



LIEPAJA UNIVERSITY

APPROVED
In LiepU electronic Senate meeting of 14th December 2020, protocol No. 6

Procedures for registration and record-keeping of listeners in LiepU

Issued according to Law of Higher Education Institutions Paragraph one of Section 59²

1. The procedures for registration and recording of listeners (hereinafter – Procedures) shall determine the registration, duties and rights of listeners.
2. **The listener** is a person, who on the basis of the agreement for the means of natural or legal persons has registered for the acquisition of particular study courses/study modules and meets the academic liabilities of the relevant study courses/study modules offered in Liepaja University in the relevant academic year.
3. Rights to register in the status of a listener are given:
 - 3.1. to citizens of Latvia and non-citizens of Latvia;
 - 3.2. to citizens of the European Union memberstates and European Economic Area countries (EU memberstates, Island, Lichtenstein, Norway), citizens of Swiss Confederation, permanent residents of European Community holding a valid travel document;
 - 3.3. to foreigners, who are not mentioned in section 3.2., presenting a longterm visa (if such is necessary) or a valid travel document;
 - 3.4. to students of higher education institutions.
4. The person can register:
 - 4.1. for the acquisition of basic study courses, if obtained secondary education;
 - 4.2. for the acquisition of master study courses – if obtained bachelor / similar education;
 - 4.3. for the acquisition of doctoral study courses – if obtained master / similar education.
5. Persons, who have obtained education abroad are registered on listener's status, taking into account regulations of Section 85 of Law of Higher Education Institutions. Expertise of education documents obtained abroad is made by Academic Information Centre (AIC) before the document submission in LiepU. The expertise of education documents in AIC is the fee service, which is covered by the person himself.
6. Application process for study courses/study modules (except for courses which are acquired in distance learning) takes place in Lifelong learning department within two weeks from the beginning of the semester by filling out the application form on <https://min.liepu.lv/lv/klausitaji/>. The Lifelong learning department consults the interested people on the conditions of acquisition of the study courses/study modules on a listener's status.
7. The candidate, presenting passport/ID card,
 - 7.1. fills in LiepU application,

- 7.2. to the application adds a copy of document stating his/her education, (if applicant is not LiepU student),
- 7.3. attaches 1 photo (3x4 cm) to the application (if applicant is not LiepU student).
8. Persons shall apply electronically for courses to be studied in distance learning; copies of documents shall be sent to LiepU by post or electronically.
 9. When applying for studies on listener's status, must be paid a non-repayable registration fee established by the rector's order.
 10. The Lifelong learning department shall coordinate the possibilities for acquiring specific study courses/study modules with the dean of the relevant faculty within 5 working days, enter into an agreement with the applicant in the case of a positive decision.
 11. The applicant shall enter into an agreement regarding the acquisition of study courses/study modules and shall make payment/-s in accordance with the procedures specified in the agreement. If the acquisition of study courses/study modules is intended for both the first and second semester of the academic year, the payment may be divided into two parts. The fee shall be calculated according to fee services approved by LiepU Senate or a course to be acquired in distance learning shall be determined according to an estimate approved by the rector.
 12. On the basis of the agreement concluded, the applicant shall be registered in the Lifelong learning department for the acquisition of study courses/study modules on listener's status with the order of the rector. If the listener is not a LiepU student, the listener's certificate for visiting the library and computer classes shall be issued.
 13. A person, who has registered on listener's status shall meet the academic obligations of study courses/study modules, may use LiepU libraries and computer class services.
 14. The listener shall not be included in the list of LiepU students. The Lifelong learning department shall ensure to prepare protocols of individual examinations and insert marks in LAIS system.
 15. On the basis of exmatriculation order signed by the rector, the Lifelong Learning department draws up, registers and issues a certificate after the acquisition of the study courses/study modules in accordance with the requirements specified in the Law of Higher Education Institutions.
 16. A personal file shall be established for a listener in the Lifelong Learning department, which shall include the following documents: application, copy of the education document, agreement for the acquisition of study courses/study modules, study card, copy of the certificate. After termination of the agreement, the person's case shall be given to the Personal department.
 17. The listener shall have the right to turn in any higher education institution after the acquisition of study courses/study modules with a request to recognise the results of studies obtained.
 18. With the approval of this order, the Procedures for the registration and recording of listeners approved by the Senate on 21.10.2013, shall cease to be valid.

Deputy Speaker of the Senate

(personal signature)

Z.Gūtmane