

## **REGULATIONS ON STUDIES AT DAUGAVPILS UNIVERSITY**

### **1. FUNDAMENTAL PRINCIPLES OF STUDIES**

1.1. Daugavpils University (DU) is an institution of higher education, science, and culture that brings together and develops the academic and research potential of Eastern Latvia in the fields of natural sciences, engineering, humanities, education, health, social sciences, and arts. Its goal is to ensure high-quality studies and modern scientific research, providing an intellectual foundation that promotes the sustainable development of both the Latgale region and Latvia as a whole.

1.2. Studies at DU are organized in accordance with the *DU Constitution*, the *Law on Higher Education Institutions*, the *Education Law of the Republic of Latvia*, the regulations of the Cabinet of Ministers, the orders of the Ministry of Education and Science, and other legal acts in force in Latvia, as well as international standards for university cooperation.

1.3. These Regulations define the main principles of studies at DU. More specific or practical matters are governed by other national and DU internal regulations.

### **2. THE RIGHT TO STUDY AT DAUGAVPILS UNIVERSITY**

2.1. Any citizen or non-citizen of the Republic of Latvia, as well as any foreign national with a valid residence permit, has the right to study at DU. To be admitted, the applicant must have an officially recognized previous education that meets the requirements of the chosen study programme.

2.2. The right to study in a higher education institution or college is the same for citizens and non-citizens of Latvia, citizens of the European Union, the European Economic Area, or Switzerland, and permanent residents of the European Community with valid residence permits.

2.3. Foreign nationals who do not fall under the above categories may study at DU in accordance with *Article 83 of the Law on Higher Education Institutions*, or as part of international (interuniversity) exchange programmes or cooperation agreements between universities and colleges, following DU's admission rules.

2.4. If foreign students study at DU within an exchange programme and an equivalent number of DU students study abroad, their studies in Latvia may be financed from DU's allocated state budget resources.

2.5. Persons who obtained their education abroad may be admitted to DU if their educational documents comply with Latvian standards and the requirements of DU's admission rules, as verified according to *Article 85 of the Law on Higher Education Institutions*.

2.6. The recognition of higher education or study parts completed abroad is carried out in accordance with *Article 84 of the Law on Higher Education Institutions and DU's internal procedures for recognizing prior learning or professional experience and continuing studies at a later stage*.

### 3. ADMISSION AND MATRICULATION

3.1. Admission to DU study programmes is regulated by:

- *Cabinet of Ministers Regulation No. 846 “Regulations on Requirements, Criteria, and Procedures for Admission to Study Programmes and State Support for Citizens Who Have Voluntarily Completed National Defence Service.”*
- *DU Admission Rules and the annual Study Opportunities* approved by the DU Senate.

3.2. *DU's Admission Rules and Study Opportunities* are updated each year by the Study Department, based on proposals from the faculties, and approved by the Study Council and Senate.

3.3. For persons who are legally exempt from centralized examinations, who completed secondary education before 2004, or who obtained secondary education abroad, as well as applicants with special needs, the admission procedure must be coordinated with the Higher Education Council by November 1<sup>st</sup> of the current year.

3.4. The Admission Rules and Study Opportunities are published on DU's website ([www.du.lv](http://www.du.lv)) for the following academic year.

3.5. These documents specify the requirements for applicants, mutual rights and obligations between the University and the applicant, the available study programmes and study forms for the given academic year, as well as any additional requirements regarding prior education or specific suitability, and the criteria for evaluating applicants in the competition.

3.6. Admission to study programmes includes the registration of applicants, the competitive selection process, the announcement of results, the signing of the study agreement, and matriculation (entry into the list of students). The Admission Secretariat manages this process, while results are approved by the Admission Committee.

3.7. A student is officially matriculated by the Rector's order, and a personal file is created for each student according to national regulations and DU's internal rules for maintaining student records.

3.8. Applicants have the right to appeal the decision of the Admission Committee in accordance with DU's established procedure for appealing admission-related decisions.

