

APPROVED

by ISMA University of Applied Sciences

Senate meeting, protocol No. 2-17

24.08.2017

As amended by the Senate meeting, protocol No. 2-20

04.03.2020

**Internal Regulations
of ISMA University of Applied Sciences
for Students**

I. General provisions

1. The Internal Regulations of ISMA University of Applied Sciences for the students (hereinafter in the text referred to as the Regulations) are developed in compliance with the requirements of the Law On institutions of Higher Education, ISMA Satversme, as well as other regulatory enactments that regulate higher education.
2. The Regulations define the responsibilities and rights of ISMA students, as well as their liability for the non-observance of these Regulations.
3. The Regulations are binding for all the students of ISMA.
4. The Regulations are approved and the amendments to them are made by ISMA Senate.
5. The compliance and enforcement of the Regulations are controlled by ISMA administration.
6. Signing the Study Contract a student is familiarized with the Regulations. Student with his/her signature certifies that he/she is familiar with the Regulations and agrees to fulfil them.
7. International Student Identity Card (ISIC) is also considered to be ISMA student identity document and electronic key. Information on ISMA international student identity cards (ISIC) obtaining and extension of validity is provided by ISMA Students Self-government.
8. The Regulations are freely available for students at ISMA Study Department (for foreign students at ISMA International Relations Department), and are published on ISMA webpage www.isma.lv.

II. Student responsibilities

9. To comply with these Regulations, ISMA Satversme and other regulatory acts of ISMA.
10. To acquire the chosen study programme in a conscientious and focused manner, to fulfil the requirements of the study programme in due time in accordance with the requirements of the academic calendar. To observe the requirements of the documents regulating ISMA study process.
11. To observe relationship culture, be respectful to other students, ISMA academic and other staff, and visitors.
12. To fulfil the liabilities under the Study Contract concluded with ISMA.

13. To pay the tuition fee in the amount and in accordance with the procedure determined by the Study Contract.
14. To pay timely for the use of other ISMA paid services.
15. Before the beginning of studies to obtain and regularly renew International Student Identity Card (ISIC).
16. To carry valid International Student Identity Card (ISIC).
17. To perform compulsory registration in ISMA electronic system of attendance registration by the means of International Student Identity Card (ISIC).
18. To observe the requirements of the lecturer and not to create disturbances during the lecture.
19. Not to use unauthorised aids or materials, or plagiarise during tests, examinations, and final examinations.
20. To inform the director of one's study programme about the termination of studies in writing and in due time.
21. To observe ISMA building usage regulations, including smoking restrictions.
22. To observe tidiness and order on ISMA premises.
23. To treat the property and material resources of ISMA with due care. To reimburse ISMA for the incurred losses through civil procedure, if property has been damaged or losses have been incurred due to the activities of a student.
24. To get familiarized with fire safety and labour protection regulations, and to observe them.
25. Not to be on ISMA premises under the influence of alcohol and/or drugs, not to distribute narcotic and psychotropic substances.
26. To immediately inform ISMA Personnel Department (ISMA foreign students – ISMA International Relations Department) in writing about the changes in personal data, the change of place of residence, phone number, e-mail etc.
27. All disputes and disagreements that have arisen during the study process should first be addressed within ISMA.

III. Student rights

28. To receive the higher education of the appropriate level in the direction of studies and the study programme of his/her choice.
29. To use ISMA premises, library, equipment, cultural and sports objects intended for the study process.
30. To get familiarized with the contents of a study programme and with the conditions of study courses', including the form of testing and evaluation criteria for a certain study course.
31. To ask for and receive adequate material and technical support for successful study process within the scope of ISMA ability.
32. To change a study programme, terminate or resume studies within the established procedure.
33. To receive timely the information about all the issues which are directly related to studies.
34. Freely express and defend one's views insofar as they do not adversely affect the rights and legitimate interests of other persons.
35. To elect and to be elected in the Student Self-government, to cooperate in all ISMA Self-government institutions.

36. Submit an appeal regarding the assessment of knowledge and skills as well as decisions of ISMA officials or collegial bodies on issues directly related to studies.
37. To establish associations, groups and clubs.
38. To submit complaints, proposals and applications.
39. To receive protection of personal data and student's intellectual property.
40. To receive non-discriminating attitude from other ISMA students, academic staff and other employees.
41. To receive study and/or student loans.
42. To participate in the work of ISMA representative, management and decision-making bodies in the cases stipulated by the regulatory enactments of the Republic of Latvia, ISMA Satversme and other ISMA internal regulatory enactments or order documents in force.
43. To address ISMA Academic Arbitration Court on the cases of restriction or violation of academic freedom determined by ISMA Satversme.

