

APPROVED
at Rīga Stradiņš University
Senate meeting of 21 February 2023,
Minutes No 2-S-1/3/2023

RĪGA STRADIŅŠ UNIVERSITY

INTERNAL RULES AND REGULATIONS FOR STUDIES

Issued in compliance with
Section 15¹, Clause 3, Sub-clause (c) of the Law on Higher Education Institutions,
and Clause 36, Sub-clause 36.5 of
Rīga Stradiņš University Constitution

1. General provisions

1.1. Rīga Stradiņš University (hereinafter - the University) Internal Rules and Regulations for Studies (hereinafter - the Rules) are an internal legislative normative act of the University that along with other internal rules and regulations of the University and administrative documents of the University shall govern the following spheres:

- 1.1.1. matriculation;
- 1.1.2. student rights;
- 1.1.3. student obligations;
- 1.1.4. responsibility of the student and its evaluation;
- 1.1.5. tuition fee;
- 1.1.6. procedure for drawing up, addressing and submission of applications, complaints and proposals;
- 1.1.7. granting of an academic leave;
- 1.1.8. exclusion and withdrawal;
- 1.1.9. procedure for resumption of studies after exclusion;
- 1.1.10. procedure according to which students of other higher education institutions may apply and attend a study course of the University or part thereof as participants;
- 1.1.11. student safety measures.

1.2. The terms used in the Internal Rules and Regulations for Studies of the University shall correspond to the terms used in the relevant Academic Regulations, unless otherwise specified in the Rules.

1.3. The Rules shall be binding upon the students of the University and shall also apply to the territory and premises of the University and its cooperation partners (public institutions, research institutions, medical institutions and others), where the University's study programmes are implemented or the study process takes place, unless otherwise stipulated in their internal rules and regulations or in the agreement concluded with the University.

2. Matriculation

2.1. Matriculation in the study programme shall take place in accordance with the procedure specified in the admission regulations of the University in accordance with the results of the admission competition. Matriculation at subsequent stages of studies shall take place in compliance with other internal rules and regulations of the University.

2.2. An applicant who applies for a state-funded study place shall be matriculated after winning the competition and concluding the study contract.

2.3. An applicant who applies for studies for tuition fee shall be matriculated after winning the competition, concluding the study contract and paying the tuition fee. Within the framework of a commissioning contract, an applicant shall be matriculated in accordance with the terms of the contract.

2.4. An applicant who applies for a study place within exchange programmes shall be matriculated after concluding the study contract.

3. Student's rights

3.1. The University student shall have the following rights:

3.1.1. to receive higher education in the chosen study programme corresponding to the procedures prescribed by the University;

3.1.2. to participate in the implementation and development of the study programme;

3.1.3. to request and receive adequate material and technical provision for a comprehensive study process within the possibilities of the University;

3.1.4. to use the University premises, equipment and facilities, libraries, cultural, sports, medicine and other objects which are intended for the study process in accordance with the procedures prescribed by the University;

3.1.5. to suspend and resume studies in accordance with the procedures prescribed by the University;

3.1.6. to receive the necessary information in a timely manner on all issues directly related to studies;

3.1.7. to express and defend their views and opinions freely insofar as they do not prejudice the rights and legitimate interests of others;

3.1.8. to vote and be elected to the Student Union and to participate in the self-government institutions;

3.1.9. to attend study courses of other higher education institutions as a participant and to take the necessary examinations;

3.1.10. to lodge appeals against the conduct of the examination and the assessment procedure, to participate in the meeting of the Appeals Commission and provide explanations, as well as to obtain an explanation from the lecturer regarding the assessment given;

