for at least five weekdays after the announcement of the results, but in case of the appeal - until the date of entry into force of the final decision.
- 5.11. A lecturer / support staff of the academic department shall enter assessments of interim examinations and end-of-course examinations in e-grades after the examination:
- 5.11.1. for oral examinations - within one weekday;
 - 5.11.2. for written interim examinations – not later than within six weekdays (or by the beginning of the examination period, if the period until the examination period is shorter in the study system of regular classes),
 - 5.11.3. for written end-of-course examinations - not later than within six weekdays.

C. Verification of academic integrity

- 5.12. The principles of academic integrity, as well as the types, severity and consequences of violations shall be determined by the relevant internal rules and regulations of RSU.
- 5.13. RSU shall be entitled to check the work submitted by a student with various methods for detecting violations of academic integrity, in particular, with methods of verifying the originality of the content and determining copyright (for example, applying the automated systems in use of RSU). If RSU has received information about the facts or has itself established the facts that indicate a potential violation, the examination may be repeated for the already assessed student's work and also for the work after exclusion of the student from the respective study programme.
- 5.14. If the lecturer, supervisor or work assessment committee finds a potential violation of academic integrity in the student's work or action, the student shall be required to provide explanations no later than within three weekdays. Failure to provide explanations shall not be an obstacle to further action. The lecturer, supervisor or work evaluation committee shall evaluate the student's explanations (if provided) and shall act in one of the following ways:
- 5.14.1. if no violation of academic integrity has been established - the defence of the work shall be allowed to continue (if the work is to be defended), an appropriate assessment of the content of the work shall be assigned, or (if the alleged violation is related to the action) taking of the examination shall be allowed to continue;
 - 5.14.2. if a less serious violation of academic integrity has been established - the grade shall be lowered by one or two points and the fact shall be reported to the Head of the academic department and to the Dean of the faculty for a possible initiation of disciplinary proceedings;
 - 5.14.3. if a moderate or serious violation of academic integrity has been established, the unsatisfactory assessment of 1 point, "very poor", shall be assigned accordingly or the student shall not be allowed to defend the work, and the fact shall be reported to

the Head of the academic department and to the Dean of the faculty for initiation of disciplinary proceedings;

- 5.14.4. if a moderate or serious violation of academic integrity has been established in an already assessed student's work, the initial assessment of the work shall be amended and the unsatisfactory assessment of 1 point, "very poor", shall be assigned, and the fact shall be reported to the Head of the academic department and to the Dean of the faculty for initiation of disciplinary proceedings. Where such an amendment has been made to the assessment of an interim examination, which has been a prerequisite for taking the end-of-course examination or has cumulatively produced an assessment for the end-of-course examination, the right of the student to take the end-of-course examination or to obtain a cumulative end-of-course assessment shall be reviewed accordingly and the assessment of that examination shall also be modified.
- 5.15. In the event of a violation of academic integrity, the lecturer shall have the right to set special rules for the repeated examination, if such is provided.
- 5.16. The final assessment of the student's work (including, the assessment of the final examination, if the violation of academic integrity has been determined after the assessment for the final examination has been given) shall be determined within the framework of the disciplinary proceedings.
- 5.17. If the violation concerns two or more students, the assessment of all the involved students' work shall be reviewed accordingly and the students' actions shall be evaluated.
- 5.18. If RSU has received information about the facts or has itself established the facts that indicate a possible serious violation of academic integrity in the student's work after the student has been excluded from the relevant study programme, the matter shall be examined by a commission established by the relevant Vice-Rector (if the person is no longer a student of RSU) or according to the general procedure within the framework of the disciplinary proceedings (if the person is a student of RSU). The decision in the case shall be taken by the Rector in accordance with the Administrative Procedure Law and the Law on Higher Education Institutions.

6. Organisation of examinations

A. General Provisions

- 6.1. The examination must comply with the learning outcomes, content and learning methodology set out in the study course description.
- 6.2. The duration of the examinations shall be determined by the academic department, with a minimum of one minute per test question in the test examinations. The period of preparation of the student's response in the oral part of the examinations shall not be less than 30 minutes. The oral examining of one student shall not exceed 30 minutes in any examination. If there are several separate questions in the examination, the student shall have the right to determine the order of responses,
- 6.3. The examiner shall enter the examination results in the section of e-studies "My grades".

- 6.4. The examination **before the examination period** may be taken with the permission of the Head of the academic department, outside the period of learning other study courses, as well as by fulfilling the requirements of the study course to be studied prior to the examination.
- 6.5. The course of examination in e-environment shall be regulated by the guidelines for the organisation of electronic examinations, which are approved by the Rector's decree.