3.9. Data on matriculated students are entered into the State Education Information System in line with Cabinet of Ministers Regulation No. 276.

### 4. STARTING STUDIES

4.1. DU offers study programmes within accredited study fields. Each programme is organized by a faculty and its respective department, center, or institute. The Study Department coordinates all study processes.

4.2. When beginning studies, students have the right to become familiar with the study programme, its structure, schedule, compulsory and elective courses, internships, and all regulations governing the study process. Information about courses, credit points, forms of work, and requirements is available in the Daugavpils University Information System (DUIS).

4.3. After signing the study agreement and being matriculated, each student receives login details for DUIS and the e-learning environment (E-Studies) via their university email.

4.4. Students can receive an ISIC (International Student Identity Card) issued by Swedbank, which officially confirms their student status.

## **5. INTERRUPTING STUDIES**

5.1. Every DU student has the right to temporarily interrupt their studies by taking an academic leave. The total length of academic leave may not exceed four semesters per study level, unless otherwise provided by national law.

5.2. Academic leave may be granted for the following reasons:

- 5.2.1. Childcare until the child is 1.5 years old.
- 5.2.2. Doctor's recommendation.
- 5.2.3. Due to family circumstances.
- 5.2.4. Studies abroad.

5.3. Students who pay tuition fees (by themselves or via an organization) do not pay during the study interruption, but any tuition already paid before the interruption is non-refundable.

5.4. In all cases mentioned above, academic leave is granted based on a student's written request and formalized by a Rector's order. Before the order is issued, the student must complete a clearance form ("apgaitas lapa") through the Student Service Center (SSC).

5.5. During academic leave, the student is not exmatriculated (not removed from the student list).

5.6. Exchange programme students (for example, Erasmus) do not take academic leave during their mobility period.

## **6. REMOVAL FROM THE LIST OF STUDENTS (EXMATRICULATION)**

6.1. A student may be exmatriculated (removed from the student list) in the following cases:

- 6.1.1. Failure to fulfill any terms of the study agreement;
- 6.1.2. Upon the student's own request;
- 6.1.3. If admission was obtained through deception, bribery, or any other unfair action;
- 6.1.4. Failure to start or resume studies without a valid reason after the end of academic leave;
- 6.1.5. If studies are not possible due to health reasons (based on a medical committee decision);
- 6.1.6. Failure to pass required examinations or complete other study tasks on time;
- 6.1.7. Violation of DU's internal rules and regulations.

6.2. Exmatriculation is formalized by a Rector's order, and students have the right to appeal this decision following Article 26(8) of the Law on Higher Education Institutions.

6.3. A student who has been exmatriculated has the right to receive an academic transcript (extract from the study record) listing all completed courses and grades.

## **7. COMMENCING STUDIES IN LATER STAGES**

7.1. It is possible to start studies at a later stage of a study programme if a student has already completed (at DU or another university) the necessary examinations and courses from previous stages, or completes them additionally at DU. The student must meet all admission requirements and prerequisites for continuing in the chosen programme.

7.2. This process follows the Cabinet of Ministers Regulation No. 932 “*Procedure for Commencing Studies in Later Stages*”, as well as DU’s internal rules on recognizing prior learning and professional experience.

7.3. Admission to a later stage is formalized by a Rector’s order, based on the proposal of the study programme director. The order includes the student’s application, a comparison protocol (showing which courses are recognized), a recognition decision (if applicable), and the signed study agreement.

7.4. If studies are resumed after a break, they continue according to the current version of the programme. If the programme structure has changed, the programme director compares both versions and prepares a document listing the differences and recognized credits.

7.5. If additional examinations are required due to differences between programmes or universities, students must pay for them — unless there are free state-funded (budget) places available.

7.6. If studies are resumed after academic leave, such additional examinations are free of charge.

## **8. STUDY PROGRAMMES**

8.1. DU offers study programmes approved, licensed, and accredited according to national laws. These are available as full-time or part-time studies, based on the decision of the Study Quality Commission.

