

**RĪGA STRADIŅŠ UNIVERSITY  
ACADEMIC REGULATIONS I**

Issued in compliance with  
Section 15<sup>1</sup>, Clause 3, Sub-clause (c) and Clause 6 of the  
Law on Higher Education Institutions

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## 1. General Provisions

- 1.1. Academic Regulations I of Rīga Stradiņš University (hereinafter - the University, abbreviated - RSU) shall determine the procedure for organisation of studies in the first- and second-level professional higher education programmes (except for the study programme “Residency in Medicine”), academic and professional Bachelor’s study programmes, academic and professional Master’s study programmes, as well as short study programmes at Master’s level. The contract on the development and implementation of a joint study programme may provide for different procedures for the conduct of studies.
- 1.2. Studies at RSU shall be systematic and independent work of students in undertaking a study programme organised by the teaching staff.

## 2. Terms Used in the Study Process

- 2.1. **Academic leave** – a break from active studies due to medical indications, family circumstances, social reasons and in other cases stipulated by RSU Internal Rules and Regulations for Studies, while maintaining the status of a student.
- 2.2. **Academic year** - a period of study at a higher education institution (e.g. academic year 2022/2023), divided into autumn and spring semesters according to the information in the academic calendar.
- 2.3. **Academic integrity** - a set of core values, including honesty, ethics, trust and fairness, inherent in each RSU staff member and students, and that serves as a basis for decision-making and actions in studies, research and academic environment.
- 2.4. **Academic failure** - a student's failure to meet the obligations required in the study course or other coursework and/or failure to pass examinations, which may be the reason for the exclusion of the student.
- 2.5. **Remote study** - a part of the full-time education process in which students learn using information and communication technologies without being physically present in the same room or study area with the lecturer. In the process of remote studies, the lecturer conducts online lectures and classes, including seminars; prepares and uploads laboratory work, clinical skills training, and other video or interactive material in the *e-learning environment*, which the student learns remotely; prepares descriptions for the assignments of the student's remote independent work, organises remote studies using online communication, and assesses the outcome of the student's independent work.
- 2.6. **Open-book examination** - an examination in which analytical tasks predominate and during which students are given the opportunity to use learning materials (books, lecture notes, etc.) intended for studying the course.
- 2.7. **Holidays** - a study break when no study events are scheduled.
- 2.8. **Dean’s Office** – the workplace of the Dean and the Faculty Office staff.
- 2.9. **Dean** – a person appointed by the Rector in accordance with the procedure established by laws and regulations of RSU, who manages a faculty or a department of RSU.

- 2.10. **Lecturer** – a member of the academic staff (professor, associate professor, assistant professor, lecturer, assistant, lead researcher, researcher) or his/her substitute, visiting professor, associate visiting professor, assistant visiting professor, visiting lecturer or visiting assistant, as well as a senior lecturer or a lecturer who participates in the implementation of the study course.
- 2.11. **Exclusion/withdrawal** - removal of a student from the list of RSU students in accordance with the procedures provided for in RSU Internal Rules and Regulations for Studies.
- 2.12. **E-grades** - an electronic register of a student's academic achievement in the e-learning environment.
- 2.13. **E-learning environment** - an electronic online study environment where RSU provides access to materials necessary for studies, students submit coursework intended for the study course and the teaching staff post assessment of student coursework.
- 2.14. **Faculty Council** - a collegial body of RSU, composed of the academic staff of the relevant faculty of the higher education institution, representatives of employers and students, who, under the guidance of the Dean, perform the tasks set out in these Regulations and other internal laws and regulations of the University.
- 2.15. **Hybrid learning** - a form of full-time studies in which part of students learn face-to-face, but another part remotely. For example, in a class where the lecturer works with the students in the auditorium, some students engage in discussions and other activities via video conferencing.
- 2.16. **Matriculation** – enrolment of a person who has fulfilled admission requirements in the list of RSU students.
- 2.17. **Blended learning, also combined learning** – a form of education in which studies are carried out in certain proportions in person and remotely (synchronously or asynchronously), for example, using an e-learning environment. When designing a study course, the lecturer shall thoughtfully and purposefully choose the most appropriate form of study (face-to-face or remote) for the learning context and the intended learning outcomes.
- 2.18. **Tutorial** – a form of organisation of studies for clarifying issues of interest to the student, an opportunity for the student to get advice from the lecturer on research, methodological or practical matters, as well as to settle their academic failures.
- 2.19. **Joint study programme** - a study programme developed and implemented by RSU in cooperation with a partner institution (other higher education institution(s) accredited in Latvia or a higher education institution recognised in the respective country abroad).
- 2.20. **Credit point**<sup>1</sup> – a unit of study accounting that expresses the amount of study work based on the learning outcomes defined in the study programme or part thereof and the study load related to their achievement. One credit point corresponds to the student's 25-30

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<sup>1</sup> By 11 October 2022, in accordance with “Law on Higher Education Institutions”, the credit point was defined as “an accounting unit of studies corresponding to a student's workload of 40 academic hours”. In accordance with Section 93 of the Law on Higher Education Institutions, RSU shall implement the transition to the accounting of study work in accordance with the new definition of a credit point by 31 December 2024. During the transition period, RSU documents (study course descriptions, study plans, etc.) may show the amount of credit points according to both definitions, indicating the amount of credit points in accordance with the new definition in ECTS credit points.

hours of work. During the year of study, 60 credit points must be obtained in full-time studies. During the year of study, less than 60 credit points must be obtained in part-time studies in accordance with the European Credit Transfer and Accumulation System (hereinafter - the ECTS).

