

APPROVED
Board meeting of Latvian College of Culture at
the Latvian Academy of Culture
March 15, 2023

CONCORDED

Rector of the Latvian Academy of Culture
R. Muktupāvela
March 15, 2023

STUDY REGULATIONS

*Issued in accordance with
Cabinet Regulation No 141 of March 20, 2001, Regulations regarding the State Standard for Vocational Education;
Sections 5.7.8., 7.1. of the Regulations of the Latvian College of Culture at the Latvian Academy of Culture*

1. GENERAL TERMS

- 1.1. The Study Regulations (hereinafter – Regulations) are the basic document that regulates the study procedure in the short-cycle professional higher education study programs implemented by the Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture" (hereinafter – College).
- 1.2. The basic types of studies in the College include lectures, practical classes, seminars, conferences, tests, independent studies, consultations, final exams, specialization weeks, coursework, internships and qualification exams.
- 1.3. Forms of learning control of the study program are determined in the Examination Regulations, Traineeship Regulations, Term Paper Regulations, Regulations for Qualification Examinations, Structure of the Qualification Paper.

2. MATRICULATION

- 2.1. Matriculation is the registration of a person in the College student list (matricule). Applicants who have fulfilled the Admission Rules are matriculated.
- 2.2. Admission takes place in accordance with the College's Admission Rules. Admission is organized by the Admissions Committee, which operates in accordance with the Regulations of the Admissions Committee.
- 2.3. If the Admission Rules provide for an entrance exam, then it is organized by the entrance exam commission.
- 2.4. Based on the results of the entrance exams and upon the recommendation of the admissions committee, the Director of the College (hereinafter – Director) issues an order on the matriculation of students.
- 2.5. In order to start studies, the applicant must conclude a Study Agreement with the College for obtaining education.
- 2.6. From the moment of matriculation, a student has all the rights and obligations of a student at the College, which are provided for by the Law on Education, the Law on Higher Education, the Law on Professional Education, the College Regulations, these Regulations and other regulatory documents governing the activities of the College.
- 2.7. Studies at the College can be started at later stages of studies, by transferring from another higher education institution to the College or to another study program in the College or another higher education institution or resuming studies after exmatriculation.
- 2.8. Starting studies at later study stages in the College is regulated by the procedure for starting

studies at later study stages.

3. CONTENT OF STUDIES

- 3.1. The content of studies is determined by the study program. The study program plan determines the study courses to be taken, their amount in credit points (hereinafter – CP), distribution by study semesters, examinations, as well as the amount of traineeship, the number of Term Papers and Qualification examinations.
- 3.2. In the first year of studies, the student begins his studies in the study program in accordance with the study program plan, which can be changed in the following study years only to the extent and order specified in the regulatory documents.
- 3.3. The plan of the short-cycle professional higher education study program consists of general education study courses, industry study courses and specialization study courses.
- 3.4. The content of the study course is determined by the study course description, which defines the amount of CP to be obtained, the purpose of the study course implementation, the planned study results, the evaluation criteria of the study results, the final examination of the study course, the study course plan, mandatory and additional literature.
- 3.5. The Study Program Council supervises the implementation of the study program.

4. ORGANIZATION OF THE STUDY PROCESS

- 4.1. The amount of study work is expressed in CP. CP is a study accounting unit that corresponds to the student's 40 academic hours of work (one study week). During the study process, no less than 30% of the study course volume is implemented practically. The tasks of the independent work and the type of control of their execution are determined in the descriptions of the study courses of the program.
- 4.2. Those students who study 40 CP during the current academic year are full-time students.
- 4.3. The duration of the study year is 40 calendar weeks, its beginning and end, division into semesters and other activities of the study process are determined by the Study Schedule.

5. EXAMINATIONS AND EVALUATION

- 5.1. The organization, conduct and assessment of examinations in the College are regulated by the Examination Regulations.

6. TRAINEESHIPS AND TERM PAPER

- 6.1. The amount of traineeships, the number of Term Papers and their distribution by study semesters is determined by the study program.
- 6.2. The organization and assessment of traineeships is regulated by the Traineeship Regulations.
- 6.3. The organization and evaluation of Term Paper is regulated by the Term Paper Regulations.

7. TRANSFER OF STUDENTS TO THE NEXT STUDY SEMESTER, YEAR

- 7.1. A student is transferred to the spring semester if:
 - 7.1.1. has obtained at least 7 CP when studying full-time and at least 3 CP when studying part-time for the previous study semester;
 - 7.1.2. has fulfilled the other obligations of the valid study agreement at the College.
- 7.2. A student is transferred to the fall semester if:
 - 7.2.1. has obtained at least 50% of the planned CP for the previous study year, provided that in each semester at least 7 CP have been obtained by studying full-time and at least 3 CP by studying part-time;
 - 7.2.2. has fulfilled the other obligations of the valid study agreement at the College.
- 7.3. Only successful College students are transferred to the next semester and keep their budget

place.

7.4. The allocation and rotation of study places funded by the state budget is carried out in accordance with the procedures for allocating study places funded by the state budget.

7.5. In the next study semester, the student is transferred by order of the Director.

8. STATE FINAL EXAMINATIONS

8.1. The conduct of state final examinations is regulated by the Regulations for Qualification Examinations.

9. EXMATRICULATION

9.1. Exmatriculation is the exclusion of a student from the list of students at the College..

9.2. Student is exmatriculated if:

9.2.1. the student himself wants it;

9.2.2. the student has not passed the necessary examinations or has not completed other study tasks within the deadlines set by the College without a valid reason;

9.2.3. the student has violated the internal rules of the College or other legal acts regulating the College's activities, or has violated the obligations stipulated in the study agreement;

9.2.4. it becomes clear that the student's admission was affected by an action that violated the principle of equality of applicants;

9.2.5. the student has not signed the study agreement or the relevant contract amendments within one month after the issuance of the order on the change of student status or funding source.

9.3. The exmatriculation order is issued by the Director based on the decision of the Council of Study Programs.

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

10.1. If a student wants to change the study program, specialization, type or form of study, he submits a written application to the Secretariat. The Council of Study Programs decides on the transfer of a student to another program, specialization, type or form of study.

10.2. The change of study program and specialization in the College is regulated by the procedure for starting studies in later study stages.

10.3. The crediting (CP) of the evaluations of the study courses learned in the previous study program, specialization or form of study in the study program to which the student transfers is regulated by the Regulation on evaluation and recognition of competences acquired outside of formal education or acquired in professional experience and study results achieved in previous education and the procedure for starting studies in later study stages.

11. STUDY DEBTS

11.1. The process of settling student debts in the College is regulated by the Examination Regulations.

12. STUDY BREAKS

12.1. A study break is a period of time in which the student does not do active study work, but does not lose the status of a student (is not exmatriculated). The duration of the study break may not exceed two study years.

12.2. The procedure for requesting and granting study breaks in the College is regulated by the Procedure for Study Breaks.