



This is an official translation of the Internal Order Regulations for Students of University of Liepaja, approved by Resolution No. 2011/19, Protocol No. 8 of LiepU Senate, 21 February, 2011. Latvian version of the Regulations prevails over this translation in case of dispute.

UNIVERSITY OF LIEPAJA INTERNAL ORDER REGULATIONS FOR STUDENTS

APPROVED

by Resolution No. 2011/19, Protocol No. 8 of LiepU Senate, February 21, 2011

Reference: Constitution of the University of Liepaja, Article No. 2.4

1. GENERAL PROVISIONS

- 1.1. The Internal Order Regulations for Students (hereinafter – Regulations) regulate the obligations, rights and responsibilities of the students of University of Liepaja (hereinafter – LiepU).
- 1.2. The Order at Student Residence is regulated by *Internal Oder Regulations at Student Residence*.
- 1.3. LiepU main building at 14 Lielā Street is open every day from 7⁰⁰ to 21⁰⁰, the working hours of other studying buildings are regulated by the Rector of LiepU.
- 1.4. The lecture manager schedules the rooms for the studying process.
- 1.5. The operator/ secretary shall be responsible for the laboratory and the lecture room; the lecturer/ operator/ secretary shall be responsible for preparing the needed teaching tools for lectures.
- 1.6. The room keys shall be kept by the porter, they shall be handed out on production of a valid LiepU Student card.

2. STUDENTS' OBLIGATIONS:

- 2.1. to comply with the Resolution of University of Liepaja, the current rules of Study Contract and other internal rules and instructive documents;
- 2.2. to acquire the theory and practical skills according to the chosen academic study programme systematically; to acquaint with the syllabus of the study programme when enrolling into the studies;
- 2.3. to develop into an intelligent personality by setting up high ethical principles; to enhance the general cultural awareness; to observe standards of conducts, to pay respect to and to prevent discrimination against LiepU academic and general staff, as well as other students and LiepU visitors;
- 2.4. to prevent actions injuring LiepU reputation;
- 2.5. to pay financial obligations on the exact dates e.g. tuition fee, accommodation rent for the dormitory, the fine for overdue books;
- 2.6. to repay the material damage inflicted upon LiepU including the taken and not returned materials of the library or departments;
- 2.7. any plagiarism and the use of unauthorised material and tools during the academic process is inadmissible;
- 2.8. to coordinate the organisation of events in LiepU territory with the Department of Public Relations;

- 2.9. to inform the Student Service about change of personal data, address or phone number etc.;
 - 2.10. to use LiepU premises, equipment, apparatus, etc. LiepU object which has been given for study purposes with care and accuracy, to save electricity, water, gas;
 - 2.11. not to remove any material values from auditoriums, laboratories and other LiepU rooms without the permission of administration;
 - 2.12. to observe the rules of internal order on the LiepU grounds including the smoking restrictions; not to be in the state of inebriation, drug abuse, or under effect of toxic or psychotropic substances on the LiepU grounds;
 - 2.13. to observe the *Internal Order Regulations* at LiepU Student Residence;
 - 2.14. to observe preventive and security rules on the LiepU grounds:
 - 2.14.1. to give the way to the means of transport without expecting the signal from the driver;
 - 2.14.2. to avoid holes, uneven roads, manholes etc.
 - 2.14.3. to travel carefully during wintertime, roads and outer stairs can be slippery;
 - 2.15. to observe the following security rules concerning the electronic devices, inner and outer stairs and floors:
 - 2.15.1. to take care of their own safety and health while using stairs, corridors and other rooms;
 - 2.15.2. to meet the requirements of personal hygiene;
 - 2.15.3. not to start and stop unauthorised machines and mechanisms (except in cases of an imminent human health risk);
 - 2.15.4. to follow the warning and other security signs;
 - 2.16. to inform the LiepU administrative staff (Porter, Dean, Housekeeping Supervisor, Rector) about an accident on LiepU grounds immediately; to call the ambulance if needed, phone number **03 or 113**;
- NB! There is an internal telephone network within the LiepU grounds on Lielā Street 14. To make a call you have to dial „9” first (e.g. 903; 9113).**
- 2.17. to observe fire prevention rules:
 - 2.17.1. not to use open fire and pyrotechnics in the rooms of LiepU, not to leave burning candles without attention;
 - 2.17.2. not to leave without attention turned on electric devices, unless it is allowed by the exploitation instructions;
 - 2.17.3. not to use damaged electrical devices, socket outlets and extension leads.

