

APPROVED

ISMA University of Applied Sciences
Senate meeting of 15.03.2011, Protocol No. 28
Amendments: Senate meeting of 04.03.20, Protocol No. 2-20
Amendments: Senate meeting of 30.08.23, Protocol No. 4-23

ISMA University of Applied Sciences

Regulations on Studies

I. General provisions

- 1.1. ISMA University of Applied Sciences (hereinafter –ISMS) Regulations on Studies is the document regulating the study process. Regulations on Studies comprise other ISMA internal regulatory documents which regulate the study process.
- 1.2. Regulations of Studies are intended for the use of ISMA students, academic staff and general staff.
- 1.3. It is a mandatory duty of every ISMA student to get acquainted and comply with ISMA Regulations on Studies when starting their studies at ISMA.

II. Explanation of terms

- 2.1. **Academic leave** - – interruption of studies while retaining student status. Academic leave is granted only to successful students who have paid tuition fees.
- 2.2. **Academic year** – a 40-week study period, traditionally divided into two terms: autumn semester and spring semester.
- 2.3. **Academic debt** - student's failure of fulfil the obligations and / or failure to pass the tests. Academic debt can be an obstacle to continuing studies in the following semester. Student is not admitted to final examinations in case he/she has at least one academic debt.
- 2.4. **Academic hour** – 45-minute long unit of study time.
- 2.5. **Distant studies** - full-time and part-time part of the study process, where studies take place including the use of information and communication technologies without physically being present in the same study room or place together with the lecturer.

- 2.6. **Lecturer** – a representative of the academic staff (professor, associate professor, docent, lecturer, assistant) or their deputy, guest professor, guest associate professor, guest docent, guest lecturer, our guest assistant, as well as the lecturer who participates in the implementation of the study process.
- 2.7. **Exmatriculation** – exclusion of a student from the list of students by the Rector's order.
- 2.8. **Matriculation** - inclusion of an applicant in the list of students.
- 2.9. **Intramural** – form of study in which a student masters the content of a study programme by attending ISMA, including remote studies, in accordance with the study programme implemented by ISMA.
- 2.10. **Contact hour** –direct communication between an academic teaching staff member and a student that takes place in order to achieve the aims and to implement the objectives in accordance with the study plan, and the duration of a contact class is one academic hour.
- 2.11. **Credit point (CP)** – accounting unit denoting 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. 60 credit points correspond to the learning outcomes acquired in full-time studies in one academic year in compliance with the European credit transfer and accumulation system. Credit points are expressed in whole numbers. One credit point corresponds to 25-30 hours of study work.
- 2.12. **Extramural** – form of study in which a student independently masters part of the content of the study programme implemented by ISMA.
- 2.13. **Part-time studies** – a mode of studies that offers less 40 CP in an academic year and less than 40 academic hours in a week.
- 2.14. **Full-time studies** – a mode of studies that offers 40 CP in an academic year and no less than 40 academic hours in a week.
- 2.15. **Applicant** – a person who has confirmed in writing his / her application for admission to ISMA and has submitted all required documents in accordance with the admission requirements of ISMA.
- 2.16. **Session** – a period of testing (examinations and tests) after each semester.
- 2.17. **Studies** – the work of students led by ISMA lecturers within the process of the acquisition of study programmes.
- 2.18. **Study course** – an outline of the system of knowledge, skills and competence relevant to the study programme with the defined learning outcomes organised at the corresponding level and volume; students receive credit points after completion of a study course.

2.19. **Distance learning studies** - form of remote studies in which a student independently masters the content of the study programme implemented by ISMA in an individual way, using specially structured study materials offered by ISMA, and various technical and electronic means of communication. Student's achievements are evaluated according to the requirements of the study courses included in the relevant study programme.

