

Luther Academy

STUDY REGULATIONS

1. General Provisions

- 1.1. Study Regulations (hereinafter referred to as the Regulations) of the Luther Academy (hereinafter referred to as the Academy) define the basic principles of the study process, as well as competence, responsibility, rights, and duties of the involved parties.
- 1.2. The studies shall be organised in accordance with the laws of the Republic of Latvia, Cabinet Regulations, the constitution of the Academy, decisions of the Academy Senate, and other regulatory documents effective in the Republic of Latvia and applicable to the competence area of the Academy.
- 1.3. The Regulations shall govern implementation of the academic/professional Bachelor study programmes in the Academy.
- 1.4. The Academy shall provide an opportunity to acquire the higher education regardless of the person's age, gender, social status, race, nationality, or political opinions.

2. Used Terms and Abbreviations

- 2.1. **Higher education** – degree of education taking place in science or arts after completion of the secondary education; or personal development based on science and arts in the selected academic or professional, or academic and professional study direction, as well as preparation for the scientific or professional activities;
- 2.2. **Licensing of a study programme** – granting the Academy the right of implementing a certain study programme;
- 2.3. **An accredited study programme** – a study programme corresponding to a specific study direction of the Academy which has been accredited in line with the procedures stipulated by law. The accreditation period of an accredited study programme shall not exceed the period for which the relevant study direction of the Academy has been accredited.
- 2.4. **Accreditation of a study direction** – granting the Academy the right of implementing study programmes in certain directions. Accreditation of a study direction gives the Academy the right to issue a higher education diploma recognised by the State concerning successful acquisition of a study programme corresponding to the relevant study direction.

- 2.5. **An academic hour** – a unit of study work time lasting for 45 minutes.
- 2.6. **A contact hour** – a direct contact between academic staff and students implemented for achieving the aims and objectives of the study programme in line with the plan of the study programme and lasting for one academic hour.
- 2.7. **Matriculation** – registration of a person in the list of students (matriculation certificate) of a higher education institution.
- 2.8. **Exclusion** – exclusion of a person from the list of students of a higher education institution.
- 2.9. **A credit point** – a study recording unit corresponding to students' work volume of 40 academic hours (one week of studies).
- 2.10. **Full-time intramural studies** – a type of studies corresponding to 40 credit points per academic year and at least 40 academic hours per week.
- 2.11. **Part-time intramural studies** – a type of studies corresponding to less than 40 credit points per academic year and less than 40 academic hours per week.
- 2.12. **A study year** – a period of studies for implementation of a particular study programme with the duration of 10 months. A study year is split into two semesters.
- 2.13. **A study plan** – arrangement of parts of a study programme (study courses) in a logical sequence and timing according to the aims of the study programme.
- 2.14. **A study course** – outline of a knowledge, skills, and competence system corresponding to the study programme and organised at a certain level and volume with defined study outcomes for achievement of which credit points are granted.
- 2.15. **Description of a study course** – a document defining requirements for commencement of acquisition of the study course, defining implementation aims of the study course and planned study outcomes; outlining the content of the study course to achieve the study outcomes; including a calendar of the study course, mandatory literature, and additional literature, as well as specifying other sources of information; characterising organisation and tasks of the students' independent work; defining the evaluation criteria of the study outcomes.
- 2.16. **Independent studies** – acquisition of the study content independently, outside the planned class time.
- 2.17. **A study phase** – any part of the study programme which has been evaluated and documented, and includes acquisition of knowledge, skills, and competences, but which is not a full study programme.
- 2.18. **Study outcomes** – aggregate of knowledge, skills, and competences to be acquired by the end of the study programme, or a study course.
- 2.19. **Academic debt** – non-performance of the student obligations and/or failure to pass examinations in a study course included in the study programme.
- 2.20. **Studies outside a study programme** – registration of a person for acquisition of separate study courses or modules.

2.21. **A study loan** – a loan for a student guaranteed by the State and issued by credit institutions to cover a study fee for paid full-time and part-time intramural studies.

