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## 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, starting from the 2nd semester of studies. 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 *Procedure for the preparation, maintenance, and storage of documents certifying students' study progress at Daugavpils University*. Before the order is issued, the student must complete a clearance form ("apgaitas lapa") through the Student Service Center (SSC) in accordance with the Rector's order *On the preparation and circulation of students clearance forms at Daugavpils University*.

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. A person shall be removed from the list of students by an order of the Rector of Daugavpils University, in accordance with the Rector's order 'On the procedure for the preparation, maintenance, and storage of documents certifying students' study progress at Daugavpils University'. The decision to remove a person from the list of students may be contested in accordance with the procedure laid down in Section 26, Paragraph eight 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 on enrolment in a specific semester shall be issued with the person's application attached, the protocol of the comparison carried out or the decision on the recognition of knowledge, skills and competences acquired through non-formal education or professional experience,

as well as study results achieved in previous education, and the study contract (together with its annex, if studies are commenced using the funds of a natural or legal person (hereinafter – for a fee)).

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 Cabinet of Ministers Regulation No. 240 'Regulations on the State Academic Education Standard' and Cabinet of Ministers Regulation No. 305 'Regulations on the State Professional Higher Education Standard'.

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:

8.6.1. specifies the requirements regarding prior education and the field of study to which the respective study programme corresponds;

8.6.2. in accordance with the level and type of education, defines the objective of the specific programme and the intended learning outcomes at the completion of the study programme, the content of the education offered, the scope of the parts of the study programme, the distribution of credit points among them and across study semesters, the criteria for achieving and assessing learning outcomes, as well as the forms and procedures of assessment;

8.6.3. includes a list of the academic staff involved in the implementation of the programme, their qualifications, and assigned duties;

8.6.4. includes a list of the structural units involved in the implementation of the programme (departments, laboratories, institutes, etc.), indicating their tasks in the implementation of the specific programme;

8.6.5. includes a description of the required support staff, indicating their tasks;

8.6.6. includes a description of the material resources required for the implementation of the programme;

8.6.7. assesses the costs of the programme;

8.6.8. includes justification that the study programme complies with the development strategy and available resources of the higher education institution or college.

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. The competence of the Study Programme Director is regulated by the Regulations on the establishment and management of study fields and study programmes at Daugavpils University.

8.10. In accordance with Cabinet of Ministers Regulation No. 795 ‘Regulations on the Licensing of Study Programmes’ 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 for accounting a student’s workload is the credit point, which expresses the volume of study work in accordance with the European Credit Transfer and Accumulation System (ECTS) and as defined in Section 1, Clause 8 of the Law on Higher Education Institutions. In full-time studies, up to 32–16 hours per 3 ECTS credits are allocated to work under the supervision of an academic staff member (i.e., contact hours – lectures, seminars, practical classes, laboratory work, and internships), unless otherwise stipulated in the internal regulations of Daugavpils University. The remaining part of the study workload consists of the student’s independent work. 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. If a state-funded place becomes available in the study programme after the end of the autumn semester, it shall be transferred to a fee-paying student with the highest weighted average grade for the semester.

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

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

$a_i$  – 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 (6 KP), 8 (3 KP), 6 (3 KP), and 8 (3 KP),  
 the GPA =  $\frac{10 \times 6 + 8 \times 3 + 6 \times 3 + 8 \times 3}{6+3+3+3} = 8.4$

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 results of the spring semester, the student may be allowed to repeat studies on a fee-paying basis for the stage of study in which academic obligations remain unfulfilled. In this case, the tuition fees paid for the previous stage of study are not taken into account and must be paid again in full. The student is entitled to retake all classes and improve their performance in study courses successfully completed in the previous year. Furthermore, the student may apply for state-funded places after the repeated completion of this stage of study. If the student with unfulfilled academic obligations does not agree to continue studies in the previous stage, they shall be removed from the list of students.

12.12.2. After the autumn semester, the student shall complete unfulfilled academic obligations by paying a resit fee in accordance with the established rate for retaking assessments. Resitting unfulfilled academic obligations is permitted until 5 September of each year. After 5 September, the provisions set out in Clause 12.12.1 of these Regulations shall apply.

