



LIEPĀJAS UNIVERSITĀTE

APPROVED
by the Senate meeting of 30 January 2024, Minutes No. 30

REGULATIONS ON HIGHER EDUCATION STUDIES

*Issued in accordance with
Paragraph 2.4 of the Constitution (Satversme) of the Liepāja
University*

I. GENERAL MATTERS

1. The Regulations determine the legal basis for studies, the regulation of the study process and the procedure for the implementation of study programmes at the studies of the higher education level.
2. The Liepāja University (hereinafter referred to as - the LiepU) as an autonomous higher education, scientific and cultural institution of the Republic of Latvia, in accordance with the specificity of faculties, state order, interests and needs of society and Kurzeme region provides an opportunity to acquire competitive higher professional and academic education in accordance with the requirements of the European Common Education Space, the level of scientific development and Latvian cultural traditions.
3. Study work in the LiepU is implemented in accordance with the Constitution of the Liepāja University, Law on Higher Education Institutions, Education Law, Scientific Activity Law, Vocational Education Law, other laws and regulatory enactments of the Republic of Latvia, including internal laws and regulatory enactments.
4. Doctoral studies are governed by the LiepU Regulations of Doctoral Studies.

II. THE RIGHT TO STUDY AT THE LiepU

5. The right to commence studies at the LiepU are granted to persons who meet the requirements of the Law on Higher Education Institutions, have fulfilled the Admission Rules and Requirements and have been matriculated at the Liepāja University.
6. The right to continue studies in the following academic years is granted to students who have registered for studies in the relevant semester in accordance with the procedure established by the LiepU.

III. RIGHTS OF ACADEMIC STAFF AND STUDENTS

7. Freedom to study is an expression of students' rights:
 - to choose a study programme,
 - to choose a study form,
 - to change study programme during the studies for a programme at another faculty or university,
 - to attend lectures at another faculty or university, upon approval of the respective deans,
 - to compile and acquire an individual part of the elective courses,
 - to engage in scientific research and artistic creativity,
 - to receive diploma and diploma supplement/academic reference.
8. Academic staff have the right to choose the forms and methods of study work.

IV. TUITION FEE, SCHOLARSHIPS AND LOANS

9. The state determines the number of study places financed from the state budget. The procedure for financing studies from the state budget shall be determined by the Cabinet of Ministers.
10. Admission to state-funded study places shall take place according to procedure of competition. Students matriculated beyond the framework of the state order shall study at the expense of natural persons or legal entities.
11. Students studying at the state budget funds may be granted scholarships in accordance with the procedure established by the Cabinet of Ministers and in accordance with the Regulations on Scholarships approved by the LiepU Senate.
12. Tuition fees at places of study that are not financed from state budget funds are paid by legal entities or natural persons. The student shall conclude a relevant agreement with the institution of higher education to that effect.
13. Student is allowed to study at the state budget funds under only one study programme at a time.
14. Studies at the state budget funds for the acquirement of a certain degree or professional qualification may be used several times.
15. Students who study at the expense of legal entities or natural persons may apply for state budget funding in accordance with the rules approved by the LiepU Senate.
16. Students who study at the expense of legal entities or natural persons are not required to pay tuition fees during a break in their studies. The tuition fee paid shall be applied to the same period of studies after the interruption of studies in accordance with the tuition fee for the specific year of studies. Tuition fee may be refunded on the basis of the student's personal application within the framework of the relevant academic year. The refundable tuition fee, based on the Rector's order on the granting of academic leave, is calculated by dividing the semester tuition fee by 5 and multiplying by the number of months in the refundable period.
17. The organisation and costs of tuition fee services at the University are governed by documents approved by the LiepU Senate.
18. Tuition fee is set for the entire period of studies in the Study Agreement. Changes in tuition fee are reflected in an annex to the Study Agreement.