III. Admission and matriculation

3.1. Admission and matriculation to the higher education institutions of the Republic of Latvia are regulated by:

3.1.1. Law on Higher Education Institutions (p. 45. And p.46.).

3.1.2. The Republic of Latvia Cabinet Regulations of 10.10.2006 No.846 “Noteikumi par prasībām, kritērijiem un kārtību uzņemšanai studiju programmās un valsts atbalstu pilsoņiem, kas brīvprātīgi pieteikušies valsts aizsardzības dienestā un pabeiguši to” (“Regulations Regarding the Requirements, Criteria and Procedures for Admission to Study Programmes and State Support for Citizens Who Voluntarily Applied for and Completed the National Defence Service”)

3.1.3. The Republic of Latvia Cabinet Regulations of 16.11.2004, No. 932 “Studiju uzsākšanas kārtība vēlākos studiju posmos” (Procedure for starting studies at later stages of studies)

3.2. ISMA admission requirements for each academic year and the procedure of an applicant’s matriculation are regulated by ISMA Admission Regulations, which are developed, approved and published until November 1 of each year,

IV. Content of studies

4.1. ISMA content of studies is formed by the study programmes which are approved by ISMA Senate and fully comply with the regulations of the Republic of Latvia on the development and implementation of study programmes:

4.1.1. The Republic of Latvia Cabinet Regulations of May 13, 2014, No. 240 “Noteikumi par valsts akadēmiskās izglītības standartu” (Regulations on the state standard of academic education) ;

4.1.2. The Republic of Latvia Cabinet Regulations of June 13, 2023, No, 305 “Noteikumi par valsts profesionālās augstākās izglītības standartu” (Regulations on the state standard of professional higher education)

- 4.1.3. The Republic of Latvia Cabinet Regulations of June 13, 2017, No. 322 “Noteikumi par Latvijas izglītības klasifikāciju” (Regulations on the classification of education in Latvia).
- 4.2. Study programmes determine the theoretical study courses to be acquired, individual work, traineeship, and tests, their distribution by academic years and the amount in credit points.
- 4.3. Student starts studies in the first academic year according to the study programme, which in subsequent years may change only in the cases specified in the regulatory enactments and in the study contract.
- 4.4. The content of a study course and the requirements to its acquisition shall be agreed by the lecturer with Director of the correspondent study programme and Head of the Department. Lecturer is responsible for the implementation of the study course.

V. Organisation of study process

- 5.1. with the legal enactments of the Republic of Latvia.
- 5.2. ISMA study process is organised in accordance with full-time and part-time forms of studies. Part-time studies can be organised in intramural and extramural forms.
- 5.3. Up to 50 percent of the number of contact hours determined for the implementation of the relevant study programme, which is indicated in the study plan of the relevant study programme approved by ISMA, can be implemented remotely in full-time and part-time studies. The aims, objectives and possible solutions for remote studies are determined by the Cabinet Regulations of February 8, 2022 No. 111 “Attālināto mācību organizēšanas un īstenošanas kārtība” (Organization and implementation procedure of distance education).
- 5.4. The accounting unit of student's workload is a credit point, which corresponds to 25-30 hours of study work, which consists of contact hours and student's independent work.
- 5.5. Contact hours are not provided for distance learning and part-time extramural studies in the study programmes of all cycles. The amount of student work consists of independent work, consultations and a session.
- 5.6. The acquisition of a study programme and passing of the examinations specified therein shall be performed in accordance with the academic year plan approved by the Rector for each academic year.

- 5.7. The planning, venue and time of lectures and workshops for each study programme shall be prepared by ISMA Study Department, as determined by the Director of the respective study programme, and approved by the Rector.
- 5.8. The timetables of lectures and classes for each study programme are displayed in a readily accessible and visible place at ISMA premises and on ISMA website www.isma.lv.
- 5.9. The kinds, forms and organisation of testing, as well as the obligations of students, academic and general staff in relation to the evaluation of the results of the mastering of study courses and study programmes are regulated by “ISMA studiju pārbaudījumi un to organizēšanas kārtība” (ISMA Procedures for the Organisation of Testing).
- 5.10. Distance learning procedures are regulated by “ISMA tālmācības studiju nolikums” (ISMA Regulations on Distance Learning Studies).
- 5.11. The organisation of traineeship is regulated by “ISMA nolikums par studiju praksēm” (ISMA Traineeship Regulations).