- 3.1.11. to establish associations, interest groups and clubs, as well as to become a member of them;
- 3.1.12. to submit complaints, proposals and applications also regarding the decisions of the University officials or collegial bodies on matters directly related to studies, including reporting of alleged offences related to corrupt activities;
- 3.1.13. to participate in the work of the collegial representation and management institutions and decision-making bodies of the University in the cases specified by the laws and regulations in force in the Republic of Latvia, internal laws and regulations of the University or administrative documents of the University;
- 3.1.14. to use study and student loans in accordance with the procedure prescribed by the laws and regulations and to apply for a state-funded scholarship, as well as for other scholarships, grants and tuition fee discounts in accordance with the procedure prescribed by the University, if such are available and granted at the University;
- 3.1.15. The student may change the study programme within the same faculty by submitting an application regarding the change of the study programme;
- 3.1.16. The student may change the study programme within another faculty by submitting an application for exclusion from the current study programme and submitting the documents to the new study programme at the time of admission;
- 3.1.17. to carry out scientific activity in accordance with the procedures laid down in the internal laws and regulations of the University or in the administrative documents of the University;
- 3.1.18. to draw up and study individual elective part of studies;
- 3.1.19. to obtain recognition of learning outcomes achieved at other higher education institutions and in previous periods of study at the University, as well as recognition of learning outcomes achieved outside formal education or in professional experience, in accordance with the procedures prescribed by the University.

4. Student's obligations:

- 4.1. The University student shall have the following obligations:
- 4.1.1. to fulfil the obligations of the study contract concluded with the University, to comply with these Rules, the University Code of Ethics, as well as other internal laws and regulations;
- 4.1.2. to treat the teaching staff, general staff, students and visitors with dignity and respect;
- 4.1.3. to fulfil the requirements set by the academic and general staff related to the study process in due time and accurately, insofar as they do not contradict the rules and regulations;

- 4.1.4. to regularly check the scheduled events of the study process (including the timetable for lectures and classes) on the student portal “MyRSU” and keep track of the changes made;
- 4.1.5. to comply with the requirements of external laws and regulations, internal laws and regulations of the University and (medical) institutions and organisations related to the data processing, including obtaining the necessary permits, when processing personal data for the purposes of study research;
- 4.1.6. to respect and comply with the principles of academic integrity and ethics; to prevent plagiarism or any other kind of non-compliance with copyright or neighbouring rights within the study process;
- 4.1.7. within the time limits set, to register for the restricted elective (B) study courses (at the beginning of May for the autumn semester; at the beginning of December for the spring semester) and for the elective (C) study courses (the second week of the first month of each semester);
- 4.1.8. to complete the evaluation questionnaire upon completion of each study course and study programme;
- 4.1.9. to refrain from offering any financial and other material benefits to the University staff and otherwise refrain from unlawful influencing the University staff, in order to gain personal benefit for oneself or one’s family members;
- 4.1.10. to familiarise themselves with the requirements for occupational health, safety and fire safety and to confirm the fact of familiarisation on the University student portal “MyRSU”, by undertaking to comply with the University occupational health, safety and fire safety instructions and the requirements of the legislation in force in the Republic of Latvia for occupational health, safety and fire safety;
- 4.1.11. to adhere to the University’s corporate identity guidelines;
- 4.1.12. to carry a valid University student identity card;
- 4.1.13. to use the e-mail address (electronic address) assigned by the University for communication with the University;
- 4.1.14. not to be under the influence of alcohol, narcotic drugs, toxic or psychoactive substances at the University, or in a state of health that endangers the student or others;
- 4.1.15. to comply with the epidemiological safety rules and measures established in the country and the University;
- 4.1.16. to comply with the personal hygiene requirements while at the University;
- 4.1.17. to use the University premises, equipment, apparatus and other facilities of the University only for their intended purposes and within the study process;
- 4.1.18. to use the University premises, equipment, apparatus and other facilities of the University with care and accuracy, not to damage them or undertake any other action that might lower their quality. This paragraph does not apply to the normal loss of quality of

facilities resulting from the use of facilities for their intended purposes within the study process;

4.1.19. to respect the traditions of the academic environment and the culture of communication in the choice of websites when using the University Internet connection;

4.1.20. to activate their student system credentials (username) on the student portal “MyRSU” by obtaining and permanently updating their password immediately after starting or resuming their studies;

4.1.21. to pay the tuition fee in accordance with the procedure, amount and time limit prescribed by the University; to pay for the paid services of the University in due time, as well as to fulfil other financial obligations to the University, if any;