19. A student may receive a reduction in tuition fee for courses taken as a listener or student in study courses acquired under the higher education programme. Reduction in tuition fees for students shall be applied on the basis of a student's application, which shall be approved by the Dean following an approval of the Programme Director.
20. Reduction in tuition fees shall be applied to the academic year in which the acquired course is included in the study plan. Tuition fee for a given academic year shall be calculated by dividing the annual tuition fee by the number of credits to be collected in a year and multiplying by the number of credits to be collected.
21. Entering the corresponding tuition fee into the Latvian information system for higher education institutions (LAIS) is responsibility of the secretary of the admissions commission in the 1st year, and of the senior secretary of the faculty in 2nd-5th year.
22. Reduction in tuition fee shall be granted only once in case of a renewal.
23. Re-taking study courses and examinations is only possible for a fee. There is no fee required for examinations taken after the academic leave, arising from changes in the study plan.
24. Students of accredited study programmes are eligible for:
 - study loan - a loan from the state budget or from credit institutions with a state guarantee to cover tuition fees;
 - student loan - a loan from the state budget or credit institutions with a state guarantee to cover the social needs of *full-time* students.

V. ADMISSION, ENROLMENT AND COMMENCEMENT OF STUDIES

25. Entrants are admitted according to the number of state-funded study places and number of paid study places in the accredited or licensed study programmes offered by the LiepU, as determined by the Minister for Education and Science of the Republic of Latvia.
26. Admission to the study programme is determined by the admission rules approved by the LiepU Senate. Admission of students to the University is organised by an Admission Commission approved by the Rector. The admission commencement date is set each year by the Cabinet of Ministers.
27. Registration for any type of studies at the funds provided by the state budget, legal entities or natural persons shall take place on the basis of an open and equal competition in accordance with the relevant admission rules approved by the Senate. All the applicants to a study programme shall register in accordance with the procedure established by the Admission Commission by concluding a Study Agreement.
28. On the basis of the concluded agreement, the applicants are entered into the list of LiepU students by the Rector's order.
29. A personal file is established for every student in accordance with the procedure laid down in the normative documents.
30. Upon commencement of the studies, students are familiarised with the study process and its governing documents.
31. Students receive a student card.

VI. DISCONTINUATION OF STUDIES

32. The student has the right to temporarily discontinue his/her studies while maintaining his/her student status and the agreed source of funding.

33. Study break is granted to a student who has fulfilled all financial obligations in accordance with the Agreement on Studies at the Liepāja University. Minimum duration of study break - one semester, maximum - two semesters.
34. A study break shall be granted by the Rector's order no earlier than after the first successfully completed session. In special cases, if the student has submitted appropriate documents to, a study break may be granted during semester 1.
35. A study break shall be granted from the first day of the semester during the registration week or at the beginning of the current semester, until 15 September or 15 February, respectively. The deadline for the end of the semester break is the last day of the semester.
36. A student is entitled to a study break during the whole academic year, regardless of the type of studies and the status of the student:
- because of health condition, presenting documents evidencing incapacity for work;
 - because of pregnancy, or parental leave, presenting documents a certificate from family doctor or other relevant documents;
 - because of studies abroad;
 - as an outstanding sports, scientific and creative personality, presenting supporting documents.
37. Students will not be granted a study break two weeks before the deadline for the submission of Final / State Papers.
38. The maximum total duration of study break for students shall not exceed 4 semesters at each level of studies.
39. During the study break, the student is not allowed to participate in the study process and to fulfil academic obligations.
40. The LiepU does not provide residence permits for foreign students during their study breaks.
41. In order to continue studies after the study break, the student is obliged to register for the relevant semester within one week of registration. Studies are continued in accordance with the study programme in force at the time of the study, within the time limits set by the Dean, and with passing all the necessary examinations and complying with the obligations.
42. A student may be excluded from the list of students in accordance with Section 49(1) of the Law on Higher Education Institutions:
- 42.6. upon their own free will (family circumstances, studies abroad, health condition, etc.);
 - 42.7. if it is found that their admission has been influenced by deception, bribery or other conduct in breach of the principle of equal treatment of applicants;
 - 42.8. in case of failure to pass required examinations or perform other study tasks within the set deadlines (failure to pass final/national examinations, failure to start studies, failure to return from academic leave, failure to keep up with studies, etc.);
 - 42.9. the student has violated the LiepU Internal Rules for Students;
 - 42.10. in special cases (deceased).
43. Exclusion of a student from community of students shall take place upon an order of the Rector, on the basis of an application of the Dean or a personal application from the student.
44. A student who has been withdrawn from the community of students is entitled to an academic certificate.