3. The Right to Study at the Academy

- 3.1. Every citizen, non-citizen of the Republic of Latvia, and every foreigner may study at the Academy. To begin studies, a former education which has been proven by documents and corresponding to the requirements of a study programme recognised by the Republic of Latvia.
- 3.2. The right to study at the Academy shall be equal to a citizen of Latvia, a non-citizen of Latvia, a citizen of the European Union, a citizen of the European Economic Area, or a citizen of the Swiss Confederation, and a resident of the European Community with a valid residency permit.
- 3.3. The rights of foreigners without an issued permanent residence permit to study at the Academy shall be governed by Section 83 of the Law on Higher Education Institutions.
- 3.4. Examination of academic degrees acquired abroad and education documents, as well as secondary education documents shall be performed by the Academic Information Centre.

4. Financing of Studies

- 4.1. The Senate of the Academy shall approve tuition fee for each study year.
- 4.2. Study places shall be paid by students, legal entities or natural persons, by signing a relevant contract.
- 4.3. In the case of successfully acquired accredited study programmes, students of the Academy may apply for the State-guaranteed study loan in accordance with Cabinet Regulation No. 219 of 29 May 2001 “Procedures for the Allocation, Repayment and Cancellation of a Study Loan from the Resources of the State Budget”.
- 4.4. Granting of loans at the Academy is determined in accordance with the procedures set out in “Regulations of the Loan Granting Commission”.
- 4.5. The Loan Granting Commission shall approve granting of the State-guaranteed study loans at the Academy.

5. Implementation of the Study Programmes

- 5.1. Studies at the Academy take place in accordance with the Law on Higher Education Institutions of the Republic of Latvia and study programmes and study directions which have been developed, licensed/accredited according to stipulated procedures.
- 5.2. Study programmes are implemented as full-time intramural studies.
- 5.3. The study process is supervised, planned and organised by the Study Department in line with the “Regulations of the Study Department”.

- 5.4. Admission to the study programmes is governed by “Admission Rules of the Luther Academy”.
- 5.5. Admission and matriculation process is ensured by the Admission Commission in line with the “Regulations of the Admission Commission”.

6. Commencement of Studies

- 6.1. Procedures of commencement of studies are determined by the “Admission Rules of the Luther Academy”.
- 6.2. After a student has been matriculated, rights and duties of a student shall become binding to him or her in line with the Law on Education of the Republic of Latvia, Law on Higher Education Institutions of the Republic of Latvia, Constitution of the Academy, these Regulations, and other relevant regulatory documents.
- 6.3. When commencing studies, the head of the study direction introduces students to the content of the study programme and documents governing the study process.

7. Procedures of Commencement of Studies in Later Phases of Studies

- 7.1. Studies at the Academy in later phases of studies may be commenced when transferring from another higher education institution or from another study programme of the Academy, or when resuming previously terminated studies (in the case of exclusion).
- 7.2. Studies in later phases of studies may be commenced by persons who have acquired a higher education study programme or a part thereof which has been licensed or accredited according to procedures stipulated by laws and regulations.
- 7.3. Studies in later phases of studies may be commenced in a study programme of the same or lower level.
- 7.4. Persons wishing to begin studies at the Academy in later phases of studies should meet the following conditions:
 - 7.4.1. submit to the Study Department an application on registration for studies in a certain study programme;
 - 7.4.2. include an academic statement issued by a higher education institution;
 - 7.4.3. study courses shall be included if the volume in credit points of both comparable study programmes is equal, or if the number of credit points of the previously acquired relevant study course is greater;
 - 7.4.4. take additional examinations in study courses which may not be included due to discrepancies in volume (the total volume of additional study courses to be passed may not exceed 20 credit points) according to the individual study plan.
- 7.5. The commission of the relevant study programme compares the previously acquired study courses and their volume with the relevant part of the study programme and specify which study courses may be included. When comparing the credit points, study results of the last six years are taken into account. Reconciliation protocol is approved by the Rector of the Academy.