12.13. If studies are commenced at later stages of the programme, the provisions of Clause 12.6 or Clauses 12.10–12.12 of these Regulations shall apply, depending on the semester in which the student is enrolled.

### 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
<b>10</b>	<b>Excellent</b>	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.
<b>9</b>	<b>Very good</b>	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.

<b>8</b>	<b>Good</b>	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.
<b>7</b>	<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.
<b>6</b>	<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.
<b>5</b>	<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.
<b>4</b>	<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.
<b>3</b>	<b>Poor</b>	Knowledge is superficial and incomplete; the student is unable to apply it in specific situations.
<b>2</b>	<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.
<b>1</b>	<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. Professional study programmes include internships, the scope of which is specified in the study plan and the timing of which is indicated in the study schedule. Internships are carried out in accordance with the regulations for the respective internship approved by the Senate of Daugavpils

University. Internships are supervised or coordinated by a DU academic staff member – the internship supervisor – who is responsible for familiarizing the student with occupational safety instructions. The student, in consultation with the internship supervisor or the programme director, has the right to choose an internship placement in order to fulfill the internship tasks.

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. The final examination committee for academic Bachelor's and Master's study programmes shall consist of 3–5 members and be formed in such a way that academic staff from the relevant field or subfield of science are represented. The committee must include a chairperson, a deputy chairperson, and committee members. When forming committees, it is recommended to invite leading professors, associate professors, or researchers from higher education institutions in the Republic of Latvia or other countries as chairpersons. The committee secretary shall be a representative of the general staff of the faculty/department/institute without voting rights.

14.2.2. The state examination committee for professional higher education Bachelor's, Master's, and professional higher education study programmes shall consist of a chairperson, a deputy chairperson, and at least three members. The chairperson and at least half of the committee members shall be representatives of professional organizations or employers in the relevant field. The committee secretary shall be a representative of the general staff of the faculty/department/institute without voting rights.

14.3. Final and/or state examinations shall take place at the time specified in the DU academic calendar according to an approved examination schedule, which shall be made available to committee members and students no later than two weeks before the examination on the DU website [www.du.lv](http://www.du.lv), in the timetable section.

14.4. Final and/or state examinations may be conducted in written or oral form. Examination materials shall be approved by the faculty council/field board, unless otherwise specified by the Cabinet of Ministers for the respective programme.

14.5. The right to take final and/or state examinations is granted to students who have fully fulfilled the requirements of the study programme and settled all financial obligations. Before the start of the

examinations, these students shall be included by SSC staff in the draft order upon confirmation of the fulfillment of all obligations specified in the Study Contract, which is approved by the Rector's order.

14.6. Final and/or state examinations shall take place in committee sessions, chaired by the committee chairperson or deputy chairperson. Committee sessions shall be recorded by creating protocol printouts in DUIS, which must be submitted to the Study Department together with the handover-acceptance act, no later than three working days after the last final and/or state examination, with all committee members' signatures.

14.7. Committee session protocols shall be prepared according to the established template.

14.8. The committee secretary shall present the following documents to the committee:

14.8.1. an extract from the DU order approving the committee;

14.8.2. orders approving the topics, supervisors, and reviewers of Bachelor's, Master's, diploma (or final project), and qualification works;

14.8.3. an extract from the DU order granting students permission to take the final and/or state examinations.

14.9. The results of final and/or state examinations shall be entered into DUIS.

14.10. A student has the right to submit an appeal to the faculty dean within one day after the announcement of the results, which shall be considered by the final and/or state examination committee within one working day.

14.11. Students who do not receive a passing grade in the final and/or state examinations or fail to attend them shall be expelled as having failed the examinations. The dean shall decide on the schedule for retaking final and/or state examinations based on the proposal of the programme director.

14.12. Students who use unauthorized aids during the final and/or state examination or whose final work is plagiarized shall be suspended from the examination and expelled as having failed the examinations, with a corresponding entry made in the examination protocol. An act shall be drawn up regarding the use of unauthorized aids during the examination, signed by the committee members participating in the examination. Retaking the final and/or state examinations shall be allowed no earlier than the next academic year, on the dates specified in the academic calendar.

## **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.