VII. COMMENCEMENT AND RESUMPTION OF STUDIES AT LATER STAGES

45. You can start/resume your studies at a later stage, starting from the second year:
- upon joining from another institution of higher education;
 - upon transferring to another study programme
 - resuming studies after a break, if the examinations required for the previous stages of the study programme of interest of the applicant have been successfully passed (in the university or other institution of higher education);
 - if the knowledge, skills and competences acquired outside formal education or within professional experience or the learning outcomes achieved in previous education have been recognised in accordance with the provisions on recognition of competences acquired outside formal education or in professional experience,
 - and all the prerequisites are in place for the university to be able to provide further acquirement of the chosen study programme.
46. A person who has passed the theoretical part of the relevant study programme may continue his/her studies for taking the final examinations (qualifying examination, bachelor's thesis, master's thesis, diploma thesis, qualification thesis) under the study programmes implemented in the University according to the procedure established by the LiepU.
47. Commencement and resumption of studies at later stages is possible for tuition fee, paid by legal entities or natural persons.
48. Commencement and resumption of studies at later stages is possible after the applicant's application has been received and after comparison of the study card/academic reference and the specific study plan. Additional courses are subject to charge. Those whose applications are accepted sign a study agreement.
49. On the basis of the concluded agreement, the applicants are entered into the list of LiepU students by the Rector's order.

VIII. STUDY PROGRAMMES I

50. The University offers three study programmes at higher education levels — Bachelor's, Master's and Doctoral study programmes. Studies at the LiepU are implemented in accordance with study programmes developed, approved and licensed in accordance with the procedure established by the Law on Higher Education Institutions.
51. Study programmes at the LiepU are implemented in full-time and part-time studies. The content, volume and outcomes of study programmes, as well as the assessment of achievements, are the same for full-time and part-time studies.
52. The study programme includes all the requirements for a single degree and/or professional qualification. The study programme is governed by a special document - description of the study content and implementation, which states:
- name of the study programme;
 - nature of the study programme;
 - degree and/or professional qualification to be acquired;
 - the addressee of the programme and prior education requirements;
 - level and type of education,

- objectives, tasks of the implementation of the programme and sub-programme, planned final learning outcomes, including the planned study courses, study modules and their planned learning outcomes;
 - content of the offered education, compulsory, restricted and free-choice parts of the programme and sub-programme, and the distribution of credits between them;
 - distribution of study time, criteria for the education to be acquired for the achievement of study outcomes, the forms and procedures of examinations;
 - academic staff involved in the implementation of the programme, their scientific and professional qualifications; structural units involved, their functions in the implementation of the programme in question;
 - description of the material base;
 - programme costs;
 - relevance to the university's development strategy and available resources.
- 53.** Study programme can be developed and submitted for approval by professors, faculties, and academic staff working groups.
- 54.** Study programmes are approved by the university Senate. An independent expert-examination of the programme must be organised before approval.
- 55.** The Senate's decision to introduce a new study programme also approves the programme director, who is responsible for implementing the programme.
- 56.** Implementation of each study programme must be licensed. Decision on the licensing of a study programme shall be taken by the Study Quality Commission.
- 57.** Study programme must be included in an accredited field of studies within two years from the date of commencement of its implementation.
- 58.** Study fields are regularly evaluated in accordance with the procedure established by the Cabinet of Ministers.

IX. STUDY PROGRAMMES II

- 59.** At the University, the higher education degree consists of three cycles corresponding to a specific level of the Latvian Qualifications Framework:
- 59.1.** *First cycle*, which includes study programmes corresponding to the sixth level of the Latvian Qualifications Framework:
- full-time first cycle studies of at least 180 credits and three years or 6 semesters;
 - First part of the cycle can be short-cycle vocational higher education. Its full-time study volume period is 120-180 credits and 2 to 3 years or 4 to 6 semesters respectively. First cycle higher education programmes are designed in accordance with the national higher education standard, and their content is determined by the Regulation of the Cabinet of Ministers;
- 59.2.** *Second cycle*, which includes study programmes corresponding to the seventh level of the Latvian Qualifications Framework:
- full-time second cycle studies of at least 60 credits and one year or 2 semesters, provided that the total of first and second cycle studies is at least 300 credits and five years or 10 semesters. Second cycle higher education programmes are designed in accordance with the

national higher education standard and their content is determined by the Regulation of the Cabinet of Ministers.

