

VIDZEME UNIVERSITY OF APPLIED SCIENCES STUDY REGULATIONS

I. General provisions

1. The Vidzeme University of Applied Sciences Study Regulations, hereinafter referred to as the Regulations, regulate the study process of Vidzeme University of Applied Sciences, hereinafter referred to as VIDZEME, in accordance with VIDZEME's internal regulatory documents and other regulatory enactments regulating the field of education.
2. The Regulations do not regulate the international mobility of VIDZEME students and lifelong learning studies at VIDZEME. The Regulations apply to studies within the framework of exchange programs to the extent that they do not contradict the relevant program agreements.
3. The aim of the studies is to provide interdisciplinary, practically applicable, competitive and innovative higher education.
4. The following basic principles must be observed in the study process:
 - 4.1. principle of legality;
 - 4.2. indivisibility (unity) of study and research work;
 - 4.3. principles of academic and research ethics.
5. VIDZEME provides the opportunity to obtain higher education in various fields to individuals regardless of their age, gender, race, ethnicity, political views, and religious beliefs.
6. The Regulations and their amendments are approved by the Senate of the VIDZEME.

II. Student status, admission, matriculation

7. Admission to the first-year studies at VIDZEME at all study levels is performed in accordance with the admission regulations approved by the Senate.
8. A natural person acquires student status at VIDZEME on the day of matriculation. The document certifying student status is the VIDZEME student identification card.
9. The rights and obligations of students at VIDZEME are determined by regulatory enactments and the study agreement.
10. Admission to studies in later stages takes place in accordance with Cabinet of Ministers Regulation No. 932 of 16 November 2004 "Procedures for Commencing Studies in Later Stages of Studies" and the Regulations.
11. Admission procedures for studies in subsequent study stages:
 - 11.1. When resuming studies after a break, a person submits an application together with the individual study plan developed by the Director of the study field/programme to the VIDZEME Department of Studies and Lifelong Learning. The individual study plan is not submitted if the person has been exmatriculated from VIDZEME as having completed the theoretical course and if no more than three years and three months have passed from the moment of exmatriculation to the submission of the application for commencement of studies.
 - 11.2. When transferring to VIDZEME from another higher education institution, a person submits an application to the VIDZEME Study and Lifelong Learning Group together with the individual study plan developed by the Director of the study field/programme and the prepared credit transfer form, as well as a certificate issued by another higher education institution regarding completed study courses in the amount of at least 30 credit points (ECTS) or a diploma issued by another higher education institution and its appendix.
 - 11.3. By the order of the Rector, persons who have signed the study agreement:
 - 11.3.1. are admitted to VIDZEME – if a person transfers to VIDZEME from another higher education institution or resumes studies at VIDZEME after exmatriculations;
 - 11.3.2. are registered for studies in the respective study programme – if a student changes

the study programme.

12. It is allowed to recommence the studies in subsequent stages of studies only at the beginning of the semester. An application regarding the commencement of studies may be submitted not later than by the fifth working day of the semester. An application regarding the commencement of studies may be submitted by a person who has completed a theoretical course as referred to in Paragraph 11.1. of the Regulations before the deadline specified by the Director of the respective study field, but not later than 5 working days before the deadline for submission of the Qualification Paper, Bachelor's thesis or Master's thesis.
13. Studies at VIDZEME are financed by the state budget and funds from natural and legal persons. Tuition fees are determined by the VIDZEME Council, the amount of other study-related payments is determined by order of the VIDZEME Rector.
14. The student is obliged to ensure the payment of tuition fees and other payments related to studies, except in cases where tuition fees are covered from the state budget. The rights of full-time students to apply for state-funded study places are determined in accordance with the VIDZEME regulations on the competition for state-funded full-time study places.
15. A person loses his/her student status at VIDZEME upon exmatriculation (Article 100).
16. A student has the right to change the form of study (transition from full-time studies to part-time studies and vice versa) in accordance with the procedure established in the case when a student changes a study program (clause 11.3.2).
17. By the order of the Vice-Rector for Academic Affairs and Sciences, a natural person who wishes to study part of a study program in accordance with inter-university exchange agreements or within the framework of cooperation programs between universities and colleges (including international ones) (exchange student) may be registered for studies at VIDZEME. The status of an exchange student is determined in accordance with the provisions of the relevant exchange agreement or cooperation program.

