

## **RSU Internal Rules of Studies**

APPROVED in  
Senate meeting of Rīga Stradiņš University  
on 15 May 2007  
Protocol No. 1-2 / 15.05.07.

(with amendments approved by  
the Senate of Rīga Stradiņš University  
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### **Rīga Stradiņš University internal rules of studies**

#### **1. Explanation of terms**

1.1. *Rīga Stradiņš University* (hereinafter – University) — an autonomous state-founded institution of higher education and derived public person that acts in accordance with the Law on Institutions of Higher Education, Law On Rīga Stradiņš University Constitution and other rules, with self-governance rights, registered in the Register of Institutions of Higher Education under No. 3341202042, accredited for unlimited period by Resolution No. 27 adopted by the Council of Higher Education of the Republic of Latvia from 13.12.2001, accreditation certificate No. 030 issued on 10.01.2002, since 13.12.2002, certified in accordance to the Standard ISO 9001 Quality Management Systems standard (certificate No. 120268).

1.2. *Matriculation* – enrolment of a person in the student register (matricula) at the University.

1.3. *Exmatriculation* – expulsion of a person from the range of students at the University, excluding the person from the student register (matricula).

1.4. *University students* – students of Bachelor's and professional Bachelor's study programmes, students of professional programmes, students of Master's programmes and professional Master's programmes, residents in medicine and PhD students.

1.5. *Study programme* – a document approved by the University Senate which includes all the necessary requirements for acquiring one academic degree or professional qualification.

1.6. *Electronic signature of RSU student* – action approved with student system accreditation data (user name and password) within *RSU Student Portal* (i.e., approval of an electronic document or another action available for the respective electronic document) and information request and provision by using the e-mail address provided by the University.

## **2. General provisions**

2.1. Internal rules of procedure of the University are an internal rule of the University that along with other rules of the University and instructive documents of the University regulate the following spheres:

2.1.1. matriculation;

2.1.2. student rights;

2.1.3. student obligations;

2.1.4. student responsibility;

2.1.5. procedures for drawing up, addressing and submission of applications, complaints and proposals;

2.1.6. granting of an academic leave;

2.1.7. procedures for resumption of studies after exmatriculation;

2.1.8. allocation of scholarships;

2.1.9. allocation of study and student loans;

2.1.10. exmatriculation;

2.1.11. procedures according to which students of other institutions of higher education may attend University courses and pass examinations as listeners; and

2.1.12. safety measures for students.

2.2. Internal rules of procedure of the University have been elaborated on the basis of Section 15 of the Law on Institutions of Higher Education, Article 3.6 of the University Constitution and Paragraph 5 of Regulations of the Cabinet of Ministers No. 492 of 20 November 2001 "Order on Ensuring Student Safety in Educational Institutions and Organised Events" and other regulatory enactments in force in the Republic of Latvia.

## **3. Matriculation**

3.1. Matriculation into the study programme is carried out according to the competition procedure which is in line with the admission requirements of the respective study programme.

3.2. Applicants who are applying for study vacancies financed by the state budget shall be admitted after winning of the competition and registering for the studies.

3.3. Applicants who are applying for paid study vacancies shall be admitted after:

3.3.1. winning of the competition;

3.3.2. signing of the contract and paying for the tuition; and

3.3.3. registering for the studies.

3.4. Applicants who are applying for study vacancies in the exchange programme shall be admitted after approval of the Deans' Council and after signing of the study contract.