- 7.6. The total sum of credit points received in the study programme together with study courses to be acquired in addition may not exceed 40 credit points.
- 7.7. Study courses to cover the difference between the programmes may be passed by the student free of charge within 6 months since the moment when the reconciliation protocol was approved. If due to a justifiable reason it is not possible to pass the courses to cover the difference by the due time, the issue shall be examined individually by the Rector of the Academy based on the student's application.
- 7.8. In the case of matriculation, the person should submit also other documents as prescribed by the Admission Rules of the Academy.

8. Suspension or Resumption of Studies

- 8.1. A student is entitled to suspend studies for a period not exceeding 2 years.
- 8.2. One study break is granted for the period up to one year.
- 8.3. A student may suspend the studies not earlier than after receiving evaluation for the 1st semester.
- 8.4. A student may suspend studies if the study plan has been fulfilled and the contractual financial obligations towards the Academy have been met. The academic debts may not exceed 4 credit points.
- 8.5. If amendments have been made to the study programme during the study break, the student will continue studies according to the new study plan.
- 8.6. Execution of a study break:
 - 8.6.1. A student writes an application to the Study Department of the Academy with a request to suspend studies and indicates the reason and duration of suspension;
 - 8.6.2. Methodologist of the Study Department shall verify the study card and performance of financial obligations, coordinate with the Senate of the Academy and prepare a draft order on granting a study break;
 - 8.6.3. The order on granting of a study break is signed by the Rector of the Academy.
- 8.7. Resumption of studies after the break:
 - 8.7.1. After the study break, the student submits to the Study Department of the Academy an application;
 - 8.7.2. The Methodologist of the Study Department of the Academy transfers the application and the study card to the Vice-Rector for Studies;
 - 8.7.3. Within one month, the Vice-Rector for Studies shall examine the application, coordinate it with the Senate of the Academy, and prepare the individual study plan, if necessary.
 - 8.7.4. The methodologist of the Study Department shall prepare a draft order on restoration of the student after the study break.
 - 8.7.5. The order on restoration of the student after the study break is signed by the Rector of the Academy.

- 8.8. Academic and study year; transfer to the next study years:
- 8.8.1. An academic year is a study period lasting for one year according to the academic calendar. The academic year consists of one autumn semester and one spring semester.
 - 8.8.2. A study year is a part of a study programme lasting for one study year. A study year consists of two semesters numbered in sequence, beginning from the 1st semester of the 1st study year.
 - 8.8.3. Division of the academic year, study type and form (full-time intramural studies) by semesters is specified in the study schedule.
 - 8.8.4. A total of 40 CP can be acquired during an autumn and spring semester of full-time intramural studies.
 - 8.8.5. A student is transferred to the next study year in the case of meeting the requirements of the current study phase and the financial obligations. Transfer of students to the next study year is approved by an order issued by the Rector of the Academy.
 - 8.8.6. If a student has not fulfilled study and financial obligations by the due dates, he or she shall be excluded from the list of students.

9. Exclusion

- 9.1. A student may be excluded from the list of students of the Academy if:
- 9.1.1. the student has submitted an application with the original signature;
 - 9.1.2. it is found that the student's admission has been influenced by deceit, bribery, or other action in violation of the principle of applicant equality;
 - 9.1.3. the student has not met requirements of the regulations on study and examination procedures as stipulated by the Academy;
 - 9.1.4. the student does not perform contractual obligations on tuition fee;
 - 9.1.5. within two years after the beginning of the academic leave, the student has not resumed studies;
 - 9.1.6. the student has not passed the final examinations;
 - 9.1.7. the student has violated the Academy rules on academic, spiritual, and disciplinary procedures.
- 9.2. A student is excluded from the list of students if he or she has completed the study programme, passed the national final examinations.
- 9.3. An appellation application concerning exclusion should be submitted to the Academic Arbitration Court. Decision of the Academic Arbitration Court may be appealed in accordance with the procedures stipulated by the Administrative Procedure Law.

