

**CONFIRMED**at the RISEBA Senate meeting of  
13.05.2015, Minutes No. 15/1.1-07/05**REGULATION ON STUDENT GROUP LEADERS****1. General terms and conditions**

1.1. The main purpose of student group leaders is to ensure communication and circulation of information in cooperation with RISEBA University of Business, Arts and Technology (hereinafter, RISEBA) and its Student Council (SC).



1.2. Each member of a student group may nominate him or herself or be nominated as a student group leader.

1.3. All students of the same Year (hereinafter, the student group) shall agree about a voting procedure and elect a student group leader and his/her deputy. The ballot may be open or secret.

1.4. If needed, the students of the same Year may invite an SC representative to organise the vote.

1.5. A candidate shall be considered elected if more than half of the students have voted for him/her.

1.6. The student group leader and his/her deputy shall be nominated and elected no later than one month after the start of an academic year or the date, when the previous student group leader stops fulfilling his/her duties.

1.7. The student group leader shall be elected by the group for a specific period of time, and the Programme director shall be informed accordingly.

1.8. The student group leader may be recalled, if the student group is not satisfied with his/her performance. In this case, the student group shall organize repeat elections of the student group leader, inviting an SC representative, if needed. The newly elected student group leader shall inform the group tutor and the SC.

1.9. The student group leader and his/her deputy shall agree about allocation of duties.

1.10. In cooperation with the Programme director or the group tutor, the SC shall coordinate the activities of student group leaders.

**2. Duties and obligations of student group leaders and their deputies**

2.1. Ensure an efficient circulation of information from the university and the SC to each member of the student group to inform about the latest developments and university or SC events.

- 2.2. Cooperate with the SC.
- 2.3. If needed, establish the opinion of the student group about specific issues and provide this information to the Programme director, the group tutor or the SC.
- 2.4. At the request of the university or the SC, provide the required information within 7 days (full-time studies) or 14 days (part-time studies).
- 2.5. Be informed about the structure and requirements of his/her study programme.
- 2.6. On behalf of the student group, submit proposals concerning remedying any deficiencies in implementation of the programme and protecting students' rights to the head of the respective study programme, if such proposals have been signed by at least half of all students of the respective Year.
- 2.7. Participate in meetings of student group leaders and seminars organised by the SC. If unable to participate, delegate one of the peers from the same Year.
- 2.8. Follow university and SC news on regular basis.
- 2.9. Maintain regular communication with the group tutor of his/her student group and discuss the latest development.
- 2.10. Contribute to the team spirit in the student group incl. by involving the peers in extra-curricular activities.

### **3. Rights of student group leaders and their deputies**

- 3.1. On behalf of the student group approach a Programme director or a group tutor concerning improvement of the learning process and protection of students' rights.
- 3.2. Receive information about issues of interest to the student group from the Programme director, the group tutor or the SC.
- 3.3. Represent interests of the student group, and serve as an intermediary between the student group and the Programme director, the group tutor or the SC.
- 3.4. Resign from the position of a student group leader. In this case, the student group leader shall continue to perform his/her duties until a new leader is elected.
- 3.5. Participate in internal seminars/training sessions organised by the SC.

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