

APPROVED
RISEBA Senate's meeting of
12.02.2025., Minutes No. 25/1.1-7/3

STUDY REGULATIONS

1. General Provisions

- 1.1.** The objective of the studies is to provide higher education based on scientific principles, offering broad and practically applicable knowledge.
- 1.2.** The Study Regulations define the conditions for student enrolment, the rights and obligations of students and academic staff, the requirements for examination sessions, the organization of studies, the assessment of knowledge, the procedures for State Examinations, and student exmatriculation.
- 1.3.** The Study Regulations is approved and amended by the Senate of RISEBA University of Applied Sciences (hereinafter referred to as **RISEBA**).

2. Student Enrolment

- 2.1.** Student enrolment at the university is carried out in accordance with **RISEBA's** admission regulations for the respective academic year.
- 2.2.** The university's admission regulations are approved by the Senate and are published annually by November 30 on RISEBA's website www.riseba.lv.
- 2.3.** The admission process is organized by **RISEBA** Admissions Committee, which is approved by the Rector's order.
- 2.4.** The commencement of studies at later study stages is regulated by the "Regulations on the Commencement of Studies at Later Stages", the Higher Education Law, and the Regulations of the Cabinet of Ministers.
- 2.5.** The enrolment of international students is carried out in accordance with **RISEBA's** Admission Regulations, the Regulations on the Enrolment of International Students at **RISEBA**, and external regulatory acts.
- 2.6.** Only applicants who have met the admission requirements of the study programme, meet the positive evaluation criteria of the admission competition, have signed the contract, and have paid the tuition fee specified in the contract are enrolled.
- 2.7.** The admission results regarding student enrolment are approved by the Rector's order.
- 2.8.** Enrolled students are provided with access credentials to the **RISEBA** e-learning environment (e-riseba.lv), where all study-related information is available.

3. Organisation of studies

- 3.1.** Studies at **RISEBA** are regulated by the Study Regulations, study programmes, academic year plans, course descriptions, the academic calendar, and other internal RISEBA regulatory documents, which are published on e.RISEBA.lv. The study programmes and academic year plans define the courses to be completed, study formats, scope, and distribution across the years. Course programs specify the topics covered in studies and internships. The academic year schedule is determined by the Rector's order.
- 3.2.** Students acquire study programme content through theoretical and practical classes, research work, independent studies, and internships (if an internship is included in the study programme). Internships may be conducted in companies (organisations), including abroad, at the university, or in the form of business simulations or research projects.
- 3.3.** The main forms of study include lectures, seminars, practical classes, tests, independent study assignments, and course papers. Lectures may be conducted separately for each student group or jointly for multiple groups. The time and location of classes are determined by the lecture schedule.

3.4. The development of course papers is supervised and guided by academic staff approved by the respective faculty or programme director. Students must independently select course paper topics and coordinate them with their course paper supervisor, considering the list of topics provided by the respective faculty. The list of students, their topics, and supervisors is approved by the programme director.

3.5. Students publicly defend their course papers in front of the programme director.

3.6. If a student wishes to improve their final grade or receive an assessment outside the officially designated study period for the course, they must agree on a time with the respective academic staff member and programme director, obtain a designated form from the study programme administrator, and make the necessary payment according to the university's valid price list for paid services.

3.7. Students who, during the academic year, have completed all subjects included in the study programme in their full credit volume with a grade of no lower than 4 or have completed part of the study programme subjects (in accordance with the conditions set out in Section 9 of this regulation) and have paid the tuition fees as specified in their contract are promoted to the next study year.

3.9. If a student wishes to attend additional classes that are not part of their designated study course (e.g., with another group or course), they must obtain prior approval from the study administrator.

3.10. If a student wishes to attend additional study courses that are not included in their respective programme, they must coordinate this with the study administrator and arrange it in accordance with the Regulations for Attendees.

3.11. Students may receive free consultations as provided within study courses, during the writing of course papers, and in the process of completing their final thesis, upon individual agreement with the respective faculty member.

4. Provisions on Study Tests and Examination

4.1. Each academic staff member regularly evaluates students' academic performance within their study course using the assessment methods specified in the course description. The requirements depend on the specifics of the course and the organisation of the study process.

4.2. All examinations at the university are mandatory, and the types of assessments include: examinations, tests, independent work presentations, quizzes, homework assignments etc. If the required assessments for a course are not completed, the final grade for the subject cannot be assigned. The course description specifies the type and weight of each assessment in the student's final evaluation. The final grade for the course is calculated based on all assessments.