- 2.21. **Lecture** – a type of study organisation in which the lecturer outlines the theoretical material of the study course. The lecture is a source of study information, the means of promoting the cognitive activity of the student. The lecture may be presented also as a *video lecture*.
- 2.22. **Class** – a type of study organisation, in which a group of students strengthens their theoretical knowledge acquired independently and during lectures, as well as develops appropriate skills and competence under the guidance of a lecturer. In remote studies, classes may be conducted via video conferencing. Types of classes are:
- 2.22.1. **Laboratory work** – a type of study organisation, in which groups of students carry out experiments corresponding to the study course, analyse the obtained results and draw conclusions under the supervision of a lecturer.
- 2.22.2. **Practical class** – a type of study organisation, in which the student acquires skills corresponding to the respective topic under the guidance of a lecturer. The aim of the practical training is to develop professional skills, independent work and evaluation abilities.
- 2.22.3. **Seminar** – a type of study organisation, in which students listen to and discuss independently prepared reports under the supervision of a lecturer. The aim of the seminar is to develop the student's intellectual capacity for independent, creative thinking, ability to see and evaluate the most essential matters, to argue and analyse regularities under specific circumstances.
- 2.23. **Oscillating study course** – a study course which is implemented in the autumn semester for one part of the study year groups of students and in the spring semester for the other part.
- 2.24. **Plagiarism** - the presentation of ideas taken from other sources without appropriate reference to those sources, the further expression of ideas expressed or written by another person as their own, without giving an accurate and clear reference to the author and source concerned, or restatement of their own ideas that were previously published without reference to the original source (self-plagiarism).
- 2.25. **Placement** - a part of the study programme organised in a working environment or in conditions close to it and aimed at strengthening the theoretical knowledge acquired by the student and developing skills and competence in the chosen profession.
- 2.26. **Examination period** - a period in the study system of regular classes at the end of each semester, during which end-of-course examinations are organised and taken according to the academic calendar. Mid-semester examinations must be planned and taken primarily during the semester. Mid-semester examinations may also be taken during the first week of the examination period.

- 2.27. **Extension of the examination period** – with the Dean’s permission, additional time allowed for taking end-of-course examinations for 5 working days after the end of the examination period.
- 2.28. **Closed examination** - a type of examination during which students are not allowed to use any auxiliary materials in the performance of the tasks.
- 2.29. **Student's contact person** – support staff for students in the study process.
- 2.30. **Student’s portfolio** - a reflective collection of learning experience that displays the competences (knowledge, skills, attitudes and values) achieved and conclusions drawn during the study process, including placement. The Portfolio may include the student's self-assessment of his/ her own development, an assessment of the dynamics of the student’s professional development given by the placement supervisor and/or recommendations for further professional development put forward in cooperation between the student and the lecturer.
- 2.31. **Student group** - a unit of division of basic student population enrolled in a particular study programme for a specific academic year (summer or winter). The University shall evaluate the number of students in the group according to the results of the examination period and shall have the right to transfer the student to another student group. If there are free places in the group, students who study according to the individual study plan shall be added to the student group.
- 2.32. **Student group leader** – an elected representative of the students in the respective group who represents the interests of the group and addresses the issues of concern to the group.
- 2.33. **Student portal “MyRSU”** - a portal where each student with a personalised username and password can get information about their grades, see a personalised timetable, access library databases, keep track of their financial obligations, read personalised news, write and submit applications and submissions, as well as access e-learning environment, and e-mail assigned by RSU and e-services.
- 2.34. **Semester paper (course paper)** - research work carried out by a student during the acquisition of the study programme. The aim of the Semester paper is to extend the student's academic and professional knowledge, facilitate the development of research, problem-solving and analytical thinking skills.
- 2.35. **Year leader / semester leader** - a representative of students elected by student group leaders from among themselves who represents the interests of students of the relevant year of study/semester and provides a link between the Student Union (hereinafter - the SU) and the students, as well as between the students and the Dean. The task of the year/semester leaders is to inform their fellow students about the activities organised by the SU, to take an interest in what is happening in the faculty, about various current events and changes in the timetable, to copy materials as well as to perform other tasks in accordance with RSU Regulations for Year Leaders.
- 2.36. **Year of study** – a period of study for the implementation part of the study programme (for example, the first year of study), lasting for usually 10 months. The year of study is divided into two semesters.

- 2.37. **Study course description** (form No M-3) - defines the prerequisites for the commencement of the course, defines the aim of the study course and the learning outcomes to be achieved, outlines the course content required to achieve the learning outcomes, describes the independent work of the student and defines the criteria for the assessment of the learning outcomes, the type and form of the examination.
- 2.38. **Final assessment of the study course** – the assessment which the student receives at the end of the study course. The final assessment of the study course shall consist of the cumulative assessment or cumulative and end-of-course examination assessment in accordance with the assessment criteria defined in the study course description, about which the teaching staff shall inform students in the first lecture or class of the course.
- 2.38.1. **Cumulative assessment** - an assessment in which knowledge, skills and competence are assessed on the basis of the results produced in mid-semester examinations, attendance, individual or group work and other criteria. The cumulative assessment shall make up at least 50% of the final assessment of the study course.
- 2.39. **Study course** - an outline of a system of knowledge, skills and competence at a certain level and scope corresponding to the study programme with defined learning outcomes, for the achievement of which credit points are awarded. The study course is a component of the study programme (for example, “Human Anatomy”, “Medical Biochemistry”, “Histology” are study courses in the study programme *Medicine*).
- 2.40. **Study programme** - a basic element of the organisation of the higher education system, having certain requirements, the successful fulfilment of which allows the student to obtain a certain degree and/or qualification.
- 2.41. **Director of the study programme** - a person approved by the Senate decision who manages the development and implementation of the study programme.
- 2.42. **Study programme plan** – a list of study courses of the study programme by year of study. The study programme plan is approved annually at the meeting of the Council of Deans.
- 2.43. **Study system** - the way in which studies are organised. Studies may be conducted simultaneously according to one or more study systems. Study systems:
- 2.43.1. **Cyclical study system** - the concentrated implementation of a study course over a set period of time, by organising all the activities provided for in the study course sequentially (usually daily).
- 2.43.2. **Modular study system**- intensive implementation of a study course over a period of two weeks to one month, sequentially organising lectures, classes, independent work and examinations and concluding the module with an examination.
- 2.43.3. **Study system of regular classes** - implementation of a study course over several weeks providing one, two or more lectures and classes per week. The scope of each study course (contact hours) is defined in the study programme plan.
- 2.44. **Distance learning** – a form of study in which the student independently achieves the learning outcomes specified in the study programme, using the E-learning environment, online learning materials and technologies. Examinations shall be taken mainly online.