VI. Transfer of a student to the next year of studies (academic year)

- 6.1. The transfer of a student to the next year of studies shall only take place if the student has paid the agreed tuition fee and the amount of academic debt does not exceed 10 credit points.
- 6.2. ISMA Study Department considers a student's fulfilment of academic obligations and, together with ISMA Personnel Department, prepares draft orders on transfer of the student to the next year of studies, exmatriculation, re-studies, or on extension of study duration.
- 6.3. Students whose academic debt is more than 15 credit points can begin their next course of study, attend lectures and classes, and settle all their academic debts within 3 weeks. The procedure of the liquidation of academic debts is regulated by “ISMA studiju pārbaudījumi un to organizēšanas kārtība” (ISMA Procedures for the organisation of testing)
- 6.4. If a student still has academic debts in the amount of more than 15 credit points after the expiry of the term for liquidation of academic debts, the student may be expelled for re-studies, or the student may be excluded from the list of students (exmatriculated).
- 6.5. Students, who have academic debts, also make payments for the liquidation of their academic debts in addition to the tuition fee specified in the Study Contract, in accordance with the fees for paid services set by the Rector.

- 6.6. Students who apply for re-studies in accordance with p.7.6. of these Regulations shall pay a re-tuition fee for the academic year according to the tuition fee set by ISMA for the academic year.

VII. Academic recognition of study courses

- 7.1. Academic recognition of a study course is the process of comparing a course successfully completed by an ISMA student or an applicant at another ISMA study programme or in another higher education institution with the study course of a particular ISMA study programme, resulting in full, partial, or non-recognition of the study course.
- 7.2. Performing the recognition procedure, a decision is made on which parts of the study course are to be recognized as passed and what else needs to be done in order for the course of the particular study programme to be fully recognized.
- 7.3. A study course is recognized if the content of the comparable study courses is exactly the same, as well as the amount of credit points in the two study courses being compared is equal or the number of credit points in the respective study course previously acquired is higher.
- 7.4. Study course is partially recognised if the scope of the comparable study courses does not match or the content of the completed course does not cover all the content of the study course of the particular ISMA study programme and the learning outcomes to be achieved.
- 7.5. Study courses are not recognised when:
- 7.5.1. the content of the study course, the volume or the learning outcomes to be achieved do not meet the requirements of the study programme and cannot be defined as a necessary component of the degree obtained by mastering the particular study programme of ISMA;
 - 7.5.2. the study course does not correspond to the level of education classification;
 - 7.5.3. the study course has exceeded the time limit set by the ISMA (if any) or it has been stated that the content of the course does not correspond to the latest achievements in the relevant field of science.
- 7.6. ISMA performs academic recognition of only the study courses which have been acquired:
- 7.6.1. at the accredited study programmes of the accredited higher education institutions of Latvia;

- 7.6.2. at the study programmes at foreign higher education institutions, if the Academic Information Centre of Latvia certifies their accreditation in the country where the foreign HEI is located;
- 7.6.3. at a foreign higher education institution in the framework of student mobility programme, for example ERASMUS +;
- 7.6.4. at foreign higher education institutions with which ISMA has concluded agreements providing mutual recognition of study courses.
- 7.7. Study courses acquired in short cycle professional higher education study programmes can be recognized as part of the first cycle professional higher education study programme.
- 7.8. One study course of ISMA study programme can be replaced by several acquired study courses and vice versa – several study courses of ISMA study programme can be replaced by one acquired study course. Replacing ISMA study course or courses by one or several study courses, the total amount of these study courses shall be equal or exceed the amount of ISMA study course.
- 7.9. State final examinations shall not be academically recognised.
- 7.10. The application for academic recognition of study courses is considered by the Director of the study programme.
- 7.11. Specialist of ISMA Study Department prepares Comparison protocol for the recognition of study courses. The comparison protocol shall be agreed with the Director of the corresponding study programme.
- 7.12. Information on the recognized study course (name, amount of credit points), as well as the name of the state and the institution where the study course is implemented, shall be reflected in the student's diploma supplement.

VIII. Granting of academic leave

- 8.1. Academic leave is granted by ISMA Rector, based on the motivated application of a student, in the following cases:
 - 8.1.1. student is unable to continue studies due to medical indications;
 - 8.1.2. student is unable to continue studies due to social reasons;
 - 8.1.3. due to studies at a foreign higher education institution. This paragraph does not apply to students who study at ISMA in the framework of student mobility programmes;

- 8.1.4. due to childbirth;
- 8.1.5. due to family issues;
- 8.1.6. due to other objective reasons.

8.2. To be granted academic leave due to medical indications, the student shall enclose to his/her application the document confirming incapacity for work.

8.3. To be granted academic leave due to social reasons, the student shall enclose to his/her application the certificate issued by competent state or municipal social assistance institution and/or other documents confirming the reasons specified in the application.

