

**APPROVED:**  
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## **Luther Academy Regulations on Examinations**

### **1. General Provisions**

- 1.1. The Regulations shall govern procedures for organising the examination, as well as competence and responsibility of involved parties.
- 1.2. Examinations at the Luther Academy (hereinafter referred to as the Academy) shall be organised in accordance with laws and regulations of the Republic of Latvia, the Constitution of the Academy, regulatory documents of the Academy, 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 procedures for organisation of examinations in Bachelor (professional/academic) study programmes.
- 1.4. Students who have met the requirements of the study programme and have settled the financial contractual obligations are eligible to take examinations.

### **2. Terms Used**

- 2.1. **Academic debt** – non-performance of the student obligations and/or failure to pass examinations in a study course included in the study programme.
- 2.2. **Appellation** – a complaint made to a higher authority to achieve elimination or cancellation of an error or injustice.
- 2.3. **An exam/test with an assessment** – a form of study examination when completing a study course.
- 2.4. **Matriculation** – registration of a person in the list of students (matriculation certificate) of a higher education institution.
- 2.5. **Exclusion** – exclusion of a person from the list of students of a higher education institution.
- 2.6. **Examination** – assessment of the defined knowledge, skills, and competences during acquisition of the study programme.
- 2.7. **Qualification exam** – an examination to prove knowledge, skills, and competences necessary to acquire qualification.
- 2.8. **Defence of a study paper** – presentation of the research conducted by a student certifying acquisition of theoretical, practical knowledge, and professional skills during the study programme.
- 2.9. **Defence of a study internship** – final examination of the internship to assess the results achieved by a student in line with the defined internship objectives.

- 2.10. **Plagiarism** is an intentional or unintentional appropriation of another's work or idea, in full or in part, while taking it as own without identifying the true author.
- 2.11. **National examination** – defence of the qualification paper, Bachelor paper in study programmes of higher professional or academic education.

### 3. Organisation of Examination

- 3.1. Type and procedures of organising the examination shall be determined by the content of each study programme.
- 3.2. When beginning implementation of a study course, the lecturer shall introduce the students with the examination requirements.
- 3.3. Basic criteria for assessment of knowledge of the students at the Luther Academy are as follows:
- 3.3.1. the principle of summing up the positive achievements: knowledge is assessed by summing up the positive achievements during acquisition of the study course;
- 3.3.2. the principle of open and clear requirements: aggregate of basic requirements necessary to assess the acquired knowledge shall be determined in line with the set aims and objectives of the study programme;
- 3.3.3. the principle of variety of examination types is used in assessment: various types of examination are used to assess the students' knowledge;
- 3.3.4. the principle of assessment compliance – during examinations, students have to prove their analytical knowledge and creative abilities, knowledge, skills, and competences required by the content of the study course.
- 3.4. Planning of examinations is ensured by the Studies Department in preparing for each semester and submitting for the approval of the Vice-Rector for Studies a schedule of lectures and studies with indicated examination times.
- 3.5. The criteria for assessment of students' knowledge, skills, competences in final examinations of the study course is as follows:

Acquisition level	Requirements
A very high acquisition level (10 with distinction; 9 excellent)	With distinction (10) – knowledge, skills, and competence exceed the acquisition requirements of the study course, demonstrate an ability to conduct independent research and show a deep understanding of problems; 9 (excellent) – knowledge, skills, and competence fully correspond to the requirements of the study course; the student is able to use the obtained knowledge independently.
High acquisition level (8 very good, 7 good)	8 (very good) – completely met acquisition requirements of the study course; however, in individual matters the student's understanding is not sufficiently deep to use the knowledge independently for solution of more complex problems; 7 (good) – acquisition requirements of the study course have generally been met; however, often the

	lack of skills in independent use of acquired knowledge can be observed.
Average acquisition level (6 almost good, 5 average, 4 almost average)	6 (almost good) – acquisition requirements of the study course have been met; however, the understanding of the problem is not sufficiently thorough, and there is a lack of skills in using the acquired knowledge; 5 (average) – generally, the study course has been acquired; however, knowledge of several problems is not sufficient, and the student lacks skills in using the acquired knowledge; 4 (almost average) – generally, the study course has been acquired; however, understanding of some basic concepts is insufficient, and there is significant difficulty in practical use of the acquired knowledge.
Low acquisition level (3 poor, 2 very poor, 1 very very poor)	3 (poor) – superficial and incomplete knowledge; the student is not able to use it in specific situations; 2 (very poor) – superficial knowledge only on certain problems; most of the study programme has not been acquired; 1 (very, very poor) – no understanding of the basic problems in the subject; almost no knowledge on the study course.