- 2.45. **Assessment sheet** - an electronic document in the e-learning environment, in which the lecturer enters the assessment mark and date of the examination. Assessment sheets shall be submitted electronically.
- 2.46. **Video lecture** – a form of study organisation, in which the lecturer outlines the study material of a study course remotely in asynchronous mode as an archived video recording or in the form of short and concise video teaching materials developed specifically for e-learning and distance learning.

### 3. Organisation of Studies during the Semester

#### A. General Provisions

- 3.1. Studies at RSU shall take place in the official language or in a foreign language which has been determined in compliance with external laws and regulations and accreditation documents of the study programme.
- 3.2. The study programme must be mastered and the examinations specified therein must be passed in accordance with the study programme plan.
- 3.3. To ensure student participation and provide feedback between students, teaching staff and administration, as well as between students and the SU, each group of students shall elect (or re-elect) a group leader within five working days from the beginning of the academic year informing the student's contact person of it in writing or electronically within one working day. If the students do not make their choice or do not notify of it in good time, the group leaders of the respective groups shall be appointed by the Dean or a person delegated by the Dean.
- 3.4. The timetable for lectures and classes shall be published on RSU website and in the student portal "MyRSU":
- 3.4.1. The schedule of compulsory study courses (Part A) shall be published 10 working days before the beginning of the semester;
- 3.4.2. The schedule of restricted elective study courses (Part B) shall be published by the second week of the autumn semester and by the third week of the spring semester. In study programmes in which studies are organised in the modular study system, 7 working days before the start of each module;
- 3.4.3. The schedule of elective study courses (Part C) shall be published from the sixth week of the semester. In study programmes in which studies are organised in the modular study system, 7 working days before the start of each module;
- 3.4.4. Changes to the timetable for lectures and classes shall be published at the end of each working day. If the changes are made less than 24 hours before the particular event, the relevant department shall inform students thereof by sending e-mails or informing the study group leader.
- 3.5. Upon commencing implementation of each study course, the lecturer of the academic department shall acquaint students with the study course description, including the requirements for the study course and the examinations specified therein. In the study system of regular classes, the study course description shall be approved 10 days before

the beginning of the academic year; in the modular study system, 10 days before the beginning of the module.

- 3.6. Students shall be obliged to complete the evaluation questionnaire upon completion of each study course and study programme.
- 3.7. RSU may, with prior information to the students, make video recordings of lectures and classes for publishing in video format, including the entire content of the lecture, including student materials, if they are used in the lecture.
- 3.8. The student shall have the right to access video recordings of lectures and to use video and audio recordings of lectures and classes for study purposes only. The student shall not have the right to publish or use video, visual material or audio recordings of lectures for other purposes.
- 3.9. Attending classes and taking mid-semester examinations in compulsory (Part A) and restricted elective (Part B) and elective (Part C) study courses shall be mandatory. The study course leader or the lecturer in cooperation with the Head of the academic department shall specify the form of the assignments to be completed for the class, for which a student had an excused absence, providing it in the study course description.
- 3.10. Attendance at classes shall be compulsory and shall be recorded. Students shall register for each class in the e-learning system of the respective study course. If the registration is made by the lecturer of the study course, the student shall have the right to familiarise themselves with the information on his/her attendance at classes. On the basis of the attendance register, the support staff of the academic department shall inform the Dean or the Vice-Dean of students who have not attended classes for two consecutive weeks.
- 3.11. It is prescribed that each **mid-semester examination** within the study programme may be taken no more than **three times** during the semester in accordance with the following procedure:
  - 3.11.1. for the first time, the examination shall be taken according to the general procedure in compliance with these Regulations and the requirements for the study course;
  - 3.11.2. if the student fails the examination for the first time, he/she may take the examination for the second time free of charge within the time specified by the academic department. The student may request the Head of the academic department to appoint another lecturer for this time of the examination (if the Head of the academic department does not have the possibility to appoint another lecturer, the student shall retake the examination with the same lecturer he/she took the examination for the first time);
  - 3.11.3. if the student fails the examination for the second time, he/she may take the examination for the third and last time free of charge within the time specified by the academic department in front of the committee established by the Head of the academic department, which includes at least two lecturers.
- 3.12. It is prescribed that each **final examination** within the study programme may be taken no more than **twice according to the following procedure**:



- 3.12.1. for the first time, the final examination shall be taken according to the general procedure in compliance with these Regulations and the requirements for the study course;
- 3.12.2. if the student fails the final examination for the first time, the student may take the examination for the second time free of charge within the time specified by the academic department.
- 3.13. If an examination is prescribed during the class and the student does not come to the class, the absence shall be considered as the first time of taking the respective examination (paragraph 3.11), with the exception of the cases referred to in paragraph 3.14.
- 3.14. If the student has not taken the examination for valid reasons (for example, events defending the honour of the higher education institution or the country, scientific conferences, exchange visits, artistic activities, sports or any other reason previously agreed or not agreed with the Dean), or has not attended classes due to illness, the student shall retain his/her rights specified in paragraph 3.11, if he/she submits an application to the Student Services at least two weeks before the **planned** absence, adding copies of documents certifying the absence. The Student Services shall hand over the student's application to the Dean for consideration, who shall, if necessary involve representatives of the SU (if the planned absence is related to the SU activities), shall consider the application and the possibility to master the study material according to an individual plan, agreeing it with the lecturer.
  - 3.14.1. If the Dean decides not to excuse the absence, the Dean shall be obliged to inform the student and the academic department concerned in writing of his/her decision.
- 3.15. The student shall present a document certifying incapacity for work to his or her contact person for unplanned absence due to illness of the student or a person in his/her care within 5 working days after returning to studies. The student's contact person shall record the excused absence in the Student Information System. If the unplanned absence exceeds three weeks, the contact person shall inform the Dean of the respective faculty about this fact.
- 3.16. The documents specified in the paragraph 3.14 of the Academic Regulations I and the information provided shall be evaluated by the Dean within five working days after receipt thereof. The Dean shall have the right to extend the term of five working days, if it is necessary to request the student to provide additional written information, which the student is obliged to submit to the student's contact person. The scope of the learning outcomes that are essential to be reached in order to participate further in the study course may be specified in the study course description. If the student fails to master the specified scope, the academic department must inform the Dean thereof as soon as possible during any period of the semester. The Dean shall evaluate the situation (reasons for absence from classes and examinations, the amount and failure in examinations) and shall propose that the student:
  - 3.16.1. terminates studies in the respective study course (with the obligation to repeat it in the following academic year (semester) for a fee), continuing to study other study courses until the end of the relevant semester, after which the student shall not be transferred to the next year of study (semester), or