8.2. The structure of studies is regulated by Article 56 of the Law on Higher Education Institutions.

8.3. DU offers programmes in three cycles (levels):

- First cycle – Bachelor’s level,
- Second cycle – Master’s level,
- Third cycle – Doctoral level.

Each corresponds to a specific level of the Latvian Qualifications Framework.

8.4. Study programmes are designed according to government standards for academic and professional higher education.

8.5. Each study programme defines all requirements for obtaining an academic degree or professional qualification.

8.6. Every programme includes a detailed description, which outlines:

- Admission requirements and related study field;
- Programme aims, expected learning outcomes, and content;
- Division of credit points between programme parts and semesters;
- Assessment methods and criteria;
- Academic staff involved and their qualifications;
- Supporting departments and resources;
- Estimated programme costs;
- How the programme aligns with DU’s strategic goals and resources.

8.7. Programmes are developed by faculty councils, departments, or professors, then approved by the DU Senate after being reviewed by relevant academic bodies. Before approval, each programme undergoes independent expert evaluation to ensure quality and uniqueness.

8.8. For Senate approval, the following documents are required:

- An extract from the Study Council meeting minutes;
- The programme content and implementation description.

- 8.9. Once approved, the Senate appoints a programme director, proposed by the study field council and confirmed by the faculty and Study Council.
- 8.10. Within one month after Senate approval, the programme director prepares the documents required for licensing the programme.
- 8.11. If a programme belongs to a new study field, DU must first apply to the Ministry of Education and Science to open the new field before licensing. Within two years after starting the first programme in the new field, it must be accredited by the Academic Information Centre.
- 8.12. Re-accreditation of a study field must be initiated at least 12 months before its current accreditation expires. The programme director and Study Quality Centre prepare the self-evaluation report.
- 8.13. Each year, by October 1<sup>st</sup>, the head of the study field submits an annual self-evaluation report to the Study Quality Centre electronically.
- 8.14. DU students may register as listeners (auditors) to take additional courses outside their main programme, following DU's registration rules for course listeners.

## **9. TYPES OF STUDIES**

- 9.1. DU study programmes are offered in full-time and part-time formats.
- 9.2. The content, scope, and grading standards are the same for both full-time and part-time studies.
- 9.3. The unit used to measure study workload is the credit point, as defined by national law.
- In full-time studies, up to 16 hours per week are devoted to classes led by docents (lectures, seminars, labs, etc.), with the remaining time for independent work.
- 9.4. The proportion of contact hours in full-time studies follows government regulations for academic and professional education.
- 9.5. Changes to contact-hour proportions are allowed only by decision of the Study Council in special cases (for programmes with specific professional requirements).
- 9.6. Full-time and part-time studies are defined by the total number of credit points completed per year, as stated in the Law on Higher Education Institutions.
- 9.7. In part-time studies, contact hours are typically no more than half of those in full-time programmes, unless DU's internal rules state otherwise.
- 9.8. Students in programmes that offer both forms may switch between full-time and part-time studies if they meet the academic and financial requirements and pass any necessary additional examinations.
- 9.9. Some parts of full-time study programmes may be organized online, in line with the Cabinet of Ministers Regulation No. 111 on remote learning. The programme director is responsible for ensuring that the correct proportion of online classes is maintained.

## **10. DURATION AND SCOPE OF STUDIES**

- 10.1. The duration and total workload of DU study programmes are defined according to the level of higher education (Bachelor's, Master's, or Doctoral), following the Law on Higher Education Institutions and government regulations on academic and professional education standards.
- 10.2. According to the Law on Higher Education, students may study on state-funded (budget) places for the acquisition of one academic degree (Bachelor's, Master's, or Doctoral) or one professional qualification.

However, a person can study in only one programme at a time using state budget funding.

## 11. FINANCING OF STUDIES

11.1. The number of state-funded study places at DU is determined each year by the Minister of Education and Science, based on the recommendation of the Higher Education Council.

11.2. Study places not funded by the state must be paid for by the student or a sponsoring organization, according to a signed agreement with DU.