10. Content and Organisation of Studies

- 10.1. Volume and duration of a study programme shall be governed by the Law on Higher Education Institutions and the Law on Education.
- 10.2. Development of a study programme shall be managed by the head of the study direction, establishing the content according to the professional standard. Implementation of the programme content shall be ensured by the head of the study direction in accordance with the “Regulations on the Head of Study Directions” and the Study Department of the Academy.
- 10.3. Types of examinations, procedures of organisation thereof, and documentation of examinations shall be determined by the study programme.
- 10.4. Internship is *a mandatory part of the study content; development of its aims and objectives is ensured by the head of the study direction (**in professional study programmes*).
- 10.5. Study research papers are a mandatory part of the study content under the Law on Higher Education Institutions and the Academy's “Rules for Development, Defence, and Assessment of Study Research Papers”.
- 10.6. Students have an opportunity to participate in the international study exchange programmes if the Academy has entered into a bilateral cooperation contract on student exchange with the relevant partnering higher education institution.
- 10.7. Draft study plans for full-time intramural studies are developed by the Vice-Rector for Studies in collaboration with the heads of directions.
- 10.8. Study plans are approved by the Senate of the Academy in January and August of each year.
- 10.9. If changes are made to a study programme based on a decision of the methodological commission of the study programme, study plans shall be repeatedly approved by an extraordinary meeting of the Senate of the Academy once the changes are implemented.
- 10.10. Academic groups with the minimum number of students in each group being 5 people are formed for students in each study programme of full-time intramural studies. A group of students may consist of a smaller number of students; it is approved by the Rector by issuing an order on establishment of such a group.
- 10.11. 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.
- 10.12. Students of the Academy and other higher education institutions are entitled to attend any offered classes as attendees by paying the set fee in accordance with the paid services price list of the Luther Academy.
- 10.13. A 51% attendance has been set for the full-time intramural studies.

11. Issuance of the Education Documents

- 11.1.State-recognised documents certifying the higher education on acquisition of an accredited study programme are stipulated by the Cabinet Regulation No. 202 of 16 April 2013 “Procedures Regarding Issuance of the State-Recognised Documents Certifying Higher Education”.
- 11.2.Diplomas of a particular type are issued to the graduates of the study programmes of the Academy after awarding of an academic / professional degree and professional qualification.
- 11.3.Diplomas are drawn up in Latvian; annexes to the diploma are in Latvian and in English:
 - 11.3.1. Bachelor diploma;
 - 11.3.2. Professional Bachelor diploma.
- 11.4.Issuance of diplomas, keeping a registration journal, registration, numbering and storage of issuance of diplomas are stipulated by the Cabinet Regulation No. 202 “Procedures Regarding Issuance of the State-Recognised Documents Certifying Higher Education”.
- 11.5.The Study Department prepares diplomas and annexes to diplomas for issuance, keeps the procedures of numbering, and registration. The Head of the Study Department is responsible for correct preparation of diplomas and annexes to diplomas.
- 11.6.If a student has not passed the final examinations, the Study Department prepares and issues an academic statement on completed study content.

12. Personal File of a Student

- 12.1.Preparation and updating procedures of a personal file of a student is defined by the Cabinet Regulation No. 203 of 27 March 2007 “Procedures Regarding Preparation and Updating of a Student’s Personal File”.
- 12.2.Personal file includes the following documents:
 - 12.2.1. copies of a document certifying secondary education;
 - 12.2.2. a copy of a passport or ID card;
 - 12.2.3. a study contract with the Academy on studies in the selected study programme;
 - 12.2.4. documents certifying the student’s study process and performance in other higher education institutions or colleges, as well as acquisition of the study programme or its part if the documents provide basis for including in a study programme credit points acquired in another higher education institution;
 - 12.2.5. the student’s documents on the study process (study card);
 - 12.2.6. a copy of the residence permit in the Republic of Latvia if the student needs such a permit.

