

**APPROVED**

RISEBA Senate meeting

**AMENDMENTS**

10.11.2021., minutes No 21/1.1-7/9

12.11.2025., minutes No 25/1.1-7/12

**STUDY DEPARTMENT REGULATIONS****1. General Provisions**

- 1.1. The Study Department is a structural unit of the RISEBA University of Applied Sciences (hereinafter – RISEBA), which, in cooperation with other structural units of the University, within its competence, ensures the high-quality implementation of study programmes, organises the study process, and ensures communication and provides support to students.
- 1.2. The Study Department is subordinate to the Rector.
- 1.3. The Study Department is established, reorganised and liquidated by the Senate.
- 1.4. These Regulations of the Study Department enter into force after their approval by the RISEBA Senate.
- 1.5. The name of the Study Department in English is Study Department.

**2. Main Tasks of the Study Department**

- 2.1. To ensure the organisation and continuity of the study process, as well as to supervise the course of the study process.
- 2.2. To plan and coordinate the study process in accordance with RISEBA study programmes and study plans.
- 2.3. To provide support in ensuring the accounting of the academic staff workload of RISEBA.
- 2.4. To ensure the entry of the necessary data into RISEBA information systems.
- 2.5. To ensure document circulation and copying, printing and scanning services for RISEBA staff.
- 2.6. To issue and receive classroom keys and stationery items for the RISEBA building at 4 Durbes Street.
- 2.7. To duly prepare, update and store personal files of students, including expelled students, students with interrupted studies, graduates and exchange students.
- 2.8. To receive and register students' applications, supervisors' reports, reviews, State Examination Committee protocols, decisions and other documents related to the study process in the DVS Namejs system.
- 2.9. To prepare orders regarding student expulsion, transfer to the next year of study, as well as other orders related to changes in the student body.
- 2.10. To prepare, issue and register individual assessment protocols (assignments) for interim assessments (tests) and final assessments (examinations).
- 2.11. In cooperation with study programme directors, to plan the composition of State Examination Committees and organise the work of the committees, as well as to control the timely circulation of State Examination Committee documentation.
- 2.12. To ensure the procurement of diploma forms, the preparation, registration and accounting of diplomas, diploma supplements and duplicates.
- 2.13. To ensure the preparation and submission of reports and other statements to other RISEBA structural units, as well as to external institutions.
- 2.14. To monitor the fulfilment of students' academic obligations.
- 2.15. To prepare academic transcripts for students (including graduates and expelled students).

- 2.16. To provide information and consultations on study opportunities and procedures at the University, and to inform about the study process and other study-related matters.
- 2.17. Within its competence, to cooperate with the University's structural units and external institutions.
- 2.18. To supervise the maintenance of information on students in the State Education Information System.
- 2.19. To ensure continuous support for the operation of RISEBA information systems.
- 2.20. To ensure support for the inter-university plagiarism detection system in cooperation with the University of Latvia, as well as the maintenance of the Ouriginal plagiarism detection system and the accumulation of final theses in plagiarism detection systems and the RISEBA library systems.
- 2.21. To ensure continuous support for MS Office and Active Directory (licences, usernames and passwords for students and staff).

### **3. Structure and Management of the Study Department**

- 3.1. The Study Department consists of its Head and staff. The staff of the Study Department includes Senior Academic Administrators, Academic Administrators, Administrative assistant / Customer Service Assistant, and Academic Information Systems Data Administrator.
- 3.2. During the absence of the Head of the Study Department, another employee of this department shall substitute him/her by order of the Rector.
- 3.3. The responsibilities and duties of the Study Department staff are determined by employment contracts and job descriptions.
- 3.4. The main duties of the Head of the Study Department are:
  - 3.4.1. to plan, manage and supervise the work of the Study Department.
  - 3.4.2. to organise and supervise the working hours of the department staff.
  - 3.4.3. to sign documents prepared by the Study Department staff.
  - 3.4.4. to organise the department's records management, document preparation, use, storage and transfer to the archive.
  - 3.4.5. to prepare regular reports on state scholarships (e.g. "Studēt gods!") in accordance with the requirements of the agreement concluded with the Ministry of Education and Science.
  - 3.4.6. to assess the work efficiency of the department staff and to promote the achievement of high work performance.
  - 3.4.7. to submit proposals to the RISEBA management for improving the work of the Study Department, having previously coordinated them with the involved structural units.
- 3.5. The Head of the Study Department has the right to:
  - 3.5.1. represent RISEBA in other institutions within the scope of his/her competence.
  - 3.5.2. request and receive information from other structural units to ensure the full operation of the Study Department.
  - 3.5.3. participate in the composition of permanent commissions and working groups of the University related to the functions of the department.
  - 3.5.4. initiate the procedures and amounts of remuneration for department staff.
  - 3.5.5. submit proposals to the University management regarding the recruitment and professional development of the structural unit's staff.