- 3.16.2. is excluded immediately.
- 3.17. At the end of each study course, the student shall be obliged to fill in the course evaluation questionnaire, the completion of which is initiated by the lecturer of the study course and organised by the Academic Affairs Department. At the end of each semester, the Director of the study programme shall analyse the study course evaluation questionnaires, and the study course leader shall provide feedback to students within 2 weeks after the conclusion of the survey process.
- 3.18. At the end of each semester, the Director of the study programme shall analyse the study course evaluation questionnaire and student academic performance, and shall initiate improvements to the study programme in order to improve the quality of studies and student academic performance.
- 3.19. The information given in the study course or programme evaluation questionnaires and the absence of information shall not lead to adverse consequences for the student or to the formation of unfavourable attitudes. Study course or programme evaluation questionnaires shall be completed anonymously and shall not be identifiable in relation to the particular student.

***B. Study Process within the Study System of Regular Classes***

- 3.20. The study semester shall be successfully completed, if all the mid-semester and end-of-course examinations prescribed for the study course in the respective semester are passed.
- 3.21. The student may take end-of-course examinations only in those study courses, in which mid-semester examinations have been passed.
- 3.22. Students of both sexes within 5 months of the birth of the child may be granted up to four weeks for taking mid-semester examinations during the following semester.

***C. Study Process within the Modular Study System***

- 3.23. The study semester shall be successfully completed in the programmes organised in the modular study system if all the requirements prescribed for the study courses are met within the prescribed deadlines.
- 3.24. The end-of-course examinations in full-time studies shall be taken during the examination week, unless otherwise specified in the respective study course description.
- 3.25. At the end of the year of studies, no more than two academic failures shall be allowed: one academic failure shall be allowed in the compulsory study course (Part A) and one in the restricted elective study course (part B) or elective (Part C) study course. Only students with no academic failures shall be transferred to the last semester of the study programme.
- 3.26. If an unsuccessful assessment for the semester paper is received, it may be defended free of charge once, but if the semester paper was not submitted for defence, the student shall draw up the semester paper repeatedly for a fee corresponding to the amount of credit points. One undefended semester paper shall be allowed at the end of the academic year (except for the final year), which may be repeatedly defended free of charge until the end of the following semester:

- 3.26.1. The semester paper of the first year of study that was not repeatedly defended, shall be developed repeatedly for a fee, according to the amount of credit points, and shall be defended by the end of the second year of study.
- 3.26.2. The semester paper of the second year of study that was not repeatedly defended, must be defended by the end of the following semester by developing the semester paper repeatedly for a fee in accordance with the amount of credit points of the study course.
- 3.27. If the student has submitted less than 50% of the summaries/essays within the deadlines prescribed in the respective timetable for lectures and classes in the study programmes within a modular study system, the study course must be repeated in the following academic year or in the following semester (if the programme provides for two enrolments a year) for a fee.
- 3.28. In study programmes with a modular study system, all the missed or failed mid-semester examinations must be passed as written/oral examinations by the end of the respective module.
- 3.29. In study programmes with a modular study system, the time provided for settling academic failures shall be January for the autumn semester and June for the spring semester.

#### ***D. Placement***

- 3.30. Placement in study programmes shall be organised in compliance with the Placement Regulations, drawn up by the Director of the respective study programme and approved by the Faculty Council. The Director of the study programme shall ensure that the students are informed about the Placement Regulations and the placement procedure. Placement Regulations shall be available in the e-learning system of the University.

#### **4. Learning Outcomes Assessment System**

- 4.1. A 10-point grading scale shall be used for the assessment of learning outcomes achieved by the student in compliance with the National Standard of Academic Education and the National Standard of Professional Higher Education:
- 4.1.1. with distinction (10) - knowledge, skills and competence exceed the requirements of the study programme, study module or the study course, demonstrate the ability to carry out independent research and a deep understanding of problems;
- 4.1.2. excellent (9) - knowledge, skills and competence fully comply with the requirements of the study programme, study module or the study course, demonstrate the ability to use the acquired knowledge independently;
- 4.1.3. very good (8) - the requirements of the study programme, study module or the study course are fully met, though there is understanding not deep enough in some areas to use knowledge independently for solving more complex problems;
- 4.1.4. good (7) - the requirements of the study programme, study module or the study course are generally fulfilled, but sometimes there is a lack of ability to use the acquired knowledge independently;