3.5. Within five working days after matriculation, a student receives the University network user name and a password.

3.6. Repeated matriculation procedures after exmatriculation are specified in Chapter 9 of the current internal rules.

## **4. Student rights**

4.1. University students have the following rights:

4.1.1. to acquire a higher education in the chosen academic or professional study programme, or in the academic and professional study profile in accordance with the approved University documents;

4.1.2. to demand and receive an adequate material and technical provision for a wellorganised study process within the possibilities the University can offer;

4.1.3. to use University premises, library, equipment, apparatus, objects of culture, sport, medicine, etc. which are envisaged for the study process;

4.1.4. to discontinue and resume the studies;

4.1.5. to receive the necessary information on all questions directly referring to studies in due time;

4.1.6. to express and defend one's point of view openly as long as it does not infringe on other person's rights and legal interests;

4.1.7. to elect and be elected to the student council, to participate in self-government institutions;

4.1.8. to attend study activities as a listener at other universities and to take the necessary examinations;

4.1.9. to submit an appeal on the evaluation of knowledge and skills, as well as on decisions made by the University officials or collegiate institutions concerning the studies;

4.1.10. to establish societies, hobby groups and clubs;

4.1.11. to submit complaints, proposals and applications;

4.1.12. to participate in the work of University collegiate representation and governing institutions, as well as executive institutions which are in line with the current laws and regulations of the Republic of Latvia, the University internal rules and regulations or the University instructive documents of specific cases.

4.2. Within the framework of study freedom, students have the right:

4.2.1. to choose the faculty (department, academic school);

4.2.2. during the study time to change the study programme, changing it for another one in a different institution of higher education or faculty (department, institute) in accordance with the order set by the University internal rules.

4.2.3. to attend lectures in other institutions of higher education or faculties (departments, institutes);

4.2.4. to do scientific research work in accordance with the University internal rules or the order set by the University instructive documents; and

4.2.5. to plan and acquire elective subjects for individual studies.

## **5. Student obligations**

5.1. University students have the following obligations:

5.1.1. to use University premises, equipment, apparatus and other University objects only for the envisaged aims and within the study process;

5.1.2. to use University premises, equipment, apparatus and other University objects that have been given for study purposes with care and accuracy, not to expose damage or do any other harm which might lower their quality. This Clause does not apply to the usual loss of the quality of objects that occurs while using them for the intended purpose within the scope of the study process;

5.1.3. to observe preventive, security and fire prevention rules;

5.1.4. to pay respect to academic and general staff, as well as to other students;

5.1.5. to fulfil the instructions of the academic staff precisely and in time, as long as they do not contradict with the rules;

5.1.6. to take into account all the University corporative identity principles;

5.1.7. to carry a valid University student identity card all the time;

5.1.8. not to be in the state of inebriation, drug abuse, or under effect of toxic or psychotropic substances while being at the University;

5.1.9. to meet the requirements of personal hygiene while being at the University;

5.1.10. to take into account the traditional conceptions of the academic environment in the choice of the homepage while using the University *Internet connection*;

5.1.11. to receive the accreditation data (user name and password) within five working days after the start or resumption of the studies in the respective faculty at the Student Services;

5.1.12. to pay the tuition fee on the exact dates and of the exact amount as set by the University order, as well as to fulfil other financial obligations towards the University, if such arise;

5.1.13. to pay for the use of the University paid services in due time;

- 5.1.14. not to use any kind of electronic or digital means of communication during the academic study process if no permission from the academic staff has been received;
- 5.1.15. any plagiarism or infringement of copyright or related rights in the academic process are inadmissible;
- 5.1.16. to have all the written work for the study process be signed and dated;
- 5.1.17. to pay for the damage inflicted upon the University or other legal or physical persons due to the fault of a student;
- 5.1.18. all disputes and disagreements that have arisen during the study process have to be solved within the scope of the University;
- 5.1.19. within five working days after the end of the session to submit the grade book to the University (if a grade book is provided for in the internal rules of the University);
- 5.1.20. to participate in studies and research as a person who is physically identifiable from the photographs in the student's certificate or an official identification document without any further checks;
- 5.1.21. to keep to dress code and outer appearance adherent to traditional perception of the academic environment and to the interests of other RSU students, academic and general staff, as well as cooperation partners; and
- 5.1.22. while being in the territory and premises of RSU cooperation partners (public institutions, medical institutions, etc.) to comply with the internal rules of procedure established therein.

## **6. Student responsibility**

6.1. Types of student responsibility are as follows:

6.1.1. civil liability; and

6.1.2. disciplinary responsibility.