- 59.3.** *Third cycle*, which includes implementation of the study programmes corresponding to the eighth level of the Latvian Qualifications Framework:
- full-time third cycle studies of at least 180 credits and three years or 6 semesters.
- 60.** Continuation of studies in the next cycle at the level of the Latvian Qualifications Framework is possible after completion of the previous cycle and receipt of a state-recognised higher education document.

X THE DEGREES, PROFESSIONAL QUALIFICATIONS TO BE ACQUIRED DURING THE STUDIES AND DIPLOMA TO BE AWARDED

61. By acquiring an accredited higher education programme of the relevant cycle at the University, the following shall be received:
- 61.1. *short-cycle vocational higher education* and a level 5 professional qualification attested by a short-cycle vocational higher education and professional qualification diploma;
 - 61.2. *first cycle higher education*:
 - 61.2.1. a bachelor's degree attested by a bachelor's diploma,
 - 61.2.2. a bachelor's degree and a sixth-level professional qualification attested by a bachelor's and professional qualification diploma,
 - 61.2.3. a sixth-level professional qualification attested by a professional qualification diploma;
 - 61.3. *second cycle higher education*:
 - 61.3.1. a master's degree, attested by a master's diploma,
 - 61.3.2. a master's degree and a seventh-level professional qualification attested by a master's and professional qualification diploma,
 - 61.3.3. a seventh-level professional qualification attested by a professional qualification diploma;
 - 61.4. *third cycle higher education*:
 - 61.4.1. a doctorate degree in science attested by a doctorate diploma.

XI. ORGANISATION OF STUDIES

62. The academic year at the university begins in September. According to a decision of the Senate, the academic year may start at a different time for certain study programmes.
63. Every student must register for the semester and study courses in accordance with the procedure established by the LiepU. Registration confirms the student's wish to continue studies at the LiepU. Registration takes place during the registration week according to the academic calendar. The academic calendar is approved for each academic year.
64. The student registers for the following semester with no academic debts and with fulfilled financial obligations.
65. Academic debts must be settled within the deadline set by the Dean of the Faculty.

66. The unit of registration of the study work to be carried out by the student is a credit (CP). A credit expresses the amount of study work based on the study outcomes defined in the study programme or a part thereof and the study load related to their achievement. 60 credits correspond to the results of full-time study in one academic year according to the European Credit Transfer and Accumulation System (ECTS).
67. Credits are expressed as whole numbers. One credit is equal to one ECTS credit. One credit corresponds to 28 hours of study work. Study courses shall have a minimum of 3 CPs in credits; exceptionally, 2 CPs may be allowed if it is a part of a course.
68. The number of contact hours corresponding to one credit are listed in the annex "New LiepU credits (CP) and contact hours in class".
69. A contact hour is a direct contact between academic staff and a student, implemented for the achievement of the objectives and tasks of the study programme in accordance with the study programme plan. Duration of a contact hour is one academic hour - 45 minutes.
70. Full-time studies correspond to 60 CPs per academic year or 30 CPs per semester.
71. Academic year consists of 40 weeks of study work, of which not less than 32 weeks shall be scheduled for classes and internships, with the remainder planned for course examinations and other objectives provided for in the study programme.
72. There are also holidays scheduled during the academic year.
73. Part-time studies correspond to a minimum of 54 CPs per academic year. Part-time studies and examinations are organised according to the timetable of sessions in the specific study programme.
74. Annual study plans are approved by the Faculty Council.
75. Credits are awarded for the completion of certain study courses, specifying the amount of study work required to complete the study course. Volume of the study work consists of the student's work during the contact hours and independent work.
76. Credits are awarded for meeting the relevant requirements of the study programme if the examination grade is not lower than four points.
77. At the end of each study course, the student must pass an examination. The form of the course examination is a test and/or an exam. The form of the examination is fixed in the study programme and course description. The teaching staff member shall inform students of this upon commencement of the course.
78. Study achievements are evaluated on a 10-point system. In exceptional cases, approved by the Board of Studies, the learning outcomes may be evaluated as "pass" and "fail". The assessment of achievements is the same for full-time and part-time students. The grades obtained in the examinations are recorded in the examination report and the study card. The conduct of study examinations shall be governed by rules approved by the Senate.
79. Completion of the study programme is possible according to an individual study plan.
80. Individual study plan - a written agreement between the student and the teaching staff member(s) for individual study of the course(s), specifying the volume of the study course and the time limit for completion.
81. The study programme may be implemented according to an individual study plan by a student who is a participant of the Olympic Games, World and European Youth and Junior Championships and a winner of the 1st-3rd places in the Latvian championships in the adult group in Olympic kinds of sports;