- 4.1.5. almost good (6) - the requirements of the study programme, study module or the study course are met, but there is insufficient depth of understanding of the problem and inability to use the acquired knowledge;
  - 4.1.6. satisfactory (5) - overall study programme, study module or the study course is mastered but there is insufficient understanding of some problems and inability to use the acquired knowledge;
  - 4.1.7. almost satisfactory (4) - overall study programme, study module or the study course is acquired, however, there is insufficient understanding of some basic concepts and considerable difficulty in practical application of the acquired knowledge;
  - 4.1.8. weak (3) - the knowledge is superficial and incomplete; the student is unable to use it in specific situations;
  - 4.1.9. poor (2) - superficial knowledge of only some problems; most of the study programme, study module and the study course are not acquired;
  - 4.1.10. very poor (1) - no understanding of the main issues of the subject and there is almost no knowledge of the study programme, study module or the study course.
- 4.2. If the student has not come to the examination, the student shall not get the assessment and the lecturer shall record the fact of absence by entering "No show" in the field provided for that purpose in e-grades.
  - 4.3. The student is making good progress if he/she has received the assessment "almost satisfactory" (4 points) or higher. Assessment "almost satisfactory" (4 points) shall be given when at least 55% of the amount of learning outcomes is acquired.
  - 4.4. The lecturer may assess the achievement of learning outcomes in examinations and mid-term examinations (for example, computer-based tests and similar) on a percentage basis (mathematical rounding shall be applied to the assessment with the decimal point), comparing it to a 10-point grading scale as follows:
    - 4.4.1. from 96% to 100% - with distinction (10);
    - 4.4.2. from 85% to 95% - excellent (9);
    - 4.4.3. from 75% to 84% - very good (8);
    - 4.4.4. from 70% to 74% - good (7);
    - 4.4.5. from 65% to 69% - almost good (6);
    - 4.4.6. from 60% to 64% - satisfactory (5);
    - 4.4.7. from 55% to 59% - almost satisfactory (4);
    - 4.4.8. from 40% to 54% - weak (3);
    - 4.4.9. from 20% to 39% - poor (2);
    - 4.4.10. from 0% to 19% - very poor (1).

## 5. Types of Assessment of Learning Outcomes (Knowledge, Skills and Competence)

### *A. Types of Examinations*

- 5.1. Learning outcomes (a set of knowledge, skills and competence to be acquired upon completion of the study programme, study module or study course<sup>2</sup>) shall be assessed by the teaching staff of the respective academic department, organising the following examinations:
- 5.1.1. mid-semester examinations - within the framework of mastering the study course;
  - 5.1.2. end-of-course examination - upon completion of the study course;
  - 5.1.3. national examinations at the end of the study programme, which, depending on the level and type of education of the study programme, may include the defence of a research paper, qualification paper, Bachelor's thesis and Master's thesis (hereinafter - the final thesis).
- 5.2. Types of **mid-semester examinations** in the study course:
- 5.2.1. **Test work** - a test / self-test of the part of learning outcomes within the study course.
  - 5.2.2. **Report** - a written account prepared by a student on a specific topic containing an analysis of specific facts, issues and proposals, revealing the author's conclusions on the topic and including the bibliography used.
  - 5.2.3. **Colloquium** - a type of assessment of knowledge, skills and competence upon completion of a certain part of the study course.
  - 5.2.4. **Semester test** - a proof of the acquisition of the intended learning outcomes in each semester obtained in mid-semester examinations in the study course which lasts at least two semesters.
  - 5.2.5. **Mid-semester examinations** may be organised also in other forms specified by the lecturer in accordance with the study course description (essay, literature review, presentation, description of clinical cases, etc.).
- 5.3. Type of the **end-of-course examination** in the study course:
- 5.3.1. **Test** - an end-of-course examination at the end of the study course, in which the achievement of learning outcomes is assessed on the scale "pass/fail". It may be organised in elective (Part C) study courses and study courses the amount of which does not exceed 3 ECTS, as well as in individual study courses according to the decision of the relevant Faculty Council. The test shall be organised in the same way as the examination.
  - 5.3.2. **Examination** - an examination at the end of the study course to obtain an assessment of the learning outcomes achieved. Various test forms (written, oral, computer-based, combined (e.g. in writing and oral), the Objective Structured Clinical Examination (OSCE)), in the form of a test, in the form of a case study) may be used in the examination. The examination may be organised as an open-book examination or a closed examination.

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<sup>2</sup> Section 1, Clause 15 of the Law on Higher Education Institutions

The examination shall be assessed on a 10-point grading scale.

- 5.3.3. **Defence** – a type of oral final examination in which the student presents the results of the research paper, final thesis or placement report and answers questions of the examiner or the committee. The defence of the semester paper shall be organised by the study course leader or the lecturer. The defence of the placement report, research paper and final thesis shall be organised by the Director of the study programme.
- 5.4. **National examinations** - examinations assessing how the student has achieved the learning outcomes planned in the study programme (knowledge and skills). National examinations consist of the defence of the final thesis, national degree examinations, qualification examinations and other examinations of the study programme. The defence of the final thesis shall be organised by the Director of the study programme.
- 5.5. Before the examination, the student may submit a request to the lecturer to change the prescribed time and form (in writing or orally, or electronically) of the examination if there are objective grounds for this (for example, medical indications, health disorders and learning disabilities, etc.), and which has been agreed with the Dean.

***B. General Rules for Examinations and Checking Compliance with Academic Integrity***

- 5.6. The type and form of examinations, including the possible information and communication technology tools to be used, shall be specified in the study course description, and the lecturer shall inform students about them when starting the study course. The written end-of-course examinations shall be taken anonymously, unless the content of the study course or its organisation imposes restrictions on this. The lecturer shall inform students about the additional learning resources that may be used in open-book examinations in due time. During examinations, it shall be forbidden to leave the examination room arbitrarily, to communicate with others, to use educational aids, communication tools, digital technologies, smart devices or other aids, unless authorised by the lecturer.
- 5.6.1. If a student has not fulfilled the requirements of the study course, the student shall not have the right to take the end-of-course examination. In accordance with the requirements specified in the study course description, a note “not allowed” shall be written in e-grades.
- 5.7. During the examination, the students who take the examination, the members of the examination committee (if any), Rector, Vice-Rectors, Dean, Vice-Dean, Director of the study programme, experts invited by the Head of the academic department, as well as a representative or representatives delegated by the President or the Board of the SU may be present in the examination room or in the electronic environment.
- 5.8. After the announcement of the examination results, the student shall have the right to get acquainted with his/her work and receive an explanation of the mistakes made within 3 working days.
- 5.9. In all oral examinations or the oral part of the examinations, the lecturer shall record the student’s answers and the lecturer’s assessment, which has to be kept for at least five working days after the announcement of the results, but in case of the appeal - until the

date of entry into force of the final decision. If the examination is held remotely, the video or audio recording of the examination shall be kept for at least five working days after the announcement of the results, but in case of the appeal or review of a breach of academic integrity - until the date of entry into force of the final decision. The final decision shall be a decision taken as a result of the examination of a specific case (by RSU structural unit, RSU Academic Arbitration Court, administrative courts), which is not contested or appealed and enters into force.