6.2. The basis and extent for a civil liability of a student are defined in accordance with regulatory enactments in force in the territory of the Republic of Latvia.

6.3. The basis for a disciplinary responsibility of a student is the non-compliance with regulatory enactments in force in the territory of the Republic of Latvia, the current rule, *Study Instructions* or other University internal rules and the University instructive documents.

6.4. Types of student disciplinary responsibility are as follows:

6.4.1. reproof;

6.4.2. reprimand;

6.4.3. exmatriculation with the right to resume studies; and

6.4.4. exmatriculation with no right to resume studies.

6.5. A case on a disciplinary punishment of a student is raised by the respective faculty Dean or the Council.

6.6. After the case for a disciplinary punishment has been raised, the respective faculty Dean demands from the student to write an explanation. The respective faculty Dean may demand to receive information connected with the offence committed by a student also from other persons, if such is needed.

6.7. A refusal of a student to give an explanation (also if no explanation is given) is not an obstacle for further proceedings of the case.

6.8. The question about the disciplinary responsibility of a student, before making a decision, is reviewed by the Deans' Council.

6.9. When making a decision on a disciplinary punishment of a student, the Deans' Council is obliged to listen as far as possible to the explanations of a student. The student's failure to appear and give an explanation are not obstacles to review the respective case.

6.10. Deans' Council, together with the Legal Department, hand in their conclusion to the Rector on whether the respective student has to be disciplinary punished, and what specific type of the disciplinary responsibility has to be imposed.

6.11. Imposing of disciplinary punishment, if no specific obstacles arise, is possible not later than within three months from the day of detecting the offence, not counting the time of the temporary disablement of a student, as well as the time when the student has been absent from the University; however, it should not be later than within nine months from the day of the offence. For each offence only one disciplinary punishment can be imposed.

6.12. The decision on a disciplinary punishment of a student is made by the University Rector, considering the personality of a student, the severity of the offence and the damage done, as well as the efficiency reasons.

6.13. After accepting the decision made by the Rector of the University, the Dean of the respective faculty acquaints the student with the decision in writing.

6.14. The student has the right to appeal the decision of the University Rector, unless it is related to exmatriculation of the student, submitting it in writing to the University Senate within ten days since the date the decision was made and addressing the complaint to the Chair of the University Senate.

6.15. The complaint of the student about the decision of the University Rector, submitted in due time, suspends the action of the decision of the University Rector from the moment when the application has been received at the Student Services of the University.

6.16. The decision made by the University Senate on cancellation of the appeal against the decision or leaving it in force is not to be appealed.

6.17. After accepting the decision of the University Senate, the Dean of the respective faculty acquaints the student with the decision in writing.

6.18. If within a period of one year since the date of the disciplinary punishment imposition a student has not been imposed any new disciplinary punishment, a person can be considered as the one being not disciplinary punished.

## **7. Tuition fee**

7.1. Tuition fee at the University is determined for study vacancies financed by the financial means of natural and legal persons. Payment for repeated acquisition of study subjects or fulfilment of other study tasks that have not been successfully acquired by a student are determined for study vacancies financed by the financial means of the state budget.

7.2. Tuition fee for the relevant academic year is determined by the Rector of the University.

7.3. Discounts may be applied to tuition fee in accordance with internal rules approved by the University Senate.

7.4. After conclusion of a study contract the applicant is obligated to pay in not less than 10% of the annual tuition fee (Clause 3.3.2).

7.5. The contract concluded with the student may provide for an obligation of the student to pay a penalty for payment delay.

7.6. Tuition fee shall be paid for each current month until the first date of the month. According to the procedures prescribed by the University it is permissible to settle the payments also earlier.

7.7. Tuition fee shall be considered to be received at the moment it has reached the operating account of the University.

7.8. If a student fails to pay the tuition fee within the specified term, a reminder is sent out to the student, asking to settle the payment within ten days.