III. Planning of studies

18. The duration of the studies or academic year, its beginning and end, division into semesters and internal division of the semester, applying for studies, student holidays, as well as the dates of graduation shall be determined by the Academic Calendar. The Academic Calendar for each academic year shall be approved by the order of the Rector not later than before the end of the previous academic year.
19. The study plan determines the volume and content of the study work for each semester. An individual study plan for the student is developed by the Director of the study field in the following cases:
 - 19.1. upon transferring from another institution of higher education;
 - 19.2. upon recommencing studies at VIDZEME;
 - 19.3. after studying in other countries;
 - 19.4. after recognition of the learning outcomes achieved in previous education or professional experience (in accordance with Vidzeme University of Applied Sciences Regulations on recognition of competences acquired outside formal education or in professional experience and learning outcomes achieved in previous education).
20. When creating an individual study plan, the Director of the study direction/programme compares the content and scope of previously acquired subjects with the VIDZEME study programme, as well as prepares credit transfer form. The individual study plan is prepared and agreed with the student at the beginning of the semester, but no later than the tenth working day of the semester. In accordance with the previously established deadline, if necessary, the individual study plan is revised each semester.
21. A student chooses elective courses from the list of elective courses offered by the study programme. Free elective study courses are chosen by the student at his/her discretion from the study courses offered by VIDZEME. The choice of the study courses is organized and approved by the Director of the study field/programme.
22. The start and end times of classes are determined by order of the Rector.
23. The time and place of the lectures (for each day and week) planned during the semester are determined by the lecture timetable. The lecture timetable shows the name and position of the lecturer, study courses and the time and place of the examinations and other tests (annual projects, internships, state examinations). The time and place of tutorials planned during the semester are determined by the tutorial schedule.
24. Class schedule until August 20 for the fall semester and until January 20 for the spring semester approved by the Vice-Rector for Academic Affairs and Sciences, the consultation schedule is approved by the Dean of the Faculty for the beginning of the semester. The approved class schedule is published on the VIDZEME website five working days before the start of the semester.

IV. Scope and forms of study work

25. The amount of study work is recorded in credit points. A credit point is a study accounting unit of the **European Credit Transfer and Accumulation System (ECTS)**, which expresses the amount of study work, based on the study results defined in the study program or part thereof and the study load associated with their achievement. Credit points are expressed in whole numbers. **One credit point corresponds to the amount of 25 - 30 hours of study work**, taking into account the proportion of contact hours specified in the Cabinet of Ministers Regulations No. 240 of 13 May 2014 *“Regulations on the State Academic Education Standard”* and in the Cabinet of Ministers Regulations No. 305 of 13 June 2023 *“Regulations on the State Professional Higher Education Standard”*. **The unit of study work time is an academic hour, the duration of which is 45 minutes.**
26. The study workload is **60 credits per academic year for full-time studies and 48 credits per academic year for part-time studies.**
27. Forms of study work are **contact classes, independent studies and research, consultations, examinations**, as well as **internships**. Types of contact classes are lectures, seminars, practical classes, laboratory work, excursions, and other types of study content acquisition. **The minimum number of contact hours for one credit point in full-time undergraduate studies corresponds to 10 contact hours, in master's studies - 8, in doctoral studies - 6, but in part-time studies - 3.** A contact hour is direct communication between academic staff and students, which is implemented to achieve the goals and objectives of the study program in accordance with the study program plan and its duration is one academic hour.
28. Contact classes are organized according to the class schedule. If the lecturer is unable to attend for any reason, to attend a contact lesson, he is obliged to reschedule it to another time, coordinating it with the study specialist of the relevant academic structural unit. The distribution of the volume of contact lessons by type is determined by the study program. Contact lessons **up to 50 percent of the number of contact hours** specified for the implementation of the relevant study program can be **implemented remotely, using synchronous and/or asynchronous study methods.**
29. The division of students into groups is determined by the Director of the study field/program, taking into account the relevant study program. course specifics.
30. The course calendar and study work structure are determined by the lecturer in the study calendar.
31. Course descriptions are available to students in the course register.
32. The scope of lecturers' consultations is determined by a decision of the Senate on the content and responsibilities of lecturers' work.
33. The scope and form of internships are determined by the internship regulations in accordance with the study program.