- 5.10. A lecturer / support staff of the academic department shall enter assessments of mid-semester examinations and end-of-course examinations in e-grades after the examination:
  - 5.10.1. for oral mid-semester examinations and end-of-course examinations - within one working day;
  - 5.10.2. for written mid-semester examinations - no later than within six working days or until the beginning of the examination period, if the period before the examination period is shorter;
  - 5.10.3. for written end-of-course examinations - no later than within six working days.
- 5.11. If a student fails to comply with the rules of the examination, regulations governing academic integrity, uses unauthorised aids or receives assistance from other people, the lecturer shall have the right to terminate the examination for the student concerned or, if the breach of academic integrity is detected after the examination has finished, not to give an assessment to the student concerned until the review of the breach of academic integrity has finished. If a breach of academic integrity is detected after the examination has finished, the student shall be informed immediately thereof.
- 5.12. The lecturer must complete an Academic Integrity Violation Form before turning the student out from the examination venue, terminating the examination in the electronic environment or after the examination in the electronic environment. Within one working day from the moment of detecting the breach, the academic department shall send the form and other related case materials to the student and shall take the actions specified in paragraph 5.11 of the Regulations, as well as inform the Dean and/or the Director of the study programme about the situation and shall send a completed Academic Integrity Violation Form, video or audio material (if the examination is held remotely) and other materials related to the detected breach of academic integrity.
- 5.13. The principles of academic integrity, types of breaches and the consequences shall be determined by RSU Academic Integrity Policy (<https://www.rsu.lv/par-rsu/strategija-dokumenti>), as well as the guidelines set by the departments and the guidelines for electronic examinations.
- 5.14. RSU shall be entitled to check the work submitted by the student by various methods for detecting violations of academic integrity, in particular, by methods of verifying the originality of the content and determining copyright (for example, using the automated systems in use at RSU). If information about the facts indicating a possible breach of academic integrity is received, a check may be repeated on the work of a student that has already been assessed and also on the work after a student has been excluded from the relevant study programme.

- 5.15. If the lecturer, the work supervisor or the work evaluation committee finds a possible breach of academic integrity in the work or actions of the student, the examination shall be suspended (if the breach was found during the examination), and the student shall be required to provide explanations within three working days at the latest (failure to provide explanations shall not be an obstacle to further action). The lecturer, the work supervisor or the work evaluation committee shall evaluate the student's explanations (if provided) within five working days and shall take one of the following actions:
- 5.15.1. if no breach of academic integrity has been found, the student shall be allowed to continue the examination or the work defence (if the work has to be defended), and assessment appropriate to the content of the work shall be given;
  - 5.15.2. if a breach of academic integrity is detected in the mid-semester examination, the student shall lose the next attempt of taking the examination (if any) and shall be given an assessment "very poor" (1 point) for the mid-semester examination;
  - 5.15.3. if a breach of academic integrity is detected in the final examination, the student shall lose the second attempt (if any) at the final examination and shall be given an assessment "very poor" (1 point). The breach shall be reported to the Head of the academic department and to the Dean of the faculty for initiating disciplinary proceedings;
  - 5.15.4. if a breach of academic integrity is found in the work of a student that has already been assessed, the initial assessment of the work shall be amended and the assessment "very poor" (1 point) shall be given, and the Head of the academic department and the Dean of the faculty shall be notified for initiating disciplinary proceedings. Where such an amendment has been made to the assessment of a mid-semester examination, which has been a prerequisite for taking the final examination or has cumulatively contributed to the assessment for the final examination, the student's right to take the final examination or to obtain a cumulative assessment for the final examination shall be reviewed accordingly and the assessment of that examination shall also be changed.
- 5.16. The lecturer, the work supervisor or the work evaluation committee shall report any breaches of academic integrity to the Head of the academic department by reporting the breach electronically at [help.rsu.lv](mailto:help.rsu.lv) (in case of mid-semester and final examinations) or by following the procedure for verifying the originality of the content of the thesis (in the case of final theses). In case of repeated breaches, inform the Dean of the faculty for initiating disciplinary proceedings.
- 5.17. In the event of a breach of academic integrity detected in the final examination or in a repeated mid-semester examination, the Dean shall, within five working days of receiving the information from the lecturer, the work supervisor or the work evaluation committee, take the decision on initiating disciplinary proceedings, as specified in sub-paragraphs 5.15.2.-5.15.4 of the Regulations or on refusal to initiate disciplinary proceedings (sub-paragraph 5.15.2 of the Regulations). The student shall be notified of the decision taken within one working day.



- 5.18. In the event of a breach of academic integrity, the lecturer shall have the right to set special rules for the repeated examination, if such is provided, by informing the student in advance.
- 5.19. The final assessment of the student's work may be reviewed as part of the disciplinary proceedings.
- 5.20. If the violation concerns two or more students, the assessment of all the involved students' work shall be reviewed accordingly and the students' conduct shall be evaluated.
- 5.21. If information is received indicating a possible breach of academic integrity in student's work after the student has fully completed the study programme (by receiving a diploma) or the student has discontinued study, the matter shall be considered by a committee established by the relevant Vice-Rector (if the person is no longer a student of RSU) or under the general procedure of disciplinary proceedings (if the person is a student of RSU). The Rector shall take a decision in accordance with the Administrative Procedure Law and the Law on Higher Education Institutions.