4.1.22. to use any technical, electronic or digital devices in the study process only with the permission of the lecturer; to sign the written coursework produced within the study process, indicating the name, surname and the date of signing, or, in the case of anonymised examinations, indicating their student ID number;

4.1.23. to pay for the damage inflicted upon the University or other legal or natural persons due to the fault of the student;

4.1.24. to deal with all disputes and disagreements that have arisen during the study process first within the University, taking into consideration *the principle of subsidiarity* (to address a representative of the University staff or department whose direct responsibilities include problem solving, thereby ensuring a prompt and effective resolution of the problem);

4.1.25. participate in study and research activities as a person physically identifiable, without further verification, by a photograph on a student ID card or official personal identity document;

4.1.26. to respect the traditions of the academic environment in the choice of clothing and visual image; to respect the interests of other University students, academic and general staff, as well as the interests of cooperation partners;

4.1.27. to comply with the internal rules and regulations laid down by the University cooperation partners (public institutions, medical institutions, etc.) while being in their territory and premises.

5. Student’s disciplinary liability

5.1. Disciplinary liability of a student shall be based on non-compliance with these Rules, the relevant Academic Regulations or other internal laws and regulations and administrative documents issued by the University.

5.2. The types of disciplinary action to be taken against a student are:

5.2.1. a reproof;

5.2.2. a reprimand;

5.2.3. exclusion.

- 5.3. Disciplinary proceedings shall be initiated by the Dean,
- 5.4. After initiating the case, the Dean shall request a written explanation from the student. The Dean may waive the request (repeated request) for a written explanation from the student, if the student has already provided an adequate explanation of the circumstances of initiating the particular disciplinary case (for example, during the examination of a breach of academic integrity). The Dean may request information related to the student's offence also from other persons and institutions, if such is needed.
- 5.5. The student's refusal to provide an explanation (including failure to provide an explanation) shall not be an obstacle to further progress of the case.
- 5.6. The question about the student's disciplinary liability shall be examined by the Faculty Council before a decision is taken (on the disciplinary liability of doctoral students, by the Council of Doctoral Studies).
- 5.7. When deciding on the disciplinary penalty on a student, the Faculty Council shall, if possible, hear oral explanations from the student. The student's failure to appear and give explanations shall not be an obstacle to the consideration of the matter.
- 5.8. The Dean shall inform the Council of Deans of the disciplinary proceedings initiated and, in cooperation with the Legal Department, shall give an opinion to the Rector as to whether the respective student is liable to disciplinary action, and what form of disciplinary liability should be applied.
- 5.9. Unless there are special obstacles, disciplinary penalty may be imposed no later than three months from the date of detecting the offence, excluding the period of the student's temporary incapacity for work and the period during which the student is absent from the University for valid reasons. The disciplinary penalty shall be imposed not later than twenty-four months from the date of the offence. For each offence only one disciplinary penalty may be imposed.
- 5.10. The decision regarding the disciplinary penalty on a student, taking into consideration the previous behaviour of the student, the severity of the offence and the damage caused, as well as considerations of expediency, shall be taken by the University Rector by issuing a written decree.
- 5.11. After the decision of the University Rector has been taken, the Dean or the student's contact person shall acquaint the student with the decision taken within one day by sending the decision to the student's e-mail address assigned by the University and shall post it in the student's personal file.
- 5.12. The student shall have the right to contest the decision of the University Rector at the Academic Arbitration Court of the University within one month from the date of notification of the decision.
- 5.13. The student's application regarding the decision of the University Rector, submitted within the specified time period, shall suspend the effect of the decision of the

University Rector from the moment when the application was received at the University (except for the decision regarding exclusion).

5.14. The decision taken by the Academic Arbitration Court may be appealed to court in accordance with the procedure prescribed in the Administrative Procedure Law.

5.15. If no new disciplinary penalty is imposed on a student within one year from the date of application of the disciplinary penalty, the student shall be deemed not to have been disciplined.