7.9. If within ten days the student fails to settle the payment, the following measures shall be taken at the University and informative systems:

7.9.1. deny of access to e-study environment;

7.9.2. deny of access to the Library;

7.9.3. deny of access to receive evaluation for the successfully completed subjects; and

7.9.4. restrictions determined in accordance with internal rules of the University.

7.10. Students who have not paid the tuition fee are exmatriculated one month after the setting in of the debt payment term.

7.11. In extreme situations debt collection may be organised by the University according to the procedures of the out-of-court debt collection.

7.12. After the payment of debt the student may resume studies according to the procedures prescribed in Chapter 10 of present rules<sup>1</sup>.

7.13. Provisions that differ from those described in Clauses 7.4 and 7.6 of present rules may be included in the study contracts of international students who require residence permits.

7.14. Clauses 7.6 and 7.9 of this Chapter are not applied for students to whom a study loan has been granted and who have informed the University about it.

## **8. Procedures for drawing up and submission of applications, complaints and proposals**

8.1. Mutual communication between the University and the Student shall take place as follows:

8.1.1. in written form;

8.1.2. in electronic form, using safe electronic signature introduced in Latvia;

8.1.3. through the mediation of the University e-mail system; and

8.1.4. through the mediation of *RSU Student Portal*.

8.2. Using the University e-mail system or *RSU Student Portal*, the student is using the *electronic signature of RSU student*.

8.3. A student has the right to submit applications, complaints and proposals to the respective Dean or the Vice Rector or Rector of the relevant field.

8.4. Applications, complaints and proposals that have been drawn up accordingly are submitted by a student to the University Student Services.

## **9. Granting of an academic leave**

9.1. Academic leave is granted by the University Rector on the basis of a motivated application submitted by a student and by taking into consideration the point of view of the Dean of the respective faculty and the Deans' Council, in the following cases:

9.1.1. if the student is not able to continue studies due to medical indications;

9.1.2. if the student cannot continue studies due to social conditions;

9.1.3. if the student cannot continue studies due to family conditions;

9.1.4. because of studies in a foreign university. This Clause does not refer to students who are studying in the University within the framework of exchange programme; and

9.1.5. due to the childbirth;

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<sup>1</sup> Chapter 10. Procedures for resumption of studies after exmatriculation.



9.2. In order to grant an academic leave to a student due to medical indications, a certificate, issued by a medical institution or a family physician, must be added to the application applying for an academic leave.

9.3. In order to grant an academic leave to a student due to social conditions, a certificate, issued by a competent state or municipal social assistance institution and (or) other documents, which would testify to the conditions described in the application, must be added to the application applying for an academic leave.

9.4. In order to grant an academic leave to a student due to studies in a foreign institution of higher education, a document, testifying the conditions described in the application, has to be added to the application applying for an academic leave. This Clause does not refer to students who are studying in the University within the framework of exchange programme.

9.5. In order to grant an academic leave to a student due to the childbirth, a copy of a newborn's certificate of birth has to be added to the application when applying for an academic leave.

9.6. Academic leave is granted for one academic year, but not more than three times during the study time (undergraduate studies, Master's studies, residency and PhD studies). If a student within a respective study time needs extra academic leaves, they are granted by the University Rector on the basis of a motivated application of a student and by considering the point of view of the Dean of the respective faculty and the Deans' Council.

9.7 Application on resumption of studies after the academic leave or prolonging of the academic leave must be submitted to the Dean of the respective faculty not later than within five working days before the end of the academic leave.

## **10. Procedures for resumption of studies after exmatriculation**

10.1. Clauses of this Chapter are not attributable to the former University students who have been exmatriculated without the right to resume studies.

10.2. The University provides a possibility to exmatriculated students to resume studies within two years after exmatriculation.

10.3. To resume studies, the exmatriculated student must fulfil the following:

10.3.1. not later than five working days prior to the beginning of the semester, the student should hand in an application to the Dean of the respective faculty (or the Vice Dean) for resuming studies. The following should be specified in the application:

10.3.1.1. the title of the study programme;

10.3.1.2. whether the student has studied in a state budget group or for pay;

10.3.1.3. when the studies had been discontinued;

10.3.1.4. in which study year the studies had been discontinued;

10.3.1.5. the presence or absence of material obligations in relation to the University (debts to the University for paid services, library books, tuition fee or others); and

10.3.1.6. the reason for exmatriculation.