## **6. Organisation of Examinations**

### *A. General Provisions*

- 6.1. The examination must comply with the learning outcomes, content and learning methodology set out in the study course description.
- 6.2. The duration of examinations shall be determined by the academic department, with tests providing for at least one minute per test question. In the oral part of the examinations, the time taken by the student to prepare his/her answer shall not be less than 30 minutes. Oral examining of one student in any examination shall not exceed 30 minutes. If there are several separate questions in an examination, the student shall have the right to determine the sequence of answers.
- 6.3. The examiner shall enter the examination results in e-grades.
- 6.4. The examination **before the examination period** may be taken with the permission of the Head of the academic department, outside the period of learning other study courses, as well as by fulfilling the requirements of the study course to be studied prior to the examination.
- 6.5. The course of examinations in e-environment shall be regulated by the guidelines for the organisation of electronic examinations, which are approved by the Rector's decree.

### *B. Organisation of Examinations within the Study System of Regular classes*

- 6.6. Examinations must be taken after passing mid-semester examinations specified in the study course description in the examination period following the semester in which the study course was mastered.
- 6.7. The study course leader shall provide for taking the examination once before the examination period, no later than one month after completion of the study course, if the study course has ended for the entire year of study at the same time.
- 6.8. The student group leaders and the lecturers shall agree on the examination schedule prior to the beginning of the examination period, except for centrally organised examinations

(OSCE-type examination, centralised computer-based examination, etc.), as determined by the lecturer of the study course. In case of a valid reason, students may request to take the examination individually by agreeing with the respective lecturer.

- 6.9. Prior to the beginning of the examination period, students shall have the right to agree with the academic department on shifting the examination date once during the examination period within each study course.
- 6.10. A student who has not arrived to the examination within the specified time due to the reasons referred to in paragraph 3.14 or has not been given the right to take the examination, shall retain the possibility to take the examination twice.
- 6.11. Examinations shall be taken during the examination period or, for objective reasons, during the extension of the examination period granted by the Dean in the cases referred to in paragraphs 3.14 and 3.15. The extension of the examination period may not exceed 5 working days after the end of the examination period.
- 6.12. Academic departments shall submit the completed assessment sheets electronically, and unsuccessful assessment shall be also entered in e-grades.
- 6.13. Academic departments shall inform students (including electronically) about the examination schedule, including the dates and times for retaking failed examinations no later than two weeks before the date of the examination providing at least two-day interval between the examinations in various study courses for the same group of students.

### ***C. Organisation of Examinations within the Modular Study System***

- 6.14. The right to take the end-of-course examination in the study programmes within the modular study system shall be granted when all the requirements prescribed in the study course description are fulfilled.
- 6.15. In study programmes with a modular study system, the examination schedule shall be determined in accordance with the deadlines for the implementation of study courses within the modular study system, i.e. at the end of the study courses.
- 6.16. The student who has not come to the examination at the prescribed time for whatever reason, may take the examination at any other time previously agreed with the lecturer.
- 6.17. The student who has not come to the examination at the prescribed time for the reasons referred to in the paragraph 3.14 or has not yet obtained the right to take the examination, shall retain the possibility to take the examination twice free of charge.
- 6.18. The study course assessment within the programmes of the modular study system shall build up as a cumulative assessment, taking into consideration the assessment of the student's coursework, i.e. summaries, essays, practical work, seminars, reports and examinations according to the study course description.

## **7. Retaking Examinations**

### ***A. General Provisions***

- 7.1. In the event of an unsuccessful assessment, the student may retake the examination free of charge, once more, in front of the committee composed of at least two lecturers and established by the Head of the academic department. The committee does not have to be

established when the examination is taken electronically or it is held in the form of an Objective Structured Clinical Examination.

- 7.2. The student and the relevant academic department shall agree on the specific time for taking the examinations.

***B. Retaking Examinations in the Study System of Regular Classes***

- 7.3. It is possible to retake examinations during the examination period and during the extension of the examination period.
- 7.4. The Dean may grant a one-off extension of the examination period. The time limits shall be set individually taking into consideration the reasons for academic failures. The maximum time limit for an extension of the examination period shall be 5 working days after the end of the examination period. Pregnant students and students-parents may take the final examinations of the respective examination period within 5 months of the birth of their child, after having passed the mid-semester examinations, in accordance with an individual schedule approved by the Dean.
- 7.5. If the student has not passed the examinations prescribed in the study programme plan at the end of the examination period extension, the Dean shall propose that the student is excluded.

***C. Retaking Examinations within the Modular Study System***

- 7.6. The time scheduled for settlement of academic failures in the study programmes within the modular study system shall be January for the autumn semester and June for the spring semester.
- 7.7. If academic failures are not settled by the beginning of the last semester of the study programme, the student shall have no right to defend his/her final thesis: research project, qualification paper, Bachelor's or Master's thesis, and the Director of the study programme shall propose that the student is excluded.

**8. Conduct of National Examinations**

- 8.1. The procedure for the conduct of National examinations in each study programme shall be agreed by the Faculty Council and approved by the Council of Deans upon the recommendation of the Director of the study programme; and the Director of the study programme shall ensure that students are informed about this procedure within the first two months of each semester.
- 8.2. The development and defence of research projects, qualification papers, Bachelor's and Master's theses shall take place in accordance with the Regulations approved by the Senate and the methodological guidelines approved by the Faculty Council.
- 8.3. The student shall be notified of the resultant assessment of the National examination no later than two days after the end of the examination.
- 8.4. If the thesis supervisor has not approved the final thesis and two reviewers' evaluations have been received that the thesis does not meet the requirements of the final thesis, the student shall not be admitted to the defence of the final thesis.

- 8.5. The student who has not fulfilled his/her academic and (or) financial obligations or who has not complied with the requirements of the legislation for the final thesis, shall not be admitted to the defence of the research project, qualification paper, Bachelor's or a Master's thesis and taking the National degree examination and shall be excluded. The student may resume his/her studies and take the National examination during the next period of National examinations for a fee.
- 8.6. In the event of an unsuccessful assessment in the National examination, the student shall be excluded. The student may resume his/her studies and retake the National examination during the next period of National examinations for a fee. If the final thesis is not defended, it must be redrafted or developed for a fee for the next time of defence, corresponding to the number of credit points of the study course.