13. Duties of the Students

- 13.1. To study purposefully and with integrity in the selected study programme; to meet the requirements of the academic staff of the Academy regarding acquisition of the courses of the study programme in a timely manner.
- 13.2. To comply with the Constitution of the Academy, provisions of the academic, spiritual, and disciplinary procedures of the Academy, these Regulations, study contract, and requirements of other documents governing the study process at the Academy.
- 13.3. To promote the prestige of the Luther Academy by his or her actions; to promote implementation of its strategic goals.
- 13.4. To treat the property of the Academy with due care. If the property of the Academy is damaged due to the student's fault, to compensate for the damages caused to the Academy.
- 13.5. To take the passport or an ID card when attending the examinations.
- 13.6. To switch off mobile phones during classes and examinations.
- 13.7. To participate in the work of the Student Council.
- 13.8. If the declared address of residence, surname, contact phone, or e-mail is changed, to inform the Academy in writing within the period of 5 business days by submitting the new information to the Study Department.

14. Rights of the Students

- 14.1. To acquire the second level professional/academic higher education in the selected study programme.
- 14.2. To use the study rooms, library, equipment, hardware, and other services according to the set procedures.
- 14.3. To suspend and resume studies at the Academy according to the set procedures.
- 14.4. To receive the information on all study-related questions from the Study Department.
- 14.5. To freely express and defend their thoughts and views.
- 14.6. To elect and be elected in the Student Council, Constitution Assembly, Senate, and other institutions according to the procedures of the Academy.
- 14.7. To receive a State-guaranteed study loan for studies at the Academy according to the procedures stipulated by laws and regulations.

15. Documents Governing the Regulations

15.1. Laws

- 15.1.1. Law on Higher Education Institutions (Parliament of the Republic of Latvia, 02.11.1995).
- 15.1.2. Law on Education (Parliament of the Republic of Latvia, 29.10.1998).
- 15.1.3. Law on Notification (Parliament of the Republic of Latvia, 16.06.2010).

15.2. Cabinet Regulations

- 15.2.1. Cabinet Regulations No. 203 of 27 March 2007, Procedures Regarding Preparation and Updating of the Personal File of a Student.
- 15.2.2. Cabinet Regulation No. 408 of 14 July 2015, Regulations on Licensing of Study Programmes.
- 15.2.3. Cabinet Regulation No. 407 of 14 July 2015, Regulations on Accreditation of Higher Education Institutions, Colleges, and Study Directions.
- 15.2.4. Cabinet Regulation No. 846 of 10 October 2006, Regulations Regarding the Requirements, Criteria, and Procedures for Admission to Study Programmes.
- 15.2.5. Cabinet Regulation No. 932 of 16 November 2004, Procedures Regarding Commencement of Studies at Later Phases of Studies.
- 15.2.6. Cabinet Regulation No. 70 of 23 January 2007, Mandatory Provisions of a Study Contract.
- 15.2.7. Cabinet Regulation No. 202 of 16 April 2013, Procedures Regarding Issuance of the State-Recognised Documents Certifying Higher Education.
- 15.2.8. Cabinet Regulation No. 219 of 29 May 2001, Procedures for the Allocation, Repayment and Cancellation of a Study Loan from the Resources of the State Budget.

15.3. Regulatory Documents of the Academy

- 15.3.1. Constitution of the higher education institution “Foundation “Luther Academy”” (31.01.2012).
- 15.3.2. Rules of the Academic, Spiritual, and Disciplinary Procedures of the Luther Academy (12.09.2000).
- 15.3.3. Regulations of the Study Department (29.08.2017).
- 15.3.4. Rules of Admission to the Luther Academy (15.11.2016).
- 15.3.5. Regulations of the Admission Commission (13.06.2017).
- 15.3.6. Regulations Regarding the Head of Study Directions (29.08.2017).
- 15.3.7. Rules for Development, Defence, and Assessment of Study Research Papers (01.11.2017).
- 15.3.8. Regulations on Examinations (29.08.2017).
- 15.3.9. Regulations of the Loan Granting Commission (29.08.2017).

Chairman of the Senate

Hans Martin Jönsson

Riga, 01 November 2017