

APPROVED
Latvian College of Culture at the Latvian
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CONFIRMED
Rector of Latvian Academy of Culture
Prof. J. Siliņš
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STUDY REGULATIONS

Issued in accordance with Regulation No 141 of the Cabinet of Ministers on 20.03.2001 "Regulations Regarding the State Standard for Vocational Higher Education"; Section 5.7.8, 7.1 of the Statutes of the Latvian College of Culture at the Latvian Academy of Culture.

1. GENERAL RULES

- 1.1. The Study Regulations is a basic document governing the procedures of studies in the programmes of first level vocational higher education studies implemented by the Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture" (hereinafter – College).
- 1.2. Basic types of study at College are lectures, internship sessions, seminars, conferences, quizzes, individual studies, counselling, closing tests, project weeks, specialisation weeks, internships and qualification exams.
- 1.3. The forms of control for the acquisition of the study programme shall be specified in the regulations on Examinations, regulations on Internships, in the Procedure of Qualification Examination, in the Regulation of the Qualification Paper.

2. MATRICULATION

- 2.1. Matriculation is the admission of a person in the College (matriculation) list. Applicants who have fulfilled the Admission Requirements are matriculated.
- 2.2. The admission takes place in accordance with the College Admission Rules. Admission shall be organised by an admission commission, which shall act in accordance with the Regulation of the Admission Commission.
- 2.3. If the Admission Regulations provide for an entrance examination, it shall be organised by the Entrance Examination Commission.
- 2.4. On the basis of the results of the entrance examinations and on the recommendation of the admissions commission, the Director shall issue an order for the matriculation of students.
- 2.5. In order to start studies, an applicant with the College must enter into a Study Agreement for the acquisition of education.

- 2.6. From the time of matriculation, a student shall have all the rights and duties of a student at the College, as provided for by the Education Law, the Law on Higher Education, the Statutes of the College, these regulations and other regulatory documents regulating the activities of the College.
- 2.7. Studies in College at later stages shall be initiated by switching from other higher education institutions to College or to another study program in College or other higher education institution or by resuming studies after exmatriculation.
- 2.8. The commencement of studies at later stages shall be governed by the "Procedures for Commencement of Studies at College at Latest Stages of Studies".

3. STUDY CONTENT

- 3.1. The content of studies shall be determined by the study programme. The Deputy College Director shall be responsible for the content of the study programme and its implementation. The study programme shall determine the study courses to be studied, their amount in credit scores, the division into study semesters, examinations, as well as the extent of internship, the number of Term Papers and the final examinations.
- 3.2. A student shall commence studies in the first year of study following a study programme, which may only change in the amount and procedures specified in the regulatory documents during subsequent years of study.
- 3.3. A student shall commence studies in the first year of study following a study programme, which may only change (during subsequent years of study) in the amount and procedures specified in the regulatory documents.
- 3.4. The mandatory content of first-level vocational higher education courses consists of general education courses, sectoral courses and specialisation courses.

4. STUDY PROCESS ORGANISATION

- 4.1. The amount of study work is expressed in credits. A credit points (hereinafter – CP) shall be a unit of study recording corresponding to the amount of work of the student's 40 academic hours (one study week). In the study course, not less than 30% of the amount of studies shall be carried out in practice. The tasks of individual work and the type of control of their performance shall be determined in the descriptions of the study courses of the programme.
- 4.2. Students who study 40 credits during the current year of study shall be full-time students.
- 4.3. Groups are created from students in each form of study.
- 4.4. The duration of the year of study shall be 40 calendar weeks, the beginning and end of the study, division into semesters, as well as the number and duration of study sessions shall be determined by the study schedule.
- 4.5. The annual content plan of studies accordingly the study programme shall be determined by the Annual Study Plan.

- 4.6. The time and place of the classes scheduled for the semester of study shall be determined by the list of lecture classes. The time and place of the consultations and examinations scheduled for an examination session shall be determined by the schedule of the examinations.
- 4.7. An examination schedule shall be established after the Group examination plans submitted by the study groups for the specific exam session.
- 4.8. A group of students shall receive the group examination plan form (hereinafter – the plan) in the College Study Department 30 days before the beginning of the examination session. Within the specified time period, the group of students shall agree with each lecturer of the study course on the date of the examination and shall submit the plan to the College Study department. If the examination is organised outside the time of the examination session, the teacher shall co-ordinate the procedure of the specific examination with the head of the College Study Department.

5. TESTS AND EVALUATION

- 5.1. The organisation and conduct of tests at the College shall be governed by the Regulation for Examinations.
- 5.2. During the acquisition of each study course, the student shall complete the routine tests specified in the programme of a study course and by the lecturer - quizzes and/or independent works of study, as well as interim tests (for study courses lasting more than one semester).
- 5.3. The final examination of the study course shall be an examination or a test.
- 5.4. The time and place of pre-examination/pre-test consultations and examinations/tests shall be determined by the Examination schedule.
- 5.5. Only students who have fulfilled all the requirements for obtaining credits specified in the study course (have passed tests, individual works, etc.) shall be admitted to the final examination and interim tests of the study course. Otherwise, the student does not have the right to complete the examination, and the lecturer makes the entry “not admitted” on the examination/test assessment form.
- 5.6. In addition to the final examinations (examinations and tests) of study courses, there are other closing tests, i.e. tests in which the assessment received is recorded on the examination/test assessment form: Internship Reports, Term Papers.
- 5.7. In college tests and examinations, the student's skills and knowledge are assessed on a 10-point scale.