### **9. Lodging and Considering Appeals**

- 9.1. The student shall have the right to contest the course of the examination and the assessment procedure.
- 9.2. In the event of an alleged breach of academic integrity, no individual appeal shall be considered and the final assessment of the student's work shall be decided within the framework of disciplinary proceedings (except for final theses). If necessary, a representative of the SU may be invited.
- 9.3. An appeal against the conduct of the National examination and the assessment procedure may be lodged within 24 hours from the date of the assessment notification. An appeal against the conduct of the examination and the assessment procedure in any other examination may be lodged within 72 hours, not including the date of assessment.
- 9.4. An appeal against **the mid-semester examinations** shall be addressed to:
- 9.4.1. the Head of the structural unit, whose lecturer has given the assessment of the examination for the first and second time of taking the examination. If the Head of the academic department has assessed the examination, the appeal shall be addressed to the Dean. If the Dean has assessed the examination, the appeal shall be addressed to the relevant Vice-Rector;
- 9.4.2. to the Dean for the third time of taking the examination. If the Dean has assessed the examination, the appeal shall be addressed to the relevant Vice-Rector.
- 9.5. An appeal against **the end-of-course examinations** shall be addressed to:
- 9.5.1. the Head of the structural unit whose lecturer has assessed the examination for the first time of taking the examination. If the Head of the academic department has assessed the examination, the appeal shall be addressed to the Dean. If the Dean has assessed the examination, the appeal shall be addressed to the relevant Vice-Rector;
- 9.5.2. to the Dean for the second time of taking the examination. If the Dean has assessed the examination, the appeal shall be addressed to the relevant Vice-Rector.
- 9.6. The appeal against the assessment received for the **National** examination shall be addressed to the Chairperson of the respective National Examination Board.
- 9.7. The appeal shall be lodged to the Student Services which take the following actions:
- 9.7.1. register and send the appeal to the addressee for review within one working day;

- 9.7.2. if the appeal is addressed to the Dean or relevant Vice-Rector (paragraph 9.3), the academic department shall be informed thereof, which:
- a) sends the necessary information to the addressee (audio recording, explanations, the student's work, etc.);
  - b) informs the lecturer who assessed the examination about the appeal received and about the possibility to submit an explanation about the examination or assessment process;
- 9.7.3. If the student has indicated in the appeal that he/she wishes to involve the SU, the Student Services shall inform the SU.
- 9.8. The appeal shall be considered by the Appeals Commission which is established by the recipient of the appeal. The Appeals Commission shall be composed of lecturers (other than the persons who assessed the examination) invited in accordance with the content of the appeal. The Chairperson of the Appeals Commission shall be appointed by the recipient of the appeal. The Appeals Commission shall be composed of at least three persons. The meetings of the Appeals Commission shall be audio-recorded or recorded by other technical means.
- 9.9. If the content of the appeal received shows obvious procedural irregularities in the conduct of the examination, the recipient of the appeal shall cancel the assessment and shall request to repeat the examination without establishing the Appeals Commission.
- 9.10. If the conduct of the examination and the assessment procedure are questioned in the appeal, the department organising the examination may organise a repeated examination by setting up an examination commission.
- 9.11. The Chairperson of the Appeals Commission shall inform the appellant and the lecturer who assessed the examination about the time and place of the meeting of the Appeals Commission at least one working day before the meeting, as well as about the right to participate in the meeting and provide explanations. If one or both parties have not been informed about the time and place of the meeting, the meeting shall be deemed not to have taken place. The appellant and the lecturer who assessed the examination shall not be obliged to participate in the meeting of the Appeals Commission. The appellant is entitled to invite a representative of the SU to participate in the meeting as an observer.
- 9.12. The Appeals Commission or its Chairperson may require the appellant and the lecturer who assessed the examination to provide details of the information available to the Commission, to provide written or oral explanations and give any other additional information.
- 9.13. Having considered the appeal, the Appeals Commission shall satisfy or reject the request included in the appeal, giving reasons for its decision. The decision of the Appeals Commission shall be recorded in the minutes of the meeting. If an alleged breach of academic integrity is identified during the examination of the appeal, the examination of the appeal shall be suspended and the Chairperson of the Appeals Commission shall report the alleged breach to the Dean of the faculty for initiation of disciplinary proceedings.

- 9.14. The Appeals Commission shall consider the appeal and take the decision within five working days of its receipt (from the time of receipt by the Student Services). The period for consideration of the appeal may be extended if the Appeals Commission has to request and receive additional information.
- 9.15. The Chairperson of the Appeals Commission shall notify the lecturer who assessed the examination and the appellant about the results of the appeal consideration attaching an extract from the minutes of the meeting of the Appeals Commission and, if necessary, also an audio recording of the meeting. The SU is entitled, if the **appellant agrees**, to receive the minutes and the audio recording of the meeting of the Appeals Commission.
- 9.16. The lodging and consideration of the appeal against a National examination shall be carried out in accordance with the procedure laid down in the legislation.

## 10. Final Provisions

- 10.1. These Regulations shall apply insofar as external laws and regulations do not prescribe otherwise.
- 10.2. Matters that are not covered by these Regulations or matters under dispute shall be settled in compliance with RSU internal governing documents, decisions of the Council of Deans or decisions of the Head of the structural unit.

Chairperson of the Senate

J.Gardovskis

T. Koķe, 67061558  
[Tatjana.Koke@rsu.lv](mailto:Tatjana.Koke@rsu.lv)

A.Lielā, 67409186  
[Agnese.Liela@rsu.lv](mailto:Agnese.Liela@rsu.lv)

AGREED  
at Rīga Stradiņš University  
meeting of the Council of Deans  
of 6 February 2023,  
Minutes No 4-SD.1-2/5/2023

AGREED  
at the meeting of the Rectorate,  
of 6 February 2023,  
Minutes No 1-PB-1/6/2023