V. Registration for studies

34. Registration for studies takes place every semester.
35. Students are registered for the first semester of studies in accordance with the procedure specified in the Admission Regulations. The student is obliged to register for studies each subsequent semester in accordance with the procedures specified in the Regulations.
36. Registration for studies is done electronically within the time specified in the academic calendar in accordance with the procedure established by the Rector of VIDZEME.
37. The procedure and period for registration shall be determined by an order of the Vice-Rector for Academic Affairs and Sciences at least once a year. one month before the start of the registration period specified in the study calendar.
38. Upon registering for studies, a student confirms his/her commitment to fulfil all obligations under the study agreement during the relevant semester, including academic, financial, etc. obligations specified in the chosen study programme.
39. Students who are not registered for studies are not entitled to participate in the study work (including participation in the contact classes, tutorials, fulfilment of academic obligations, etc.) and are exmatriculated in accordance with the procedure specified in the Regulations within five working days of the end of the registration period.

VI. Content of academic obligations and basic rules for their fulfilment

40. Student's academic commitment is an obligation to fulfil the requirements specified in the study programme.
41. Student's academic obligations and their fulfilment requirements within the framework of a specific study course are specified in the description of the study course. Calendar implementation and the structure of academic obligations are specified in the calendar plan of the study course.

42. Course descriptions in accordance with the form of the course description in Latvian and English as defined by the VIDZEME are approved by the Faculty Council together with the programme description at the time of programme licensing or accreditation, or changes in the content of the study programme. When planning the implementation of study courses, the lecturer shall prepare the course description in Latvian and English in an electronic format and submit it to the Director of the relevant field of study/programme, who shall forward it to the Faculty Council for review and approval five working days before the beginning of the semester. If necessary, the course description shall be updated and submitted in electronic form to the study officer of the relevant field of study at least five working days before the start of the course. The lecturer is obliged to ensure that the course description and the timetable are available to students.
43. The assessment of the knowledge, skills and competences acquired in the study course is expressed in the final assessment of the study course, which consists of the summative assessments obtained during the study course, with the assessment "passed" or "failed", or also an assessment on a 10-point scale.
44. The academic obligations of the study course are considered fulfilled if the final grade on a 10-point scale is not lower than "4" or the grade "passed" is received. The student does not have the right to repeat the exams if a successful final grade for the study course is received.
45. Students who have not fulfilled their academic obligations in accordance with the chosen study program, study plan within the semesters specified in the study calendar shall be considered academic debtors.
46. An academic debtor has the right to request an extension for the fulfillment of academic obligations or permission to retake one or more study courses by submitting an application addressed to the Director of the study program. Upon the proposal of the Director of the study program, an academic and scientific Vice-Rector's order.