- 3.6. The lowest positive evaluation in examinations shall be 4 “almost average”.
- 3.7. If the student’s paper is recognised as plagiarism, it shall not be assessed.
- 3.8. If plagiarism is discovered in the national examinations (*Bachelor paper*), the student shall be excluded.
- 3.9. The student who has been recognise as guilty in plagiarism may take a repeated national examination after a year for a fee by developing a new paper.
- 3.10. A repeated or delayed taking of examination is a paid service. If a student does not take part in an examination due to justified reasons (illness, family circumstances, etc.), the student may take the examination free of charge. The Vice-Rector for Studies shall make a decision in matters of taking an examination free of charge.
- 3.11. Composition of the examination commission shall be determined for one academic year in each study programme, as follows:
- 3.11.1. for a national examination: a chairperson, 4 members of commission, a secretary;
  - 3.11.2. for an internship defence: 2 teaching staff;
  - 3.11.3. for a qualification internship defence: 2 teaching staff;
  - 3.11.4. for a study paper defence: 2 teaching staff;
  - 3.11.5. for an entrance examination of Bachelor study programmes: a chairperson, 3 members of commission, a secretary.

- 3.12. Composition of the examination commission shall be determined by the head of the study direction in cooperation with the Vice-Rector for Studies.
- 3.13. An order on composition of the national examination commission shall be prepared by the Study Department and submitted to the Rector for approval at least a month before the examination.
- 3.14. If a student has met the requirements of the study programme and has settled the financial contractual obligations, the Rector shall issue an order on admission of the student to the national examinations.
- 3.15. The Study Department shall prepare the examination documentation (minutes, the individual order, etc.) according to the approved form.
- 3.16. The decision on granting the degree and/or qualification shall be taken by the commission.
- 3.17. The results of the national examinations shall be announced to students in compliance with the Law on Personal Data Protection.
- 3.18. The methodologist of the Study Department shall register the examination results in line with the Cabinet Regulation No. 203 of 27 March 2007 “Procedures Regarding Drawing Up and Updating of a Student’s Personal File”.
- 3.19. Original examination minutes shall be kept in accordance with the filing nomenclature of the Academy.

#### **4. Rights and Obligations of Students during Examinations**

- 4.1. A student shall be entitled to receive information related to examinations.
- 4.2. A student shall be obliged to take the examinations at the time scheduled for the programme. A student may receive permission to take examinations at later dates free of charge in the case of justified reasons.
- 4.3. A student shall be obliged to turn off their mobile phone during examinations.

#### **5. Rights of Teaching Staff during Examinations**

- 5.1. To admonish or stop the examination if the student uses learning aids which are not permitted (mobile phone, tablet, etc.).
- 5.2. To ask questions for clarification if insufficient information on the student’s knowledge level has been obtained.
- 5.3. To stop the examination, if its duration exceeds the determined time period, or necessary information for making an assessment has been obtained.

#### **6. Duties of Teaching Staff during Examinations**

- 6.1. To assess student’s knowledge, skills, competences, and to report the student’s achievements according to the procedures stipulated in the Law on Personal Data Protection.
- 6.2. To explain the received evaluation to the student.
- 6.3. To complete the examination documentation and to submit it to the Study Department within 5 business days.

## **7. Procedure for Appellation of Examinations and National Examinations**

- 7.1. A student may appeal the decision on evaluation of the entrance examination within 2 business days since the date of publication of the evaluation by submitting a written application to the Vice-Rector for Studies.
- 7.2. The Vice-Rector for Studies shall establish a commission consisting of 3 persons for the purposes of examining the application. The commission shall be composed of representatives of academic staff, except persons who participated in evaluation of the examination taken by the applicant and determination of the said evaluation. The commission shall examine the application not later than within 5 business days since the date of receipt. The commission shall notify the applicant in writing on its decision.
- 7.3. If the student is not satisfied with the decision of the commission, he or she may appeal it by submitting an appellation application to the Rector of the Academy.
- 7.4. A student may appeal the decision on evaluation of the examination within 2 business days since the date of publication of the evaluation by submitting a written application to the Vice-Rector for Studies.
- 7.5. The Vice-Rector for Studies shall establish a commission consisting of 3 persons for the purposes of examining the application. The commission shall be composed of representatives of academic staff, except persons who participated in evaluation of the examination taken by the applicant and determination of the said evaluation. The commission shall examine the application not later than within 5 business days since the date of receipt. The commission shall notify the applicant in writing on its decision.
- 7.6. If the student is not satisfied with the decision of the commission, he or she may appeal it by submitting an appellation application to the Rector of the Academy.
- 7.7. If the national examination is appealed, the Rector of the Academy approves a commission consisting of 3 people. The commission shall examine the application not later than within 5 business days since the date of receipt. The commission shall notify the applicant in writing on its decision.
- 7.8. Decision of the Rector may be appealed 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.

**Chairman of the Senate**

**Hans Martin Jönsson**

Riga, 29 August 2017