4.3. Mandatory assessments:

4.3.1. The number of mandatory assessments (considering that it cannot be less than the minimum required number set by the Rector's order, which is determined based on the number of credits in the study course), their type, and weight are determined by the course instructor.

4.3.2. The grade, taking into account its weight in the final grade, is taken into account in the final grade for the course;

4.3.3. Mandatory assessments cannot be retaken (except during the course if permitted by the instructor), and individual Order to retake are not issued.

4.3. In addition to the mandatory assessments, the instructor may, at their discretion, evaluate aspects such as class attendance, minor tests, homework assignments, independent study work, participation in seminars, self-assessments, essays, etc.

4.4. If the deadline for a mandatory assessment is missed, the student must obtain Order to retake. The minimum number of mandatory assessments in a study course is set by the Rector's order and depends on the number of credits assigned to the course.

4.5. Student rights when taking assessments:

4.5.1. To be informed at the beginning of the study course about the criteria for successful completion of the course, including the assessment criteria for mandatory evaluations, as well as to receive free consultations from the instructor within the specified time.

4.5.2. To use the teaching aids authorised by the instructor during the assessment.

- 4.5.3. To take the exam even if all mandatory assessments have not been completed, but only with the instructor's permission.
- 4.5.4. To appeal the instructor's evaluation by submitting an application to the programme director within one working day after the announcement of the assessment results, requesting a re-evaluation.
- 4.5.5. To request a free Order to retake.
 - 4.5.5.1. To take assessments within six months from the closing date of a medical leave.
 - 4.5.5.2. Before the scheduled assessment by submitting an application stating a valid reason (e.g., a work-related business trip) and providing a confirmation from the employer to the Study Department before receiving the free reassessment approval. Such a request can be made no later than six months after the assessment date.
- 4.5.6. To receive an objective evaluation from the instructor in accordance with the criteria specified in the course description.
- 4.6. To submit a written request, either for a fee or free of charge, to the programme director for permission to retake a study course.
- 4.7. Student responsibilities when taking assessments:
 - 4.7.1. To arrive at the assessment at the specified time.
 - 4.7.2. In the case of a retake, to arrange the retake time with the instructor at least one week in advance. At least 2-3 working days before the assessment, submit a request for an individual reassessment and obtain approval from the relevant study administrator before the retake.
 - 4.7.3. According to the additional paid services price list, make the payment for the retake, course repetition, or any other additional academic service at least 2-3 working days in advance.
 - 4.7.4. To maintain academic integrity.
 - 4.7.5. Tuition fees and any other payments are considered settled only when the payment has been credited to the university's bank account.
- 4.8. Instructor responsibilities in the organization of assessments:
 - 4.8.1. To ensure that the study course content and assessment content verify the achievement of the study course learning outcomes, as specified in the approved course description, which is available to students on e.RISEBA.lv. In the first class, the instructor must inform students about the course objectives, content, expected learning outcomes, the number of homework assignments, tests, and independent work, submission deadlines, evaluation criteria, formatting requirements, required literature, and attendance expectations. Students must be aware of the weight of each assessment in determining the final grade after successfully completing all mandatory assessments.
 - 4.8.2. Before allowing a student to take an individual assessment, to receive an approved Order to retake from the student in order to record the assessment grade.
 - 4.8.3. Not to assign a final grade to a student who has not completed all mandatory assessments required in the course.
 - 4.8.4. To regularly update information about student attendance on My RISEBA.
 - 4.8.5. To objectively assess students' competencies and enter assessment grades in My RISEBA within the deadline set by RISEBA.
- 4.9. Instructor rights:
 - 4.9.1. To ask additional questions to the student to determine an appropriate evaluation.
 - 4.9.2. To terminate the assessment if the student has used unauthorized materials, requiring a retake of the exam with an individual reassessment request.
 - 4.9.3. To refuse to evaluate an assessment if plagiarism is detected.
 - 4.9.4. To set a new assessment date for the student, in coordination with the Study Department.
 - 4.9.5. To deny the student the right to take the final assessment if they have not fulfilled the course requirements specified in the course description, including attendance requirements.
 - 4.9.6. If a student fails an assessment twice, to assign them to take the final assessment before a committee appointed by the programme director. If the committee determines that the student is unable to pass the respective course, the student will either be expelled or required to retake the course for an additional fee, in accordance with the price list for additional paid services.