6. Tuition fee

6.1. The tuition fee at the University shall be determined for the study places financed by natural and legal persons. In state-funded study places, fees shall be set for the repeated acquisition of study courses or repeated completion of other study assignments which the student has not successfully completed, unless otherwise stipulated in the internal laws and regulations of the University.

6.2. The tuition fee for the respective year of study shall be determined by the University Council.

6.3. Discounts may be applied to the tuition fee in accordance with the procedure established by the University.

6.4. After the conclusion of the study contract, the applicant shall pay the tuition fee in the following amount and within the time period specified in the contract:

6.4.1. in study programmes (except for the study programmes “Medicine” and “Dentistry” in English), which are studied by a citizen, non-citizen or permanent resident of Latvia - not less than in the amount of one month's tuition fee;

6.4.2. in study programmes attended by a citizen of the European Union (except the Republic of Latvia), a citizen of the European Economic Area, a citizen of the Swiss Confederation or a permanent resident of the European Community who holds a valid residence permit, as well as a third-country national - not less than one semester tuition fee;

6.4.3. in study programmes “Medicine” and “Dentistry” in English, which are studied by a citizen, non-citizen or a permanent resident of Latvia - not less than one semester tuition fee.

6.5. The student may be subject to a contractual penalty for late payment of tuition fee in accordance with the study contract.

6.6. The tuition fee must be paid in accordance with the terms of the study contract. Earlier payment shall also be permissible in accordance with the procedures established by the University. If for an objective reason it is not possible to pay the tuition fee within the deadline, the student shall inform his/her contact person in due time by submitting an application for extension of the tuition fee deadline using the e-service of the University's student portal “MyRSU” “Statements and Applications”, by sending it remotely from the e-mail address assigned by the University to e-mail studentuserviss@rsu.lv or by sending it by post or by submitting it in person to the Student Services.

6.7. The tuition fee shall be deemed to have been received at the moment it is transferred to the current account of the University.

6.8. If the student fails to pay the tuition fee within the set deadline, a reminder shall be sent to the student, asking him/her to pay the debt by the 12th date of the current month.

6.9. If the student fails to pay the debt within the set deadline, he /she may be denied access to the University information systems, as well as other restrictions may be imposed in accordance with the internal rules and regulations of the University.

6.10. Students who have not paid the tuition fee shall be excluded one month after the due date for payment of the debt.

6.11. The University may organise the collection of debts through extra-judicial debt recovery.

6.12. After payment of the debt, the student may resume his/her studies in accordance with the procedure set out in Section 10 of these Rules.

6.13. For international students who require residence permits, study contracts may contain provisions different from those in paragraph 6.4 of this Section.

6.14. For students who have been granted a study loan and who have informed the University thereof, paragraphs 6.6-6.9 of this Section shall not apply.

6.15. Students who are attending courses at other higher education institutions as participants shall pay the tuition fee from their own funds. The University shall cover the fees only if a cooperation agreement has been concluded with the higher education institution concerned or if the student has agreed with the Dean on his/her choice and the study course cannot be taken at the University.

7. Procedure for drawing up, addressing and submitting applications, complaints and proposals

7.1. Communication between the University and the student shall take place:

7.1.1. in writing;

7.1.2. electronically, using the secure electronic signature introduced in Latvia;

7.1.3. via the University's student portal "MyRSU" and the University's e-mail system, respectively - to the e-mail address assigned by the University, as well as from the e-mail address assigned by the University to the e-mail addresses of teaching and general staff indicated on the University's website.

7.2. When activating and using the University's e-mail system or the University's Student Portal "MyRSU", the student shall use the electronic signature of the University student (an action approved with the student system credentials (a username and a password) within RSU student portal (i.e., validation of an electronic document or another action available for the respective electronic document) and requesting and providing information using the e-mail address assigned by the University).

7.3. The student shall have the right to submit applications, complaints and proposals to the relevant Dean or the relevant Vice-Rector or Rector, as well as to any other relevant department.

7.4. The student may submit applications using the e-service “Statements and Applications” of the University student portal “My RSU” by sending them remotely from the e-mail address assigned by the University to the e-mail address studentuserviss@rsu.lv or by sending by post or by submitting them in person to the Student Services.

