

Luther Academy

Internal Rules of Procedure for Students

1. General Provisions

- 1.1. Internal Rules of Procedure for Students (hereinafter referred to as the Rules) of the Luther Academy (hereinafter referred to as the Academy) have been developed in accordance with the Law on Higher Education Institutions, Cabinet Regulation No. 1338 of 24 November 2009 “Procedures for Ensuring Safety of Educatees in Educational Institutions and at Events Organised by Them”, the Constitution of the Academy, and other regulatory documents effective in the Republic of Latvia and applicable to the competency area of the Academy.
- 1.2. The Rules govern mutual relationships of the Academy students, relationships with the employees and academic staff of the Academy, as well as define rights and obligations of the students.
- 1.3. The Rules are binding to all students of the Academy.
- 1.4. By signing the study contract, a student certifies by his or her own signature that he or she has read the Rules and undertakes to adhere by these Rules.
- 1.5. The decision on approval of the Rules and making amendments to the existing Rules is taken by the Academy Senate at the proposal of the Rector.

2. Organising the Work of Students

- 2.1. Studies at the Academy take place in accordance with the study plan approved by the Academy Senate in January and August of each year.
- 2.2. The planned time and place of full-time intramural classes of each study semester shall be determined by the list of lectures. Lectures may take place separately for each group of students, or jointly for several groups.
- 2.3. Organisation of studies takes place in accordance with the regulatory documents approved by the Senate of the Academy.

3. Rights of the Students

- 3.1. To acquire Level 1 professional higher education and Level 2 professional/academic higher education in the selected study programme.
- 3.2. When commencing studies, to familiarise themselves with the content of the study programme and receive information on changes to the study programme and the plan.
- 3.3. When beginning studies at the study course, to be introduced to its examination form, conditions, and criteria of evaluation.
- 3.4. To use the premises, equipment, library, hardware, and other property of the Academy for studies and scientific work as prescribed by the relevant procedures.
- 3.5. To study in safe and healthy conditions.
- 3.6. To suspend and resume studies at the Academy according to the set procedures.
- 3.7. To elect and to be elected in the Student Council according to the procedures set by the Academy.

- 3.8. To participate in governance and management institutions of the Academy at all levels, deciding on academic and scientific matters according to the procedures set by the Academy.
- 3.9. To receive the information on all study-related questions from the Study Department.
- 3.10. To receive the lecturer's consultations according to the procedures set by the Academy.
- 3.11. To familiarise themselves with evaluation of the examination according to the procedures set by the Academy.
- 3.12. To express and defend their thoughts and views.
- 3.13. To receive a State-guaranteed study loan for studies at the Academy according to the procedures stipulated by laws and regulations.

4. Obligations of the Students

- 4.1. To study at the selected study programme purposefully and with integrity; to meet the requirements of the academic staff of the Academy regarding acquisition of the courses of the study programme in timely manner.
- 4.2. To comply with the Constitution of the Academy and these Rules, requirements of the study contracts and other documents governing the study process at the Academy.
- 4.3. To promote fellowship, to testify of Christian values, to promote the prestige of the Academy, to promote implementation of its strategic goals.
- 4.4. To attend church services at the Academy.
- 4.5. To treat the property of the Academy with due care. If the property of the Academy is damaged due to the student's fault, he or she should compensate the damages caused to the Academy.
- 4.6. To take the passport or an ID card when attending the examinations.
- 4.7. Not to use mobile devices for personal conversations and correspondence during classes and examinations, and to turn off the sound signals.
- 4.8. In the case of changed declared residence address, surname, contact phone, or e-mail, to inform the Academy within 5 business days by submitting the information to the Study Department.
- 4.9. To comply with the lecturer's requirements during the class, not to interfere with the process of the class.
- 4.10. To set the workstation in order after the class is over.
- 4.11. Not to use prohibited materials and aids during examinations.
- 4.12. To settle all financial obligations with the Academy by the due dates.
- 4.13. Not to use alcoholic beverages, narcotic, or toxic substances in the premises of the Academy, and not to attend classes and events of the Academy under the influence of alcohol, toxic or narcotic substances.
- 4.14. To comply with the Fire Safety Rules.
- 4.15. In the case of emergency or in a situation threatening human life or health, immediately contact the State Fire and Rescue Service by calling 112, or notify the Study Department of the Academy.

5. Exclusion

- 5.1. A student may be excluded from the list of students of the Academy if:
 - 5.1.1. the student has submitted an application with the original signature;
 - 5.1.2. it is found that admission of the student has been influenced by deceit, bribery, or other action in violation of the equality principle of applicants;

5.1.3. the student has not met requirements of the regulations on study and examination procedures as stipulated by the Academy;

5.1.4. the student does not perform contractual obligations on tuition fee;

5.1.5. within two years after the beginning of the academic leave, the student has not resumed studies;

5.1.6. the student has not passed the final examinations;

5.2. A student is excluded from the list of students if he or she has completed the study programme, passed the final/national examinations.

6. Procedures for Imposing a Disciplinary Penalty

6.1. For a violation of Internal Rules of Procedure of the Academy, the study contract, Rules of the Use of Library, as well as for failure to comply with the requirements of the Academy, the following penalty may be applied to a student by the Rector's order:

6.1.1. remark;

6.1.2. reprimand;

6.1.3. exclusion.

6.2. Before the penalty is imposed, the student provides to the head of the relevant study direction a written explanation regarding the committed violation.

6.3. When imposing a penalty, seriousness of the committed violation, circumstances of the violation, and information characterising the student's personality are taken into account.

6.4. The student is entitled to submit an appellation regarding the imposed penalty according to the procedures stipulated by the Academy.

6.5. Regardless of the imposed penalty, the student is obliged to cover the full amount of damages caused due to his or her fault.

7. Final Provision

7.1. To recognise as invalid the "Rules of the Academic, Spiritual, and Disciplinary Procedures of the Luther Academy" approved on 08 September 2011 at the meeting of the Student Council of the Academy.

Chairman of the Senate

Hans Martin Jönsson

Riga, 02 April 2019