3. STUDENTS' RIGHTS:

- 3.1. to use LiepU premises, library, equipment, apparatus, objects of culture, sport, medicine, etc. which are envisaged for the study process;
- 3.2. to acquire a higher education in the chosen academic or professional study programme, to interrupt and to resume the studies during the study time in accordance with the order set by the LiepU internal rules;
- 3.3. to do research work and artistic creation;
- 3.4. to attend additional lectures in any LiepU educational establishments or faculties (departments, institutes);
- 3.5. to express and defend one's point of view openly;
- 3.6. to submit proposals and complaints to the administration staff concerning the studies, as well as the work of LiepU academic and general staff; to receive an answer in due time;
- 3.7. to evaluate the study programmes and the work of the academic staff;
- 3.8. to elect and be elected to the Student Council;

- 3.9. to participate in LiepU self-government institutions in accordance with the accepted regulations;
- 3.10. to receive the necessary information on all questions directly referring to studies and carrier possibilities in due time;
- 3.11. to receive the bursary and financial supports in accordance with the accepted regulations;
- 3.12. to establish societies, hobby groups and clubs which are not prevented by the existing legislation.

4. ADMINISTRATIVE STAFF'S OBLIGATIONS

- 4.1. to observe the legislation in force in the Republic of Latvia, the Resolution of University of Liepaja and the internal laws and regulations;
- 4.2. to organize the study process according the regulations; to inform students about changes in the LiepU accreditation or study programme accreditation documentation;
- 4.3. to maintain suitable conditions and environment for learning and study;
- 4.4. to ensure study freedom for students;
- 4.5. to provide the surveillance of LiepU buildings, the maintenance of devices and equipment, as well as a good state of order and cleanness;
- 4.6. to create and maintain conditions for the development of cultural, sport and artistic creation at LiepU;
- 4.7. to take decisions concerning plagiarism including the decision about exmatriculation;
- 4.8. to accept proposals, suggestions and critics, to take appropriate measures to encourage improvements.

5. ADMINISTRATIVE STAFF'S RIGHTS

- 5.1. to preclude students binding orders;
- 5.2. to ensure that the internal order regulations and other relevant LiepU laws and instructive documents are complied;
- 5.3. to give awards for outstanding learning results or research progress or public activities as followed:
 - 5.3.1. by the Certificate of Merit of LiepU,
 - 5.3.2. by expressing a written gratitude from the respective faculty Dean,
 - 5.3.3. by expressing a written gratitude from the Rector,
 - 5.3.4. by writing into the Book of Honour of LiepU,
 - 5.3.5. by an award of financial bonus or a present;
- 5.4. to impose a disciplinary punishment as followed (see Chapter 8):
 - 5.4.1. by a warning remark from the respective faculty Dean or the Rector,
 - 5.4.2. by a reprimand from the respective faculty Dean or the University Rector,
 - 5.4.3. by an exmatriculation from LiepU (decision is made by the University Rector).

6. ORGANISATION OF STUDY PROCESS

- 6.1. The studies are organized according to the academic calendar annually approved by the Council of Studies for both full-time studies and part-time studies.
 - 6.1.1. The academic year for the full-time studies includes:
 - Autumn semester – 20 weeks,
 - Spring semester – 20 weeks.
 - 6.1.2. The academic year for the part-time studies is organized in exam sessions.