7.5. Student complaints and proposals may be submitted using the e-service “Statements and Applications” of the University student portal “MyRSU” by sending them remotely from the e-mail address assigned by the University to the e-mail addresses studentuserviss@rsu.lv, atsauksmes@rsu.lv, complaints@rsu.lv or by submitting them in person to the Student Services or Student Union.

8. Granting of academic leave

8.1. An academic leave shall be granted by the relevant Vice-Rector of the University on the basis of a motivated student’s application and, taking into consideration the opinion of the Dean, in the following cases:

8.1.1. the student is unable to continue his/her studies due to medical indications;

8.1.2. the student is unable to continue his/her studies for social reasons;

8.1.3. due to family circumstances;

8.1.4. due to studies at a foreign higher education institution. This paragraph does not apply to students studying at the University within the framework of exchange programmes;

8.1.5. due to pregnancy, childbirth and childcare.

8.2. In order to grant an academic leave to a student due to medical indications, the student shall present a document certifying incapacity for work in addition to the application requesting for an academic leave.

8.3. In order to grant an academic leave to a student for social reasons, the student shall present a certificate, issued by a competent state or local government social assistance institution and (or) other documents confirming the circumstances specified in the application, in addition to the application requesting for an academic leave.

8.4. In order to grant an academic leave to a student due to studies at a foreign higher education institution, the student shall attach documents confirming the circumstances specified in the application, in addition to the application requesting for an academic leave. This paragraph shall not apply to students who are studying at the University as part of exchange programmes.

8.5. In order to grant an academic leave to a student due to the birth of a child, the student shall present the original or a true copy of the birth certificate of the new-born when submitting the application requesting for an academic leave to the Student Services.

8.6. The academic leave shall not be granted if the student has failed to acquire the study courses successfully, has academic debts or has a tuition fee debt.

8.7. a student (including a student studying in a state-funded study place) resuming his/her studies after an academic leave must pay the tuition fee again for the courses he/she is retaking or for the period of study he/she is retaking. Students studying in a state-funded study place who have been granted the academic leave in connection with pregnancy, childcare or health condition shall be exempt from the tuition fee.

8.8. The academic leave may be granted for up to one academic year, but not more than twice during each stage of studies (undergraduate studies, master's studies, residency or doctoral studies). In addition, academic leaves may be granted in the cases specified in sub-paragraphs 8.1.1; 8.1.2 and 8.1.5 of these Rules.

8.9. The application for resumption of studies after the academic leave or extension of the academic leave may be submitted using the e-service "Statements and Applications" of the University student portal "MyRSU" by sending it remotely from the e-mail address assigned by the University to the e-mail address studentuserviss@rsu.lv or by sending it by post or submitting it in person to the Student Services not later than five working days before the end of the academic leave.

8.10. If upon resumption of studies after the academic leave, the University has ceased the implementation of the respective study programme, the University may offer a transfer to another study programme at the University or another higher education institution in accordance with the accreditation documents of the study programme.

8.11. If upon resumption of studies after the academic leave, there are no vacant study places or no study groups in the relevant study programme, the University shall have the right not to resume the student's studies upon prior notification.

9. Exclusion and withdrawal

9.1. A student may be excluded from the list of students if:

9.1.1. the student expresses the appropriate wish and the reason for the need to be excluded in a written application addressed to the Dean;

9.1.2. the student has not passed the required examinations or has not completed other study assignments within the time limits set by the University (provisions of the relevant Academic Regulations and other internal laws and regulations and administrative documents of the University);

9.1.3. the student has failed to settle financial obligations within the time limits set by the University;

9.1.4. the student does not resume his/her studies at the end of the academic leave in the prescribed manner;