47. The basic forms of academic commitment tests in VIDZEME are:
 - 47.1. **examination** – a form of testing students' knowledge, skills and competence in writing or orally with a rating on a 10-point scale;
 - 47.2. **test** – a type of written and/or oral assessment of a student's knowledge, skills and competence with a "pass" or "fail" rating, or a rating on a 10-point scale (differentiated test). The test can be organized for all or part of the material learned in the study course in accordance with the requirements previously set by the course lecturer. One of the types of test is **the development and defense of a practice report**. A practice report is a written report on the student's practice, which is developed in accordance with the regulations approved by the governing body of the relevant academic unit;
 - 47.3. **development and defense of the annual project**. The annual project is a student's independently conducted, theoretically based and practically directed summary of research results or a project with a rating on a 10-point scale and the procedure for its implementation is determined by the regulations approved by the governing body of the relevant academic unit;
 - 47.4. **state examination** – is the development and defense of a qualification thesis, bachelor's thesis and master's thesis with a rating on a 10-point scale and the procedure for which is determined by the governing body of the relevant academic structural unit.
48. The procedure for conducting examinations of a study course shall be determined by the lecturer. The lecturer may determine other forms of examinations in the description of the study course, the components of which may include tests, research papers or projects, their defense and other examinations, which are organized during the course of study during the semester and cover some part of the course material to be learned.
49. The assessment of an oral test or examination shall be communicated to the student on the day of the test. The assessment of a written test or examination shall be communicated within three weeks from the day of the test, but no later than five working days before the determination of the final assessment. The assessment of other tests shall be communicated to the student before the test or examination, but no later than five working days before the determination of the final assessment.
50. The lecturer is obliged to provide the justification for the assessment upon the student's first request.
51. If a student has not fulfilled the requirements set out in the study course description, the lecturer has the right not to allow the student to take a test or exam or not to post a final assessment. Using this right, the lecturer shall prescribe an additional test for the student or require the student to take the study course again. The student shall pay the fees determined in accordance with the procedure referred to in paragraph 13 of the regulations for taking an additional test or taking the study course again.
52. The lecturer shall record the final assessment in the protocol (if at least 50% of the requirements of the study course have been met, but the necessary requirements to receive a final assessment have not been met, the entry "*not allowed/ not permitted*" shall be recorded in the protocol; if less than 50% of the obligations foreseen in the study course have been met, the entry shall be recorded in the protocol) entry "*did not attend the course*"; if all requirements of the study course have been met, but the student has not appeared for the final examination, the entry "*did not appear for the examination*" shall be entered in the protocol). The lecturer shall complete and sign the protocol within **three weeks** from the end of the study