11.3. The amount of the tuition fee is approved annually by the DU Council and published on the DU website (in Latvian: [www.du.lv/studijas/studiju-maksa-un-atlaides/](http://www.du.lv/studijas/studiju-maksa-un-atlaides/)) no later than June 1<sup>st</sup>.

11.4. Students may receive tuition fee discounts according to the Rector's order for the corresponding academic year.

## 12. STUDY PROCESS

12.1. The academic year at DU consists of two semesters – autumn and spring – whose duration and schedules are specified for each programme and study mode (full-time or part-time).

12.2. The distribution of study workload and activities per semester is shown in several documents:

- 12.2.1. The study plan, which lists courses and lecturers, approved in DUIS (the DU Information System);
- 12.2.2. The credit distribution version, managed by the Study Department;
- 12.2.3. The study process schedule, developed by the Study Department and approved by the Rector.

12.3. Each study programme is divided into semesters and academic years. If a student completes all academic requirements for the semester, they are registered for the next semester.

12.4. Registration for the next semester is done by Rector's order, only if the student has fulfilled all academic and financial obligations.

12.5. The registration procedure follows DU's internal rules on maintaining student records.

12.6. If a student has not completed academic requirements by September 5, they may either:

- be exmatriculated (removed from the student list), or
- be allowed to repeat the studies (for a fee).  
In that case, the student loses the right to a state-funded place, but a fee-paying student with the highest average grade may take the vacant spot.

12.7. The weighted average grade (GPA) for each semester is calculated using the formula:

$$\text{GPA} = \frac{\sum_{i=1}^n a_i \times KP_i}{\sum_{i=1}^n KP_i}, \text{ where:}$$

$a_i$  – grade for course  $i$ ,

$KP_i$  – number of credit points for course  $i$ ,

$n$  – total number of courses in the semester.

For example: if a student gets grades 10 (4 KP), 8 (3 KP), 6 (2 KP), and 8 (2 KP),

$$\text{the GPA} = \frac{10 \times 4 + 8 \times 3 + 6 \times 2 + 8 \times 2}{4 + 3 + 2 + 2} = 8.36$$

12.8. The Study Council may allow a student to repeat studies for free if academic requirements were not met due to justified reasons (illness, family circumstances, returning from academic leave, etc.).

12.9. Faculties organize rotation (competition for state-funded places) according to DU's internal regulations.

12.10. Rotation takes place at the end of each semester within the same academic year and programme.

All full-time students (both budget and fee-paying) who have completed all requirements participate.

12.11. Rotation results are based on the semester's weighted average grade. Students with lower results lose their state-funded places and continue their studies as fee-paying students.

12.12. If, within five days after the semester starts, a student has not fulfilled their academic obligations:

- 12.12.1. After the spring semester, they are allowed to repeat the semester for a fee. Previous tuition payments do not carry over.
- 12.12.2. After the autumn semester, they may retake exams (for a fee) until September 5. After that date, the same rules as in 12.12.1 apply.

12.13. The same regulations apply to students admitted to later stages of programmes, depending on their semester.

### 13. ASSESSMENT OF STUDY RESULTS

13.1. Students' knowledge, skills, and competences are assessed in every course according to the course description and the requirements of the Law on Higher Education.

13.2. At the beginning of each course, the lecturer informs students about the course requirements, workload, assessment methods, and the type of final evaluation (exam, test, etc.).

13.3. Grades received in examinations are recorded by lecturers in the official examination protocol in the e-learning system MOODLE, following the Rector's order on how to complete examination records.