82. The individual study plan is approved by the Dean of the Faculty.

XII. ACADEMIC EDUCATION STUDY PROGRAMMES

83 First cycle (bachelor) study programme (code 43)

A bachelor's study programme corresponds to specific scientific fields or sub-fields. It includes all the requirements for a bachelor's degree and the prerequisites for further studies under the master's programme in the relevant field or sub-field.

Bachelor's degree are awarded in a group of related science disciplines (education, humanities, social sciences, natural sciences, health sciences, environmental sciences).

Volume of the study programme shall be at least 180 credits, and duration - 6-8 semesters.

The bachelor's degree, for which a bachelor's diploma is awarded, entitles you to continue your education in a second cycle higher education programme, subject to fulfilling the admission requirements for that study programme.

The compulsory content of a bachelor's study programme is defined by Cabinet Regulations.

84 Second cycle (master's) study programme (code 45)

The master's study programme corresponds to specific scientific fields, sub-fields. The master's degree is awarded in a group of related disciplines.

The master's study programme includes all the requirements and prerequisites for the relevant master's degree and for the commencement of doctoral studies in the relevant field or sub-field of science.

Duration of the master's study programme shall be at least 60 credits, and it will last for one year, subject to the compliance with the total volume and duration of the first and second cycle of full-time studies set in the Law on Higher Education Institutions, with the duration of studies being 2-4 semesters.

The master's degree attested by a master's diploma grants the right to continue education under a third cycle higher education study programme, subject to compliance with the admission requirements for the relevant study programme

The compulsory content of the master's study programme is defined by the Cabinet Regulations.

XIII. STUDY PROGRAMMES OF VOCATIONAL HIGHER EDUCATION

85 Short-cycle vocational higher education study programme (code 41)

The short-cycle vocational higher education study programme is implemented on the basis of secondary education and provides a fifth-level professional qualification.

Volume of the study programme ranges from 120 to 180 credits, with the duration being 4-6 semesters.

The acquired fifth-level professional qualification attested by a short-cycle vocational higher education diploma and a professional qualification diploma grant the right to continue education under the first-cycle higher education study programme, subject to compliance with the admission requirements for the relevant study programme.

The compulsory content of a short-cycle vocational higher education study programme is defined by the Cabinet Regulations and the relevant profession standard.

86 First cycle vocational higher education study programmes

86.1 Bachelor's study programme (code 42)

The bachelor's degree study programme is implemented on the basis of secondary education and provides a sixth-level professional qualification and a vocational bachelor's degree in the field of professional activity. The total duration of studies for the professional qualification and the vocational bachelor's degree is at least four years.

Volume of the study programme is at least 240 credits, with the duration of studies being 8-10 semesters in full-time studies.

The acquired bachelor's degree and sixth-level professional qualification attested by a bachelor's diploma and a professional qualification grant the right to continue education under the second cycle higher education study programme, subject to compliance with the admission requirements for the relevant study programme.

The compulsory content of the first cycle vocational higher education is defined by the Cabinet Regulations and the relevant profession standard.