10.3.2. in case before exmatriculation a student has not acquired all the subjects of the study year in conformity with the study programme, the student makes a contract of studies, pays the tuition fee for not mastered study subjects; and

10.3.3. to pay the debts to the University for the paid services, for unreturned library books, for the tuition fee of previous study years or other mandatory debts.

10.4. A student who has studied in the state budget group until exmatriculation and has not acquired the subjects of the corresponding study year of the study programme before exmatriculation, is repeatedly matriculated by the University according to activities specified in Clause 9.3 with a notice that studies for one semester are for pay in conformity with the amount of the fee defined by the University. In the respective semester a student is acquiring those study subjects which have not been mastered according to the study programme. Such students who have successfully met the academic obligations, as well as the rest of obligations mentioned in the rules, are repeatedly matriculated by the University into the register of students in the state budget group.

10.5. A student who has studied for pay until exmatriculation, is matriculated repeatedly into the register of students in the pay group by the University after all the academic debts and other obligations mentioned in the rules have been fulfilled.

10.6. A student who has studied in the state budget group until exmatriculation and has been exmatriculated in accordance with Clauses 12.1.1, 12.1.3 or 12.1.6 of the rule, is repeatedly matriculated into the register of students in the state budget group by the University in accordance with Clause 9.3.

## **11. Scholarships**

11.1. Scholarships from state budget are granted in accordance with the Scholarship Granting Regulations approved by the University Senate.

11.2. Students may receive other scholarships in accordance with internal rules approved by the University Senate.

## **12. Study loan and student loan**

12.1. Granting of a study loan and student loan and reimbursement thereof are provided in accordance with the effective rules and regulations.

### 13. Exmatriculation

13.1. A student can be expelled (exmatriculated) from the student register **with the right** to resume studies if:

13.1.1. an application of a student in a written form (addressed to the University Rector) expressing a corresponding wish;

13.1.2. a student has not passed the necessary tests according to the schedule, or has not done other study assignments (regulations of the University *Study Instruction* and other University internal rules and regulations and the University instructive documents);

13.1.3. a student, when the academic leave comes to an end, can resume the studies in the stated order;

13.1.4. a student has broken these rules, but the offence committed by a student is not of antisocial character and it does not cause serious consequences;

13.1.5. the sentence for the criminal case has come into force with a real imprisonment; or

13.1.6. a student has not fulfilled the liabilities of the University which derive from the rules and regulations and the contracts made (including, poor academic performance, absence from studies, etc.).

13.2. A student can be expelled from the student register (exmatriculated) **without the right** to resume studies if:

13.2.1. it is found that matriculation of a student has been influenced by deception, bribery or other activities by which the principle of equality of the applicant has been infringed;

13.2.2. a student has acted in outright contradiction to these rules, the University corporative identity principles, or if the behaviour of a student was found to be scandalous in the University premises, including the hostel premises, or if being in the state of alcohol inebriation, intoxication of drugs or other substances has performed activities insulting to the human dignity and reputation; or

13.2.3. a student acquires a degree provided by the study programme or professional qualification;.

13.3. The decision on exmatriculation of a student prepared according to the procedures specified in Chapter 6 of these rules (if it is applied as a kind of disciplinary responsibility) is taken by the Rector.

13.4. The decision on exmatriculation of a student (if it is not applied as a kind of a disciplinary responsibility), informing the Dean thereof, is prepared by the Study Department and taken by the University Rector.

13.5. The decision on exmatriculation is issued as an administrative deed and the student may appeal the decision at the Academic Arbitration Court of the University. The decision taken by the Academic Arbitration Court of the University may be appealed at the court according to the procedures prescribed in the Administrative Procedure Law. [Section 16, Paragraph eight of the Law on Institutions of Higher Education].