- 9.1.5. the student has violated internal laws and regulations of the University (disciplinary liability);
- 9.1.6. it turns out that the student's matriculation has been influenced by deception, bribery or other conduct which violates the principle of equality of applicants;
- 9.1.7. in the event of the death of the student;
- 9.1.8. the University suspends the implementation of the study programme, and the student does not continue his/her studies in another study programme of the University;
- 9.1.9. the student has completed the study programme and obtains the degree or professional qualification provided for in the study programme.
- 9.2. The decision regarding the exclusion of a student prepared in accordance with the procedures specified in Section 5 of these Rules (if it is applied as a form of disciplinary liability) shall be taken by the Rector.
- 9.3. The decision regarding the exclusion of a student (if it is not applied as a form of disciplinary liability) shall be drawn up by the Academic Affairs Department, informing the Dean thereof, and shall be taken by the relevant Vice-Rector of the University.
- 9.4. The decision on exclusion shall be issued as an administrative act and shall be sent electronically to the student's e-mail address assigned by the University. The student may contest it to the Academic Arbitration Court of the University. The decision taken by the Academic Arbitration Court of the University may be appealed to the court in accordance with the procedures prescribed in the Administrative Procedure Law.

10. Procedure for resumption of studies after exclusion

- 10.1. In order to resume studies, the excluded student shall do the following:
- 10.1.1. no later than five working days before the resumption of studies, the application shall be submitted using the e-service "Statements and Applications" of the University student portal "MyRSU", by sending it remotely from the e-mail address assigned by the University to the e-mail address studentuserviss@rsu.lv or by sending it by post or submitting it in person to the Student Services;
- 10.1.2. if the student has not mastered all the study courses of the respective year of study in accordance with the study programme before exclusion, the student shall conclude the study contract and pay the tuition fee for the study courses not mastered. If the student has passed all the intermediate examinations of the study course but has not successfully passed the final examinations, the student shall have the right to take only the final examination after resumption of studies, covering the costs only for taking thereof;
- 10.1.3. shall pay the debts to the University for fee-based services, for the library books not returned, tuition fees for previous years of study or any other binding debts.

10.2. If upon resumption of studies the University has ceased the implementation of the relevant study programme, the University may offer the transfer to another study programme at the University or another higher education institution in accordance with the accreditation documents of the study programme.

10.3. The University shall provide students (except for students of the study programme "Residency in Medicine") with the possibility to resume their studies within two years after the exclusion. If the study programme has been amended during this period, the student shall study the modified study courses at no additional cost. If the implementation of the study programme is suspended during that period, the University shall ensure that the student resumes his/her studies in the same or similar study programme in accordance with the licensing or accreditation documents.

10.4. The student who studied in a state-funded study place until the exclusion and did not complete all the study courses of the relevant year of study in accordance with the study programme before the exclusion shall be reinstated by the University after having taken the measures specified in the previous paragraph, with the indication that the study for one semester shall be fee-based in accordance with the tuition fee and the number of credit points set by the University. In the specified semester, the student shall take those study courses which have not been mastered in accordance with the study programme.

11. Procedure for students and other persons studying at other higher education institutions to apply for and attend courses at the University

11.1. This section shall determine the procedure for students of other higher education institutions and other persons (including students studying in other study programmes at the University) to apply for and attend courses offered by the University as part of the Open University (studies outside study programmes). For the purposes of this Section, the following persons shall not be considered as participants:

11.1.1. students studying at the University as part of exchange programmes;

11.1.2. students of other higher education institutions who acquire part of the study programme at the University in accordance with the contract on the development and implementation of a joint study programme;

11.2. Students of other higher education institutions and other persons shall be entitled to attend study courses offered by the University as fee-paying students, taking examinations within the framework thereof, provided that their previous education and the level of knowledge and skills comply with the requirements of the study course (in regulated professions) and that the University is able to provide such studies.

11.3. When applying for a study course, a participant shall be obliged to:

11.3.1. complete the electronic application form on the website of the University;

11.3.2. in case of confirmation (registration), conclude a contract for the course of study;

11.3.3. pay the invoice for the study course;

11.3.4. register with the lecturer at the first lecture or practical session of the study course, upon presentation of a personal identity document.

11.4. After completing the study course, the participant of the Open University shall receive an education document at the University Centre for Continuing Education, except in the case where the University student has completed the study course at the Open University within the same study programme.

11.5. Students of other higher education institutions and other persons taking University study courses as participants must comply with these Rules, the relevant Academic Regulations, other internal laws and regulations of the University and administrative documents of the University.