86.1 vocational study programme (code 46)

The vocational study programme follows the first cycle of higher education and provides a sixth-level professional qualification in the field of professional activity. Volume of the study programme is at least 60 credits, with the duration of studies being 2-4 semesters in full-time studies.

The sixth-level professional qualification attested by a professional qualification diploma, grants right to continue education under the next cycle higher education study programme, subject to compliance with the admission requirements for the relevant study programme. The compulsory content of the first cycle vocational higher education is defined by the Cabinet Regulations and the relevant profession standard.

87 Second cycle (master's) vocational higher education study programmes (code 47)

Master's study programme, implemented on the basis of higher education (continuation for education coded 42, 43 or 44) and providing a seventh-level professional qualification and/or a vocational master's degree in the field of professional activity.

The compulsory content of the second cycle vocational higher education is defined by the Cabinet Regulations and the relevant profession standard.

Volume of the master's study programme is at least 60 credits, with the duration of studies being at least 2 semesters, provided that the total volume of the first cycle higher education and the master's study programme is not less than 300 credits.

Completion of the master's study programme confers master's degree and the seventh-level professional qualification.

The acquired master's degree and a seventh-level professional qualification attested by a master's and professional qualification diploma grant right to continue education under the third cycle higher education study programme, subject to compliance with the admission requirements for the relevant study programme.

The compulsory content of the second cycle vocational higher education is defined by the Cabinet Regulations and the relevant profession standard.

XIII. FINAL EXAMINATIONS AND NATIONAL EXAMINATIONS

88. Study programmes for the acquirement of bachelor's or master's degree complete with a final examination, which includes the elaboration and defence of a bachelor's or master's thesis.
89. Study programmes for the acquirement of a bachelor's or master's degree and/or a professional qualification complete with a state examination, which may include the elaboration and defence of a diploma thesis (diploma project) and a bachelor's (master's) thesis; it may also include an examination.
90. Examinations are conducted in complex manner, mainly in writing. The examination materials is retained. The originals of defended examination papers shall be retained for at least 10 years and the electronic versions - permanently.
91. The conduct of final examinations and state examinations is governed by rules approved by the Senate.

XIV. EDUCATION DOCUMENTS

92. Upon completion of an accredited study programme, students are provided with nationally recognised diplomas and diploma supplements in the national language and English. The diploma supplement contains information on the nature, level, context, content and status of the studies successfully completed by the person named in the diploma.

XV. FINAL MATTER

93. To consider the Regulations “Regulations on Undergraduate and Advanced Level Studies”, approved by the decision of the Senate meeting of 20 December 2014, Minutes No. 6, null and void.

President of the Senate

(signature)

U. Žaimis

New LiepU credits (CP) and contact hours for classes

1 CP = 1 ECTS

1 CP = **28 h** total weekly study work

1 CP = **10,666** contact hours in undergraduate studies (full-time)

1 CP = **5,333** contact hours in undergraduate studies (part-time)

1 CP = **8** contact hours in master's studies

For the study courses, the minimum volume in terms of credits is 3 CPs; exceptionally, study courses of 2 CPs are allowed if it is part of a certain course

Relevant old CPs	New CPs	Total number of hours	Class contact hours*			Preferred CP for internships
			Undergraduate studies (full-time)	Undergraduate studies (part-time)	Master's studies	
	2	56	24	12	16	
2	3	84	32	16	24	x
	4	112	40	20	32	
	5	140	56	28	40	
4	6	168	64	32	48	x
	7	196	72	36	56	
	8	224	88	44	64	
6	9	252	96	48	72	x
	10	280	104	52	80	
	11	308	120	60	88	
8	12	336	128	64	96	x
	13	364	136	68	104	
	14	392	152	76	112	
10	15	420	160	80	120	x
	16	448	168	84	128	
	17	476	176	88	136	
12	18	504	192	96	144	x
14	21	588	224	112	168	x
16	24	672	256	128	192	x
18	27	756	288	144	216	x
20	30	840	320	160	240	x

*Contact hours for the new CPs, which do not exactly correspond to the old CPs, have been rounded to enable scheduling of classes for 16 weeks period.