- course, but no later than the last day of the semester (if there are less than three weeks between the end of the study course and the semester), submit the relevant to a study specialist in the field of study.
53. If a student has failed a test or exam of a study course twice and has not requested permission to take the study course again, then the assessment of the test or exam on the third occasion shall be determined by a commission established by the Director of the study field/ programme. If the assessment of the commission is negative, then the student is instructed to take the course of study again.
 54. If a student has not taken the examinations specified in the study course description at the specified time due to justifiable reasons, he or she may be exempted from the fee for taking the examinations at another time.
 55. The defense and evaluation of the internship report and annual project are provided by the study field/programme Director in accordance with the regulations on internships and annual projects. The defense takes place within the semester, but no later than the last day of the semester. The student is notified of the assessment on the day of the defense. If the student receives an unsuccessful assessment, he or she is instructed to revise the internship report/annual project or re-develop them. Repeated development and defense of the internship report must be carried out after repeated internship.
 56. Students who have fulfilled all other academic obligations specified in the study program at least 10 working days before the deadline for submitting their work are allowed to take the state examination (they are allowed to submit and defend their qualification thesis, bachelor's thesis and master's thesis), which is confirmed by an order issued by the Academic Vice-Rector for permission to take the state examination. The order is issued on the basis of a proposal submitted at least three working days before the deadline for submission of thesis submitted by the Director of the study field/program.
 57. The procedure for submitting papers is determined by the faculty council upon the proposal of the Director of the study field/programme. The deadline for submitting papers is determined by the Vice-Rector for Academic and Scientific affairs each semester upon the proposal of the Director of the study field/programme no later than one month from its beginning. The submitted papers are registered and the register is submitted to the VIDZEME Study and Lifelong Learning Group within three working days.
 58. One reviewer shall be appointed for each paper submitted for the state examination, except as provided for in paragraph 63 the aforementioned cases.
 59. Two reviewers shall be assigned to the thesis submitted for a state examination if:
 - 59.1. the supervisor has not accepted the submission of the thesis;
 - 59.2. the student has submitted a thesis developed without a supervisor;
 - 59.3. the reviewer has not accepted the submission of the thesis for defence.
 60. It is allowed to defend the thesis if it is accepted by at least one reviewer.
 61. The review(s) shall be prepared in writing in two copies and submitted to the Director of the study field/programme at least five working days before the defence of the thesis. In the cases referred to in paragraph 65 of the Regulations, the Director of the study field/ programme shall organise a second review of the thesis. The Director of the study field/programme must ensure that the student is familiarised with the review at least one day before the defence of the qualification thesis/bachelor's thesis and at least two days before the defence of the master's thesis.
 62. The state examination for students of the study programme is assessed by the state examination commission, the chairman and composition of which are approved for each academic year by order of the Rector, based on the decision of the faculty council. The state examination commission consists of the head of the commission and not less than four members of the commission. The head of the state examination commission and not less than half of its composition are representatives of professional organizations or employers in the industry.
 63. The assessment of the state examination is a collegial decision of the state examination commission, based on the assessments of the commission representatives, the supervisor and the reviewer. The decision is read out publicly on the day of the examination by the chairperson of the state examination commission.
 64. Students who have failed the state examination have the right not earlier than three months after the previous defence:
 - 64.1. to submit an improved thesis for re-defence. This right can only be exercised twice and not later than three years after the first defence;
 - 64.2. to draw up and submit a new thesis.
 65. All state examination grades must be officially announced. The following shall be considered to be official announcement of grades:
 - 65.1. posting a written notice of the assessment of a test within a separate study course in the VIDZEME electronic study environment;
 - 65.2. posting the final assessment of the study course, the internship report and the assessment of the development and defense of the annual project in the VIDZEME study information system;
 - 65.3. reading of the minutes of the state examination commission.
 66. In published announcements about examination grades, VIDZEME student codes must be used to identify

- students, except for individual announcements, which only indicate the addressee's grades.
67. Students who, during the continuous study program, have no final grade lower than "8" and whose grade in the state examination is "9" or "10", receive a VIDZEME diploma with the entry "**With distinction**" in the diploma supplement.
 68. The decision on the issuance of a diploma with the entry "With distinction" in the diploma supplement is made by the Rector of VIDZEME, based on data prepared by the employee responsible for the study information system, informing the Director of the study field/programme about it.