6. INTERNSHIPS AND TERM PAPERS

- 6.1. The amounts of Internships, the number of Term Papers and their division into study semesters shall be determined by the study programme.
- 6.2. Organisation and evaluation of Internships shall be governed by the Regulations on Internships.

- 6.3. Organisation and evaluation of Term Papers are governed by Methodological guidelines for the development of Term Papers.

7. MOVING STUDENTS IN THE NEXT SEMSTER, STUDY YEAR

- 7.1. To move a student to the spring semester, the student has to:
- 7.1.1. acquired at least 7 CP in full-time and at least 3 CP in part-time studies for the previous study semester;
 - 7.1.2. fulfilled other obligations of the existing contract of studies in College.
- 7.2. To move a student to the autumn semester, the student has to:
- 7.2.1. obtain at least 50% of the planned credits for the previous study year, provided that at least 7 CP (in full-time studies) and at least 3 CP (in part-time studies) has been acquired in each semester;
 - 7.2.2. fulfilled other obligations of the existing contract of studies in College.
- 7.3. In the next semester, only the successful College students remain in the budget.
- 7.4. At the end of the study year, budget and fee students are rotated. The rotation procedure shall be governed by the Regulations on Annual Rotation to the State Budget Places in College.
- 7.5. In the next study semester, the student is moved by an order of the College Director.

8. FINAL EXAMINATIONS

- 8.1. The final examination of the first level vocational higher education study programme is a qualification examination, the components of which are a Qualification Exam – Theory and a defence and presentation of a Qualification Paper (in a speciality and/or specialisation). The College Director shall be responsible for organising final examinations.
- 8.2. The process of final examinations shall be governed by the Procedures of the Qualification Examinations at the College and Regulations on the Qualification Paper.

9. EXMATRICULATION

- 9.1. Exmatriculation is excluding a student from the College.
- 9.2. The student shall be exmatriculated, if:
- 9.2.1. the student wants it him/herself,
 - 9.2.2. it turns out that the admission of a student has been influenced by conduct that violates the principle of equality of applicants,
 - 9.2.3. the student has not passed the necessary examinations or has not performed other study assignments within the terms set by the College without justifiable reason.
 - 9.2.4. the student has violated the College's internal rules or other legal acts governing the College's activities or has violated obligations under the study agreement.

- 9.2.5. The student has not signed the study agreement or the respective amendments to the agreement within one month after issuing the order on the change of student status or funding source.
- 9.3. The exmatriculation order is issued by the College Director upon the proposal of the Scholarship Commission or the College Board.

10. CHANGE OF THE STUDY PROGRAM, SPECIALIZATION AND STUDY FORM

- 10.1. If the student wishes to change the study program, specialization or study form, he / she shall submit a written application to the Study Department. Moving a student to another study program, specialization, or form of study shall be decided by the College Director on the proposal of the College Board or the Scholarship Committee.
- 10.2. The change of study program and specialization is regulated by the procedure of commencement of studies at the College in later stages of studies.
- 10.3. The transfer of CP obtained (in a previous study program, specialization or study form) to another study programme is regulated by the procedure of academic recognition of study courses and the procedure of commencement of studies in the College at later stages of studies.

11. STUDY DEBTS

- 11.1. An untested interim test or a final examination of a course in the schedule of studies or in the schedule of examinations without a valid reason shall be a debt of studies.
- 11.2. Study debt settlement is a paid service, which is governed by the Regulations on the Procedures for the Provision of Payment Services.
- 11.3. To settle a study debt, a student:
 - 11.3.1. agree with the lecturer, who will take the examination, on the time of the test;
 - 11.3.2. coordinates with the lecturer the requirements to be fulfilled in order to pass the examination (tests, independent studies, etc.);
 - 11.3.3. pay the fee, withdraw the individual examination assessment form from the Study Department (the examination assessment form is valid for 7 days, excluding holidays or public holidays), in which the lecturer records the assessment, and gives the individual examination assessment report to the Study Department.
 - 11.3.4. Individual examination assessment form for study courses lasting more than one semester and for internships shall be submitted to the Study Department not later than one working day before the next test or internship report of the same study course.
- 11.4. To pass the qualification examination, the student has passed all the final examinations provided in the study program and has fulfilled all the requirements of the study agreement.

12. STUDY INTERRUPTIONS

- 12.1. A study interruption is a period during which a student does not undertake active study work, but does not lose the status of a student (is not expelled). The duration of the study interruption may not exceed two study years.
- 12.2. The procedure for requesting and granting study interruptions is governed by the Study Interruption procedure in College.
- 12.3. The Director of the College shall decide on the granting of a study interruption upon the proposal of the College Board or the Scholarship Committee, after the student has submitted a written application to the College Study Department.