- 6.2. The study process includes lectures, seminars, as well as unsupervised individual work.
- 6.3. Lectures are organized according to the lecture timetables of the respective faculty.
- 6.4. The lecture timetable/exam schedule for full-time studies is made for one semester and published at the information desks inside of the main building of LiepU and also on LiepU homepage up to 10 days before the beginning of the semester. The lecture timetable/ exam schedule for part-time studies is made for each exam session and published in the rooms of LiepU and also on LiepU homepage up to 3 days before the beginning of the respective session.
- 6.5. Any changes in the lecture timetable shall be made in accordance with the respective Dean or Vice-dean and in confirmation with the lecture manager.
- 6.6. The length of an academic lesson is 45 minutes. The length of one lecture (a pair of academic lessons) is two academic lessons without a break. There is a break of 30 minutes between the pairs of academic lessons.
- 6.7. The respective Dean within each academic group according to *Regulations about LiepU academic group representatives* shall confirm a group representative.

7. STUDENT EXMATRICULATION (expelling from the student list)

- 7.1. A student is exmatriculated if
 - 7.1.1. a student has expressed his/her wish;
 - 7.1.2. a student has passed the necessary tests according to the schedule and has done other study assignments and obtained an academic or professional degree and/or professional qualification;
 - 7.1.3. it is found that the student's matriculation has been influenced by deception, bribery or other activities by which the applicant's principle of equality has been infringed;
 - 7.1.4. it is found that there are circumstances which do not allow to continue studies;
 - 7.1.5. a student has not done on the exact dates any of the following:
 - 7.1.6. has not passed the necessary exams according to the schedule and has not done other study assignments;
 - 7.1.7. has not registered for the next semester;
 - 7.1.8. a student has broken these regulations, including has not to paid financial obligations on the exact dates (see 2.5 and 2.6);
 - 7.1.9. disciplinary punishment is imposed.

8. IMPOSING OF DISCIPLINARY PUNISHMENT

- 8.1. The decision on a student's disciplinary punishment is made by the University Rector, considering the student's personality, the severity of the offence and the damage done, as well as the efficiency reasons.
- 8.2. Any LiepU student or employee may record an infringement of these Regulations by informing the respective Dean/Vice-dean or the Rector in written form. When making a decision on a student's disciplinary punishment, the Deans' Council has to demand from the student to write an explanation.
- 8.3. The Student Council reviews the question about a student's disciplinary responsibility before making a decision.
- 8.4. Imposing of disciplinary punishment, if no specific obstacles arise, is possible not later than within one month from the day of detecting the offence.

8.5. The student has the right to appeal against the decision on disciplinary punishment or exmatriculation submitting it in writing to the Senate within one month since the date the decision was made.

9. ACTION IN CASE OF FIRE

9.1 In case of fire immediately report to

- Fire Service by calling **01** or **112** by specifying the address and the outbreak and the location of the fire, your name, surname and phone number; Fire Service dispatcher shall hang up first;

- porter, building administrator or any other LiepU staff (per telephone or in person);

- if required the police by dialling **02** and the emergency by dialling **03** or **113**.

NB! There is an internal telephone network within the LiepU grounds on Lielā Street 14. To make a call you have to deal „9” first (e.g. 901; 9112; 902; 903; 9113).

9.2 Two minutes long continuous ringing informs about fire.

9.3 In case of fire follow the instructions of LiepU staff. If there are no staff members, then

- notify about the evacuation by activating the fire alarm system or with the help of other people, open the evacuation exits;

- designate someone to meet the Fire Service, in order to show the shortest way to the outbreak of fire and to the nearest internal water sources;

- switch off all electric devices at the location of fire, turn off ventilation and perform other activities necessary in the respective situation that can prevent the further spread of fire;

- fight fires with fire extinguishers; use only dry chemical or carbon dioxide extinguishers for fighting the fire on electric devices; you shall use the fireplugs only after turning off the voltage;

- pack the doors to prevent the smoke coming in, keep close to the windows; protect your breathing organs;

- notify about your location and wait for the help if it is dangerous to exit;

- after the arrival of the Fire Service act according to the instructions of the fireman;

9.4 In case of evacuation do not panic and prevent the panicking possibility.

After the date of entry into force of these Regulations the Internal Order Regulations for Students approved by Protocol No. 6 of LPA Senate, January 29, 2007 are repealed.

Deputy Speaker of the Senate (Signature) Z.Gūtmane