13.4. Knowledge and skills in study programmes, modules, or courses are evaluated using the 10-point grading scale:

| Grade | Verbal Description | Meaning                                                                                                                                                                                                                                     |
|-------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10    | Excellent          | Knowledge, skills, and competence, or the achieved learning outcomes, exceed the requirements of the study program, study module, or course, indicating the ability to conduct independent research and a deep understanding of the issues. |
| 9     | Very good          | Knowledge, skills, and competence, or the achieved learning outcomes, fully meet the requirements of the study program, study module, or course, and demonstrate the ability to independently apply the acquired knowledge.                 |
| 8     | Good               | The requirements of the study programme, study module, or course have been fully met; however, in certain areas, understanding is not sufficiently deep to independently apply knowledge in solving more complex problems.                  |

|   |                            |                                                                                                                                                                                                                                      |
|---|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | <b>Satisfactory</b>        | Overall, the requirements of the study programme, study module, or course have been met; however, there are occasional instances of an inability to independently apply the acquired knowledge.                                      |
| 6 | <b>Almost satisfactory</b> | The requirements of the study programme, study module, or course have been met; however, there is insufficient depth of understanding and an inability to apply the acquired knowledge.                                              |
| 5 | <b>Average</b>             | Overall, the study programme, study module, or course has been completed; however, there is insufficient mastery of certain issues and an inability to apply the acquired knowledge.                                                 |
| 4 | <b>Almost average</b>      | Overall, the study programme, study module, or course has been completed; however, there is insufficient understanding of certain fundamental concepts, and significant difficulties in applying the acquired knowledge in practice. |
| 3 | <b>Poor</b>                | Knowledge is superficial and incomplete; the student is unable to apply it in specific situations.                                                                                                                                   |
| 2 | <b>Very poor</b>           | There is only superficial knowledge of certain issues; the majority of the study programme, study module, or course has not been learned.                                                                                            |
| 1 | <b>Extremely poor</b>      | There is no understanding of the fundamental issues of the subject and almost no knowledge of the study programme, study module, or course.                                                                                          |

13.5. An examination is passed if the grade is 4 or higher. If the student passes but wishes to improve their grade, they may retake the examination once, for a fee, with the dean's permission. In such cases, only the first passing grade is used for scholarship or budget-place calculations.

13.6. If a student fails (below 4) or is absent from an examination without a valid reason, the examination can be retaken for a fee. Any examination taken after the official examination session dates is also for a fee.

13.7. The amount of payment for late or repeated examinations is set annually by the DU Council.

13.8. These same rules apply to all DU students, regardless of study programme or level.

13.9. Some study tasks (e.g. lab work, reports, practical assignments) can be graded as "passed" / "not passed". Progress on final projects (bachelor's, master's, or qualification papers) may also be assessed this way each semester.

13.10. Each course is evaluated by the lecturer responsible for teaching it, who provides a justified grade and records it in MOODLE.

13.11. The list of courses to be completed each semester is available in the student's individual DUIS profile.

13.12. Knowledge and skills are assessed through mid-term tests and final examinations according to the course description and the study schedule.

13.13. For oral examinations, the lecturer announces the result the same day. For written examinations, grades must be entered in MOODLE within two working days.

Students have the right to ask for feedback about their mistakes within one working day after receiving the result. If a student disagrees with the result, they may submit an appeal to the dean within one working day. The appeal is reviewed within three working days by a commission appointed by the dean, including the examiner and/or department head or programme director.

13.14. Lecturers must enter grades in MOODLE no later than two days after the written examination.

13.15. Lecturers may not add students to the examination list without SSC (Student Service Center) approval. Only students who have fulfilled all academic and financial obligations are included in the examination protocol.

13.16. In professional programmes, internships (practice) are compulsory. Their volume and timing are listed in the study plan and schedule. Internships are organized according to DU Senate-approved rules. Each student has a DU lecturer as a practice supervisor, who ensures that safety instructions are provided before starting work.

13.17. Students are officially sent to internships by Rector's order, after the SSC has received signed three-party internship agreements between the student, DU, and the hosting organization.

13.18. Study programmes may also include fieldwork, workshops, summer schools, or practicums. These are also implemented according to DU Senate-approved regulations. If such activities take place outside DU, a formal agreement must be signed with the partner institution, and DU must ensure safety instruction is provided.

## **14. FINAL AND STATE EXAMINATIONS**

14.1. Every DU study programme ends with final examinations to assess a student's overall academic or professional competence.