12. Student safety measures

12.1. The University is open to staff, library, conference and course visitors and other persons during working hours, provided that they observe the generally accepted rules of conduct, are not under the influence of alcohol, drugs, toxic or psychotropic substances and do not pose a threat to the life, health or property of others. The University security service shall have the right to evict from the University premises persons who violate the above regulations. If necessary, restrictions on stay, additional security measures and the right to evict a person from the University premises shall be determined by a decree of the University Rector.

12.2. It shall be prohibited for a student to purchase, use, possess or dispose of alcohol, cigarettes, narcotic drugs, toxic or psychotropic substances, gas cylinders, gas pistols, firearms and cold weapons in the University premises and territory. Possession and use of the specified substances and objects in the study process shall be permitted as instructed by the lecturers in accordance with the study programme and in compliance with the applicable laws and regulations. Smoking in the territory of the University shall be permitted only in areas specially designated for smoking.

12.3. The student and the participant are obliged, at the lecturer's request, to get acquainted with and follow the safety instructions related to the study process. A University lecturer or employee shall have the right to exclude a student from the relevant activities, if the student refuses to familiarise himself/herself with or comply with the safety requirements. The lecturer shall report on each case to the Head of the structural unit within three working days of the discovery of the fact, who shall decide whether to report it to the Dean for initiating a disciplinary action.

12.4. The student and the participant are obliged to undergo vaccinations, health checks as stated in the rules and regulations, and provide information about their state of health if it is necessary for the study process in order to prevent a threat to the health or life of the student or other persons. The University lecturer shall have the right to refuse a student admission to the relevant classes if the student has not complied with the above requirements. The University shall ensure the confidentiality of the information received.

12.5. The student must not tolerate conduct which endangers his/her own safety or health, or that of others. In the event of any threat (physical or emotional violence, threat to safety or health), the student shall be obliged to do the following immediately:

12.5.1. assess the need to report the threat to the single emergency number **112**, taking into consideration the nature of the threat;

12.5.2. inform any nearest general staff member about the threat;

12.5.3. inform the Dean about the threat.

12.6. General and academic staff of the University who become aware of physical or emotional violence against a student shall be obliged to inform the Dean thereof, who shall ascertain the circumstances of the case and inform the relevant Vice-Rector and the Rector in order to assess the need to bring the perpetrators to disciplinary liability.

12.7. The Dean shall be responsible for familiarising students with the internal rules and regulations and safety regulations.

13. Final provisions

13.1. During the study process, the lecturer and the student, as well as the participant shall observe the principles of academic integrity and ethics and shall avoid conflicts of interest. In the event of an actual or suspected breach of academic integrity or conflict of interest, the lecturer or student (participant) shall immediately inform the Head of the academic department, the Dean of the Faculty or the relevant Vice-Dean. A breach of academic integrity may serve as grounds for cancellation of the diploma or a document certifying completion of a part of the study programme (academic transcript, participant's certificate). Such breaches shall be considered in accordance with RSU Academic Integrity Policy and other internal laws and regulations of the University.

13.2. These Rules and other internal laws and regulations of the University with regard to a student studying within the framework of exchange programmes, to a participant studying a study course outside the study programme, to a student of another higher education institution studying a part of the study programme at the University in accordance with the contract on the development and implementation of a joint study programme, shall apply insofar as they do not contradict contractual relations.

13.3. These Rules shall apply insofar as they do not contradict the external rules and regulations. Paragraph 6.2 of the Rules on tuition fees and paragraph 6.3 of the Rules on tuition fee discounts shall be valid insofar as the determination of these issues is not within the competence of other decision-making bodies of the University.

13.4. The Rules shall be applied from the spring semester of the academic year 2022/2023.

13.5. These Rules shall be available at the University Library and at the faculties. The current version of the Rules shall also be permanently published on the University website www.rsu.lv and on the University student portal "MyRSU".

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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 Rīga Stradiņš University
Rectorate meeting of 6 February 2023,
Minutes No 4-SD.1-2/5/2023