5. Student Knowledge Assessment System

- 5.1. Students' academic performance is assessed through classes, seminars, tests, independent study assignments, and other evaluations.
- 5.2. RISEBA's assessment methods are objective and consistently applied. The scope of each evaluation corresponds to the course programme content, the principles of the Latvian Qualifications Framework, the European Higher Education Area Qualifications Framework, and the skill and knowledge requirements defined in the Professional Standard.
- 5.3. Student performance at **RISEBA** is evaluated using two indicators:
- 5.3.1. A percentage-based score and a final grade on a 10-point scale (Appendix 1, approved by the Methodological Council);
- 5.3.2. A quantitative assessment – the number of credit points assigned according to the course scope and significance.
- 5.4. RISEBA evaluates the quality of students' academic performance—including exam results, tests, course papers, and other assessments—in percentage terms according to criteria approved by the Methodological Council. The final grade is then expressed on a 10-point grading scale, based on national educational standards.
- 5.5. To assess the correspondence of student workload to the planned study volume, a quantitative assessment in credit points is carried out each semester and academic year. One credit point (ECTS) corresponds to 25 academic hours.
- 5.6. The final grade for a course includes the evaluation of a student's work throughout the course, including participation and performance in classes, test and independent work results, and the final exam grade. A course is considered successfully completed if all programme requirements are met by the end of the assessment period, except in cases where an extension has been granted.
- 5.7. The programme director may randomly review the assessment requirements set by instructors and assign an additional specialist to evaluate an assessment.
- 5.8. The content and quality of course papers, applied research, and internship reports, as well as students' presentation skills, are evaluated by a committee.
- 5.9. At the beginning of each new course, the respective instructor informs students about the assessment criteria using the **RISEBA** grading system.

6. Provisions on Examination Sessions

- 6.1. An examination is a method of assessing academic performance. The type of examination (oral, written, combined, practical, and/or artistic-creative tasks), course objectives, expected learning outcomes, and other requirements for earning credit points are specified in the course description approved by the faculty. In certain courses, examinations may be conducted in an alternative manner as approved by the Methodological Council.
- 6.2. Examination sessions are held twice a year—during the winter and summer periods for full-time students. Master's level and other department students take examinations according to the academic year plan and class schedule. Examinations not completed within the designated period are considered academic debts.
- 6.3. The scheduling of examination sessions, preparation of documentation, and monitoring of examination procedures are carried out by the respective programme's study administrators.
- 6.4. The examination procedure, the number and nature of questions or tasks, are determined by the instructor.
- 6.5. Students are allowed to take the examination for the respective semester's study course only if they have fully completed the course plan. If a student has not completed all mandatory assessments required for the course, the instructor has the authority to decide whether to permit them to take the exam. However, the final grade can only be assigned after the completion of all mandatory assessments.
- 6.6. An examination is considered passed if the student's results are graded no lower than 4 points.

- 6.7. If an exam is taken outside the regular examination session or is being retaken, the student must obtain an individual reassessment request from the respective programme's study administrator.
- 6.8. The examiner has the right to deny a late-arriving student access to the exam and to terminate an exam if the student violates the exam regulations.
- 6.9. Once a student submits an assessment or examination paper, the instructor evaluates it with a percentage-based grade. The instructor must provide a justification and comments for the grade, as detailed as possible. The comment format is chosen by the instructor—either in writing on e.RISEBA or in writing directly on the graded paper. For distance learning students, the grade justification must be provided in e.RISEBA in the designated section.
- 6.10. The MyRISEBA platform is used for recording student grades, calculating final grades, and preparing grade reports.
- 6.11. The examiner is responsible for entering assessment grades into MyRISEBA and, before doing so, must indicate the weight of each assessment component in the final grade calculation. The final course grade is automatically calculated by the system.
- 6.12. Students have the right to review their work and receive explanations regarding mistakes within one week after the announcement of exam results.

7. Academic Integrity

- 7.1. Every individual involved in the study process—including students, faculty members, staff, and examination committee members—is required to uphold academic integrity.
- 7.2. The fundamental principles of academic integrity, the classification of violations, identification procedures, and the application of sanctions are outlined in *RISEBA Code of Academic Integrity*.
- 7.3. The procedures for identifying plagiarism in students' written work, the applicable sanctions in cases of plagiarism, and other related matters are regulated by *RISEBA Regulations on the Control and Prevention of Plagiarism*.

8. Final Study Examination

- 8.1. Studies conclude with a final study examination, which consists of the defense of a bachelor's or master's thesis in accordance with the requirements of the respective study programme.
- 8.2. The procedures for the development, pre-defense, review, and defense of the final thesis are determined by RISEBA Regulations on Graduation Examinations and the internal methodological guidelines of the respective faculty.
- 8.3. Students are eligible to take the final examination only if they have completed all programme requirements and fulfilled the financial obligations specified in the study contract.