## **14. Procedures according to which students of other institutions of higher education attend University lectures**

14.1. This Chapter prescribes the procedures by which students of other institutions of higher education can attend University lectures. This Chapter does not concern the students who attend the University exchange programme.

14.2. Students of other institutions of higher education have the right to attend University lectures as listeners in exchange of a payment and can also take the tests/examinations as far as it does not disturb the University study process.

14.3. If the extra student participation corresponds to the technical possibilities of the University and does not disturb the study process of the University students, the University homepage [www.rsu.lv](http://www.rsu.lv) informs about the possibility for students of other institutions of higher education to participate in lectures of certain study programmes. At the same time the University informs about the fee to be paid for lecture attendance.

14.4. Before the lecture students from other institutions of higher education have to show the teacher a permission issued by the Dean for the lecture attendance and a valid student identity card.

14.5. The Dean may issue permission for lecture attendance if a student hands in a bill for lecture attendance and a valid student identity card.

14.6. University lecturer registers students from other institutions of higher education in a separate register by putting down the name, surname and a student identity card.

14.7. Students of other institutions of higher education have to meet these rules, University internal rules and regulations and University instructive documents.

14.8. The academic staff of the University has the right not to admit students of other institutions of higher education to the lecture or to ask them to leave the room if they disturb the study process, make noise, ignore the instructions of the academic staff or these rules, or other University internal rules and regulations and University instructive documents.

14.9. Students of other institutions of higher education can be issued a certificate for lecture attendance.

14.10. With the permission of the Dean, the students of other institutions of higher education can be given the right to participate in other University lectures, including practical classes. The rules as to the attendance of these classes are applicable in the same way as to the lecture attendance described in this chapter.

## **15. Safety measures for students**

15.1. Evacuation plans and the information for calling the emergency service in the University (emergency medical aid, fire brigade, gas service) are located in each block and floor, including the floor exit (staircase, elevators).

15.2. The academic staff, persons attending library, conference and training course participants and other persons may be located in the University during its working hours, if they keep to the generally approved norms of behaviour, are not in the state of alcohol ebriation, intoxication of drugs, toxic or psychotropic substances, and do not cause threat to other people's lives, health or property. The University security service has the right to evict the persons from the University rooms if they have broken the referred to regulations. In case of necessity, restrictions for being in the University, extra security measures and the right to evict the person from the University rooms are determined by the order of the University Rector.

15.3. In the University rooms and the surrounding territory a student is forbidden to buy, to use or keep and sell alcohol, drugs, toxic or psychotropic substances. Keeping and use of drugs, toxic and psychotropic substances are admissible in the study process in accordance with the teacher's instructions if in line with the study programme, taking into account all the existing rules and regulations.

15.4. Upon a request of lecturers or head of academic placement, students and listeners have the obligation to become acquainted with and observe safety instructions related to the study process. University lecturers or employees have the right not to admit students to the respective classes if the student refuses to become acquainted with or observe safety requirements.

15.5. Students and listeners have the obligation to perform vaccinations as stated in the rules and regulations, undergo health check-ups and give the data on the health if it is necessary in the study process in order to prevent threat to the health or life of student or other people. University lecturers have the right not to admit students to the respective classes if the student has not met the referred to requirements. The University ensures the confidentiality of the received information.

15.6. The respective faculty Dean is responsible for acquainting students with these regulations.

## **16. Closing provisions**

16.1. These rules are applicable to students attending the exchange study programme as long as they are not in contradiction with the contract.

16.2. Students who attend the exchange programme have to meet the internal rules and regulations, as long as they are not in contradiction with the contract.

16.3. These rules are applicable as long as they do not contradict the external rules and regulations.

16.4. The rules approved in the present version at the meeting of the Senate on 19 June 2012 shall be applicable from the beginning of the 2012/2013 academic year (3 September 2012).

16.5. These rules are available at the library and faculties of the University. Current version of the rules has been published on the University homepage [www.rsu.lv](http://www.rsu.lv).