8.4. To be granted academic leave due to studies at a foreign higher education institution, the student shall enclose to his/her application the documents confirming the specified circumstances. This paragraph does not apply to students who study at ISMA in the framework of student mobility programmes.

8.5. To be granted academic leave due to childbirth, the student shall enclose to his/her application the reference from the child's birth certificate.

8.6. Student has the right to be granted academic leave for one academic year (two semesters) and to extend academic leave for one more academic year. Minimal duration of academic leave is one semester. The total duration of academic leave within one level of studies is no longer than two years (four semesters).

8.7. Application for the resuming of studies after the academic leave is to be submitted to ISMA Study Department no later than five working days prior to the end of the academic leave.

IX. Exmatriculation from the list of students

9.1. Student can be excluded from the list of students (exmatriculated) in compliance with p.49 of Augstskolu likums (the Law on Higher Education Institutions):

- 9.1.1. on student's own will;
- 9.1.2. the admission of a student appeared to have been influenced by deceit, bribery or another action, through which the applicant equality principle has been violated;
- 9.1.3. student has violated "ISMA iekšējās kārtības noteikumi studējošajiem"(ISMA Internal Regulations for Students) and these Regulations;
- 9.1.4. the contractual relationship with the students has been terminated;

- 9.1.5. student has discredited the honour and prestige of ISMA, or their behaviour has harmed ISMA;
 - 9.1.6. student has failed to pass compulsory tests or has not fulfilled other tasks in the terms determined by ISMA;
 - 9.1.7. student does not resume studies after academic leave
 - 9.1.8. student has mastered the study programme and/or has obtained a qualification.
- 9.2. ISMA Rector issues the order on a students' exmatriculation. Exmatriculation can be challenged at ISMA Arbitration Court
 - 9.3. ISMA Rector makes the decision on a student's exmatriculation.
 - 9.4. The decision on exmatriculation is made as an administrative enactment and student can challenge the decision in ISMA Academic Arbitration Court. The decision of ISMA Academic Arbitration Court can be challenged in the court in compliance with the Administrative Procedure Law.

X. Order in which non-ISMA students, who are the students of other universities, can attend ISMA lectures

- 10.1. This section determines the order in which the students of other universities can attend ISMA lectures. This section does not apply to the students who study at ISMA in the framework of student mobility programmes.
- 10.2. Students of other universities have the right to attend ISMA lectures and pass examinations for a fee as far as it does not interfere with ISMA study process.
- 10.3. ISMA determines the tuition fee for the attendance of the lectures.
- 10.4. Students of other universities show the lecturer their permission to attend lectures, issued by the Study Department, and valid student identity document before the beginning of the lecture ISMA Study Department can issue the permission to attend lectures provided a student has presented the document confirming the tuition fee payment and valid student identity document.
- 10.5. ISMA lecturer shall register the name, surname and the ID number of students of other university in a separate list, when they attend ISMA lectures.
- 10.6. Students of other universities shall comply with "ISMA iekšējās kārtības noteikumi studējošajiem" (ISMA Internal Regulations for Students), these Regulations, and other ISMA internal regulations and orders.

10.7. ISMA academic staff has the right to not allow students of other universities to attend a lecture or to dismiss them from the lecture, provided the students interfere with the study process, make noise, do not follow the directions of the academic staff, and ignore “ISMA iekšējās kārtības noteikumi studējošajiem” (ISMA Internal Regulations for Students), these Regulations, and other ISMA internal regulations and orders.

10.8. Students of other universities shall receive a certificate of attendance of the lectures.

XI. Concluding provisions

11.1. Declare the following ISMA internal enactments shall cease to be valid:

11.1.1. “Kārtībā, kādā notiek studējošo pārcelšana uz nākamo studiju gadu (studiju kursu)”,

(Procedures of student transfer to the next year of studies) approved by ISMA Senate meeting of 27.04.2007, Protocol No. 11, amendments approved by ISMA Senate meeting of 30.11.2012, prot. Nr.37;

11.1.2. “Kārtība, kādā notiek studiju kursu akadēmiskā atzīšana ISMA” (ISMA procedures of academic recognition of study courses), approved by ISMA Senate meeting of 27.04.2007, Protocol No. 11, amendments approved by ISMA Senate meeting of 30.11.2012, prot. Nr.37;

11.2. The Regulations enter into force at the time they are approved by ISMA Senate.