B. Organisation of examinations within the study system of regular classes

- 6.6. Examinations must be taken after passing interim examinations specified in the description of the study course in compliance with the study programme plan in the examination period following the study semester in which the study course has been mastered.
- 6.7. The lecturer of the study course shall provide for one time taking the examination before the examination period, not later than one month after completion of the study course.
- 6.8. The student group leaders and the lecturer shall agree on the examination schedule prior to the beginning of the examination period with the exception for the centrally organized examinations specified by the leader of the study course (OSCE-type examination, centralised computer-based examination, etc.). In the event of a valid reason, students may ask to take the examination individually by agreeing with the respective lecturer.
- 6.9. Prior to the beginning of the examination period students shall have the right to agree with the academic department on shifting the examination date once during the examination period within each study course.
- 6.10. A student who has not arrived at the examination within the specified time due to the reasons referred to in the Paragraph 3.14 or has not been given the right to take the examination, shall retain the possibility to take it twice.
- 6.11. Examinations shall be taken during the examination period or, on objective grounds, during the extension of the examination period granted by the Dean in the cases referred to in Paragraphs 3.14 and 3.15. The extension of the examination period may not exceed 5 weekdays after the end of the examination period.
- 6.12. The completed assessment sheets shall be submitted electronically by academic departments. Also, in case of a failure, the assessment shall be entered in the section "My grades" of e-studies.
- 6.13. Academic departments shall inform students (including electronically) about the examination schedule, including the dates and times for resitting failed examinations not later than two weeks before the date of the examination providing at least a two-day interval between the examinations in various study courses for the same group of students.

C. Organisation of examinations within the modular study system

- 6.14. The right to take the final examination in the study programmes within the modular study system shall be granted when all the requirements prescribed in the description of the study course are fulfilled.

- 6.15. Examination schedule in the study programmes within the modular study system shall be determined in accordance with the deadlines for the implementation of study courses within the modular study system, that is, at the end of study courses.
- 6.16. The student who has not come to the examination at the prescribed time for whatever reason, may take the examination at any other time previously agreed with the lecturer.
- The student who has not come to the examination at the prescribed time due to the cases referred to in the Paragraph 3.14 or has not received the right to take the examination yet, shall retain the possibility to take the examination twice free of charge.
- 6.17. The study course assessment within the programmes of the modular study system shall build up as a cumulative assessment, taking into consideration the assessment of the student's coursework, i.e. summaries, essays, practical work, seminars, reports and examinations according to the description of the study course.

7. Resitting examinations

A. General Provisions

- 7.1. In the event of an unsuccessful assessment, the student may resit the examination free of charge in front of the committee established by the Head of the academic department, which includes not less than two lecturers. The committee does not have to be established when the examination is conducted electronically or it is held in the form of an Objective Structured Clinical Examination.
- 7.2. The student and the relevant academic department shall agree on the specific time for taking the examinations.

B. Resitting examinations in the study system of regular classes

- 7.3. It is possible to resit examinations during the examination period and the extension of the examination period.
- 7.4. The Dean may grant a one-off extension of the examination period. Deadlines shall be set individually taking into consideration reasons for academic failures. The maximum time limit to the extension of the summer examination period shall be 5 weekdays after the end of the examination period. Pregnant students and students-parents may take the final examinations of the respective examination period within 5 months of childbirth after having passed all the interim examinations, in accordance with an individual schedule approved by the Dean.
- 7.5. If a student has not passed the examinations prescribed in the study programme plan by the end of the examination period extension, the Dean shall propose to exclude the student.

C. Resitting examinations within the modular study system

- 7.6. The time scheduled for settlement of academic failures in the study programmes within the modular study system shall be January for the autumn semester and June for the spring semester.

- 7.7. If academic failures are not settled by the beginning of the last semester of the study programme, the student shall have no right to defend his/her research project, qualification paper, Bachelor's or Master's Thesis, and the Head of the study programme shall propose to exclude the student.

8. Conduct of National Degree Examinations

- 8.1. The procedure for the conduct of National degree examinations shall be approved by the Faculty Council upon the recommendation of the Head of the study programme; and the Head of the study programme shall ensure that students are informed about this procedure in the first two months of the beginning of the academic year.
- 8.2. The development and defence of research projects, qualification papers, Bachelor's and Master's theses shall take place in accordance with the Regulations approved by the Senate and the methodological guidelines approved by the Faculty Council.
- 8.3. The student shall be notified of the resultant assessment of the National degree examination not later than two days after the end of the examination.
- 8.4. The student, whose Supervisor of Bachelor's or Master's Thesis has refused to sign the thesis or the thesis has received 2 negative reviews, shall not be allowed to defend his/her Bachelor's or Master's thesis and shall be excluded.
- 8.5. The student who has not fulfilled his/her academic and (or) financial obligations or who has not complied with the requirements of laws and regulations in the development of the work, shall not be admitted to the defence of the research project, qualification paper, Bachelor's or a Master's thesis and taking the National degree examination and shall be excluded. The student may resume his/her studies and resit the National degree examination during the next period of National degree examinations for a fee.
- 8.6. In the event of an unsuccessful assessment in the National degree examination, the student shall be excluded. The student may resume his/her studies and resit the National degree examination during the next period of National degree examinations for a fee.
- 8.7. If the research project, qualification paper, Bachelor's or Master's thesis is not defended, it must be developed for a fee corresponding to the number of credit points for the next time of defence.