IV. Awards

44. A student may be awarded for outstanding progress, for achievements in research or for public activities, in the following way:
 - 44.1. with a Certificate of gratitude from ISMA;
 - 44.2. with a written Rector's appreciation.

V. Student liabilities

45. Student liabilities are:
 - 45.1. civil liability;
 - 45.2. disciplinary liability.
46. The extent and nature of student's civil liability shall be determined in accordance with the legislation in force in the territory of the Republic of Latvia.
47. The extent of student's disciplinary liability shall be determined in accordance with the legislation in force in the territory of the Republic of Latvia, ISMA Satversme, these Regulations or other ISMA internal regulatory enactments or order documents.
48. Student disciplinary liabilities are:
 - 48.1. admonition;
 - 48.2. reprimand;
 - 48.3. exmatriculation with the right to resume studies;
 - 48.4. matriculation without the right to resume studies.
49. The case of disciplinary punishment of a student is initiated by the director of the corresponding study program.
50. Upon the initiation of the case the director of the corresponding study programme requests a written explanation from the student. The director of the corresponding study programme may request information about the student's disciplinary violation from other persons if necessary.
51. Student's refusal to provide an explanation (including failure to provide an explanation) is not an obstacle to further progress of the case.

52. When deciding on disciplinary punishment of a student, account shall be taken of the gravity of the committed violation, under which circumstances it is committed, and the information characterizing the student's personality, the student's explanations shall be considered. Student's failure to provide explanation is not an obstacle to considering the case.
53. The application of disciplinary measures, unless there are particular obstacles, is possible not later than within three months from the day when the violation was disclosed, excluding the student's temporary incapacity for work and the time when the student does not arrive at ISMA, but not later than within nine months from the date of disciplinary violation. Only one disciplinary sanction may be imposed for each disciplinary violation.
54. The decision on disciplinary punishment of the student is made by ISMA Rector.
55. Upon the decision of ISMA Rector on disciplinary punishment of the student, the director of the corresponding study programme informs the student about the decision in writing.
56. Provided it is not related to student's exmatriculation, the student has the right to appeal against ISMA Rector's decision in ISMA Senate, addressing the complaint to the Chairperson of ISMA Senate.
57. The decision of ISMA Senate to overturn or uphold the contested decision shall not be appealed.
58. Upon the decision of ISMA Senate, the director of the corresponding study programme informs the student about the decision in writing.

VI. Submission of applications, complaints and proposals, and submission procedures

59. ISMA and Student's communication takes place:
 - 59.1. in writing,
 - 59.2. electronically, using secure electronic signature, which is introduced in Latvia.
60. Student has the right to submit his/her applications, complaints and proposals to the director of the corresponding study programme or to the vice-rector for the corresponding field of activity.
61. Student submits his/her applications, complaints and proposals in due form to the Rector's Office.

VII. Student safety measures

62. ISMA evacuation plans and information on emergency services (emergency medical aid, firefighters, gas service) is displayed in each building on each floor.
63. Within the working hours ISMA personnel, library readers, conferences participants, study courses audience and other persons have the right to stay on ISMA premises, provided they adhere to generally accepted rules of conduct, are not under the influence of alcohol, narcotic or other intoxicating substances, and do not constitute a threat to the life, health or property of others. ISMA personnel have the right to expel from ISMA premises the persons who violate the aforementioned provisions. If necessary, restrictions on stay, additional safety requirements and the right to expel from ISMA premises are determined by the order of ISMA Rector.
64. On ISMA premises and its territory students are prohibited from acquiring, using, storing and selling alcohol, narcotic, toxic or psychotropic substances.

65. Upon the request of the academic staff students are obliged to familiarise themselves and observe the safety regulations related to the study process. ISMA academic staff and employees have the right not to admit a student to relevant activities in case the student refuses to read or observe safety regulations.

VIII. Final provisions

66. These Regulations apply to students studying within the framework of mobility programs, insofar as they do not interfere with the contractual relationship.
67. Students studying within the framework of mobility programs shall adhere to Internal Regulations insofar as they do not interfere with the contractual relationship.
68. These Regulations apply to the extent that they do not interfere with external regulatory enactments.