- 14.1.1. Academic programmes (Bachelor's, Master's) end with final examinations, including the defense of a thesis.
- 14.1.2. Professional programmes end with state examinations, which may include the defense of a diploma project, bachelor's or master's thesis.
- 14.1.3. The content of final and state exams is determined by national education standards.
- 14.1.4. In some regulated professions, the state examination may be mandatory as part of the qualification process.
- 14.1.5. Doctoral programs include promotion examinations during studies.

14.2. Final and state examinations are conducted by examination commissions, approved by the Rector for one academic year, based on the proposal of the faculty council.

The commission list must be submitted to the Study Department at least two weeks before the start of examinations.

- 14.2.1. For academic programmes, the commission (3–5 members) includes DU academic staff and usually a chairperson from another university.
- 14.2.2. For professional programmes, the commission (at least 5 members) includes representatives from professional organizations or employers. A secretary (non-voting) assists with documentation.

14.3. Final and state examinations take place during the time specified in the study schedule.

The schedule and examination lists are published at least two weeks before examinations on [www.du.lv](http://www.du.lv) in the class schedule section.

14.4. Examinations may be written or oral. Questions and materials must be approved by the faculty council or field board.

14.5. Only students who have completed all programme requirements and settled all financial obligations may take final or state examinations. Their names are included in the Rector's order before the examination session begins.

14.6. Examination results are recorded in DUIS. The commission must sign and submit protocols to the Study Department within three working days after the last examination.

14.7. Students may appeal their final or state examination result within one working day after results are announced. The appeal is reviewed within one working day by the examination commission.

14.8. Students who fail or are absent without valid reason are exmatriculated as having not completed final examinations. The dean may allow a retake at a later time based on the programme director's proposal.

14.9. If a student uses unauthorized aids or submits a plagiarized final paper, they are disqualified and exmatriculated. A report is drawn up and signed by the commission. Retaking final examinations is allowed no sooner than the next academic year.

## **15. AWARDING DEGREES AND PROFESSIONAL QUALIFICATIONS**

15.1. After successfully completing all final and/or state examinations, students receive the appropriate academic (Bachelor's, Master's) or professional degree and/or qualification, in accordance with the accredited study programme.

15.2. Academic degrees (Bachelor's or Master's) are awarded by the Faculty Council, and the decision is confirmed by the Rector's order.

15.3. Professional degrees and qualifications are awarded by the State Examination Commission.

The decision is approved by the Faculty Council and the Rector's order.

## **16. ISSUING EDUCATION DOCUMENTS**

16.1. The criteria and procedures for issuing state-recognized higher education diplomas are defined by the Cabinet of Ministers Regulation No. 202 "Procedures for Issuing State-Recognized Documents Certifying Higher Education".

16.2. After the awarding of an academic or professional degree and/or qualification, DU issues official diplomas and diploma supplements that meet the requirements of the above regulation.

16.3. Preparation and issuing of diplomas and supplements are organized by the Student Service Center (SSC) and the Study Department. According to DU's internal rules on ordering, receiving, and recording diploma forms, the following people are responsible:

- 16.3.1. Faculty staff members who fill in and print diploma forms from DUIS and prepare them for issue;
- 16.3.2. Faculty staff who verify the accuracy of entries;
- 16.3.3. Administrative staff who stamp, bind, and certify the diplomas and supplements;
- 16.3.4. Administrative staff who prepare, certify, and place copies of the diplomas and supplements in each student's personal file.

16.4. Signed and stamped diplomas are registered in diploma issue journals in the Study Department before being given to graduates.

16.5. Graduates must sign the registration journal when receiving their diploma.

16.6. Any unclaimed diplomas are returned by the faculties to the Study Department for safekeeping.

16.7. Students who have not passed their final or state examinations may request an academic transcript showing all completed courses and results.

16.8. Before receiving the diploma, the student must settle all obligations with the University (library, departments, SSC, etc.) by completing a clearance form ("apgaitas lapa") as specified in the Rector's order.