9. Submission and consideration of appeals

- 9.1. The student shall have the right to contest assessment of the examination. Before writing an appeal, the student is invited to review his/her work, the assessment of which he/she wishes to contest and evaluate the necessity to submit an appeal. In the event of a violation of academic integrity, a separate appeal shall not be examined and the final assessment of the student's work shall be decided within the framework of disciplinary proceedings.
- 9.2. The appeal against the assessment of the National degree examination may be submitted by the end of the following weekday from the moment of the assessment notification. The appeal against the assessment of any other examination may be submitted within three weekdays not including the date of the assessment.

- 9.3. The appeal against **the interim examinations** shall be addressed to:
- 9.3.1. The Head of the structural unit, whose lecturer has given the assessment of the examination for the first and second time of taking the examination. If the Head of the academic department has assessed the examination, the appeal shall be addressed to the Dean. If the Dean has assessed the examination, the appeal shall be addressed to the relevant Vice-Rector.
 - 9.3.2. The Dean for the third time of taking the examination. If the Dean has assessed the examination, the appeal shall be addressed to the relevant Vice-Rector.
- 9.4. The appeal against **the end-of-course examinations** shall be addressed to:
- 9.4.1. The Head of the structural unit whose lecturer has assessed the examination for the first time of taking the examination. If the Head of the academic department has assessed the examination, the appeal shall be addressed to the Dean. If the Dean has assessed the examination, the appeal shall be addressed to the relevant Vice-Rector.
 - 9.4.2. To the Dean for the second time of taking the examination. If the Dean has assessed the examination, the appeal shall be addressed to the relevant Vice-Rector.
- 9.5. The appeal against the assessment received for the **National** degree examination shall be addressed to the Chairperson of the respective National Examination Board.
- 9.6. The appeal shall be submitted to the Student Services which shall carry out the following activities:
- 9.6.1. register and send the appeal to the addressee for review within one weekday;
 - 9.6.2. if the appeal is addressed to the Dean or relevant Vice-Rector (Paragraph 9.3), the academic department shall be informed. The relevant academic department shall:
 - a) send the addressee of the appeal the needed information (audio recording, explanations, the student's work, etc.);
 - b) inform the lecturer, who assessed the examination, about the appeal received and about the possibility to submit an explanation of the assessment.
- 9.7. The appeal shall be considered by the Appeals Commission which is established and convened by the appeal recipient. The Appeals Commission shall consist of lecturers invited in accordance with the content of the appeal (except persons who have assessed the examination). The Chairperson of the Appeals Commission shall be appointed by the recipient of the appeal. The Appeals Commission shall consist of at least three persons. An audio recording shall be made of the meetings of the Appeals Commission.
- 9.8. If the content of the appeal received shows obvious procedural irregularities during the examination, the recipient of the appeal may cancel the assessment and ask to repeat the examination without establishing the Appeals Commission.
- 9.9. If the result of an electronic examination is questioned in the appeal, the structural unit organising the examination may organise a repeated examination by setting up an examination board.

- 9.10. The Chairperson of the Appeals Commission shall inform the appellant and the lecturer who has assessed the examination about the time and place of the meeting of the Appeals Commission at least one weekday before the meeting, as well as about the right to participate in the meeting and provide explanations. If one or both parties has not been informed about the time and place of the meeting, the meeting shall be deemed not to have taken place. The appellant and the lecturer who assessed the examination are not obliged to participate in the meeting of the Appeals Commission. The appellant is entitled to invite a representative of the SU to participate in the meeting as an observer.
- 9.11. The Appeals Commission or its Chairperson may require the appellant and the lecturer who assessed the examination to detail the information available to the Commission, to provide written or oral explanations and give any other additional information.
- 9.12. When considering the appeal, the Appeals Commission shall satisfy or reject the request included in the appeal, which is recorded in the minutes of the meeting. If a potential violation of academic integrity is identified during the examination of the appeal, the examination of the appeal shall be suspended and the Chairperson of the Appeals Commission shall report the alleged infringement to the Dean of the faculty for initiation of disciplinary proceedings.
- 9.13. The Appeals Commission shall consider the appeal and take the decision within five weekdays of its receipt (from the moment it was received in the Student Services). The consideration period of the appeal may be extended if the Appeals Commission has to request and receive additional information.
- 9.14. The Chairperson of the Appeals Commission shall notify the lecturer who assessed the examination and the appellant about the results of the appeal consideration attaching an extract from the minutes of the meeting of the Appeals Commission and, if necessary, also an audio recording of the meeting. The SU is entitled, if the **appellant agrees**, to receive the minutes and the audio recording of the meeting of the Appeals Commission.

10. Final provisions

- 10.1. These Regulations shall apply insofar as external laws and regulations do not prescribe otherwise.
- 10.2. Issues that are not covered by these Regulations or matters under dispute shall be resolved in compliance with the decisions of the Dean's Council or the Head of the structural unit.
- 10.3. The Regulations approved by the Senate meeting of 21.04.2020 shall be applicable from the beginning of the academic year 2020/2021.

Chairperson of the Senate

J.Gardovskis

T. Koķe
(67061558)

AGREED

at the meeting of RSU Dean's Council
dated 23.03.2020,
Minutes No.15-1/12/2020;
at the Rectorate meeting dated 30.03.2020,
Minutes No. 5-2/13/2020.