9. Academic debts and repeated studies

- 9.1. If a student accumulates more than three academic debts, they will not be promoted to the next study year.
- 9.2. The faculty dean may designate specific courses or other components of the study programme in which students with academic debts are not allowed to continue their studies in the next academic period, even if the total number of academic debts does not exceed three.
- 9.3. A student may be registered for the next academic year with no more than three academic debts from the previous study period, provided that the Study Department receives a formal request from the student asking for permission to continue studies. The request must include a schedule for clearing the academic debts, coordinated with the respective instructors.
- 9.4. When retaking an examination for an academic debt from a previous semester, the student must pay a reassessment fee. If the examination is not passed within the semester, the student must retake the entire course, attending classes with the respective student group in the semester when the course is scheduled according to the study plan, paying for the corresponding credit point (ECTS) volume.

9.5. If there are more than three academic debts, the student has the right to study again in the same academic year for a fee. The tuition fee shall be the same as that charged to students in that academic year.

10. Study Interruption and Resumption at Later Study Stages

10.1. A study interruption (academic leave) may be granted to a student who has settled their financial obligations.

10.1.1. If the student has outstanding financial debt, they must arrange a payment schedule with the university's accounting department before taking a study break.

10.1.2. If a student interrupts their studies before the end of the semester, the tuition fee for that semester is non-refundable. Additionally, the university reserves the right to demand, and the student is obligated to pay, the full tuition fee for the ongoing semester according to the previously chosen payment plan. The student may request an extension for payment deadlines, but no longer than the duration of the study interruption.

10.1.3. If a student interrupts their studies and has no outstanding tuition or other financial debts, any unused tuition fees already paid will be applied toward the next study period when the student resumes their studies. This is subject to the condition that the student submits a written request to resume studies at least one calendar month before the end of the study break and officially resumes their studies.

10.2. The total maximum duration of academic leave for students is no more than two years per study level, except in cases where regulatory acts specify a different duration.

10.3. A study interruption exceeding two years may be granted if the Rector determines that objective reasons prevent the student from continuing their studies, and the student has submitted the necessary supporting documents.

10.4. During a study interruption, the student status remains valid.

10.5. A student on a study break is not subject to exmatriculation, unless they explicitly request withdrawal from the university.

10.6. Exchange students are not eligible for academic leave.

10.6. While on a study break, students have the right to take study courses free of charge if these courses are required due to differences in study programs.

10.6.1. Courses not previously completed due to study program differences must be completed independently, in accordance with the study plans, by joining other student groups where these courses are being taught.

10.6.2. If it is not possible to complete the required courses, the student must resolve the matter in consultation with the programme director.

10.7. If a student resumes studies after an extended break, the programme director decides whether to recognize previous final grades for completed courses, involving the respective course instructor if necessary.

11. Exmatriculation of Students

11.1. Student expulsion is carried out by Rector's order.

11.2. A student may terminate their studies voluntarily by submitting a written request for contract termination, signed by the programme director.

11.3. Student expulsion is carried out in the following cases:

11.3.1. Upon completion of the full study programme and fulfilment of all obligations to the university. In such cases, the university issues the student a diploma confirming the completion of education. Along with the diploma, a free European-standard diploma supplement is issued in two languages (Latvian and English).

11.3.2. For failure to start studies, meaning first-semester students who do not begin studies within two months from the date of enrolment.

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- 11.3.3. For failure to fulfil the study contract obligations, including:
 - 11.3.3.1. Not meeting the study programme requirements;
 - 11.3.3.2. Not fulfilling financial obligations.
 - 11.3.3.3. Failing to sign a study contract amendment for changes in study format or other study-related modifications.
 - 11.3.3.4. Not completing the final study examinations (including failure to attend them);
 - 11.3.3.5. Not returning from academic leave;
 - 11.3.3.6. Upon expiration of an exchange programme contract;
 - 11.3.3.7. For a serious violation of RISEBA internal regulations.
 - 11.4. In cases where a student does not complete the study programme, they have the right to receive a certificate confirming the completion of the respective study programme or parts of it.
 - 11.5. Student exmatriculation does not exempt the student from fulfilling financial obligations.
 - 11.6. An appeal regarding the reason for exmatriculation may be submitted in writing to RISEBA within one month from the date of exmatriculation.