VII. Appeal

69. The student has the right to submit an appeal (application with a request to retake the examination). evaluation).
70. An appeal may be filed against the assessment:
 - 70.1. in a test within the framework of a separate study course (including a test and an exam);
 - 70.2. in the study course (final assessment of the study course);
 - 70.3. in defending the internship report;
 - 70.4. in the defense of the project;
 - 70.5. in the state exam (thesis).
71. An appeal may be filed within three working days of the official notification of the assessment.
72. Before submitting an appeal, the student is obliged to request the justification for the assessment from the lecturer or Director of the study field/programme (if the assessment was determined by a committee).
73. The appeal is addressed to the Director of the study field/programme and submitted to the responsible VIDZEME employee.
74. The appeal must state:
 - 74.1. student's name, surname, VIDZEME student code, telephone number, address, e-mail address;
 - 74.2. the assessment against which the appeal is being submitted;
 - 74.3. grounds for the appeal;
 - 74.4. a list of documents attached to the application;
 - 74.5. date and place;
75. The appeal is signed by the student.
76. The Director of the study field/programme shall establish an appeal commission within five (in the case of a state examination – three) working days from the receipt of the appeal, appointing the chairman of the commission. If the Director of the study field has participated in the assessment of the examination, then the commission shall be established by a decision of the council or general meeting of the academic unit.
77. The State Examination Appeals Commission shall be formed in the following composition: the chairperson of the State Examinations Commission, two lecturers from the relevant academic unit and two independent experts in the relevant field – professionals or lecturers from other higher education institutions. The composition of the Appeals Commission may not include the other members of the previous State Examinations Commission, the supervisor and the reviewer.
78. The appeal committee for other examinations shall be formed in a composition of three people according to the specifics of the field of study. The committee may include lecturers from VIDZEME or other universities, as well as professionals in the relevant field. The committee cannot include persons who participated in the evaluation of a previous examination.
79. A member of the Appeals Commission may not participate in the consideration of the case if he is directly or indirectly interested in the outcome or if there are other circumstances that raise doubts about his impartiality. If a member of the Commission has not recused himself, the persons participating in the meeting may apply for a motivated rejection of him.
80. The Director of the study field/programme submits to the appeals committee all documents necessary for its work that relate to the examination, including the student's work, assessment protocol, review, and supervisor's feedback. The work of the Appeals Commission shall take place in meetings, which shall be recorded. The meetings of the Commission shall be chaired by the Chairperson. The commission has the right to make decisions if all members of the commission participate in the meeting.
81. The work of the Appeals Commission shall take place in meetings, which shall be recorded. The meetings of the Commission shall be chaired by the Chairperson.
82. The commission has the right to make decisions if all members of the commission participate in the meeting.
83. The appeal shall be considered within five working days from the moment of the establishment of the commission.
84. The appellant, the Vice-Rector for Academic Affairs and Sciences and a representative of the student

- self-government shall be invited to participate in the meeting of the State Examination Appeals Commission. The Vice-Rector for Academic Affairs and Sciences and the representative of the student self-government shall participate in the meeting as an observer. The Commission shall also invite the supervisor to participate in the meeting if his assessment has differed from the assessment of the State Examinations Commission by more than two points or if he has not provided feedback.
85. The appellant and persons who participated in the assessment of the examination are invited to participate in the meetings of the appeal commission for other examinations. A representative of the student self-government may be invited with the rights of observer.
 86. The Director of the study field/programme shall notify the appellant and other involved parties of the time and place of the Appeals Committee meeting no later than one day before the meeting. If the involved parties have not received information about the committee meeting, they are obliged to clarify this with the Director of the study field/programme or the faculty study specialist. If the invited person does not appear at the meeting, the committee may consider the case on its merits without the participation of this person.
 87. The procedure for considering an appeal at a meeting of the Appeals Commission shall be determined by the Commission itself. The meetings of the Commission shall be recorded. If any of the persons involved have objections to the actions of the Commission, they shall be recorded in the protocol of the meeting.
 88. Procedural issues not specified in these regulations shall be decided by the commission itself. When deciding on the merits of a case, the Appeals Committee shall make a decision by a simple majority of votes. The appeal committee may leave the assessment unchanged, increase or decrease it. The decision shall be signed by all members of the committee. Members of the committee who disagree with the decision shall record their objections in writing and attach them to the decision. The member of the committee whose objections have been recorded shall not be liable for the decision made.
 89. The protocol of the appeal commission must indicate: the time and place of the decision, the composition of the commission, the persons involved in the appeal, the grounds for the appeal, the decision of the commission. The chairman of the appeal commission shall submit an extract of the protocol regarding the decision made to the head of the committee to the Director of study field/programme within one working day (in the case of a state examination appeal, information about the decision made shall also be submitted to the Vice-Rector for Academic Affairs and Sciences). The Director of study fields/programs shall prepare a copy of the decision for the appellant and the responsible VIDZEME employee within two working days. If the decision provides for a change in the assessment, the responsible VIDZEME employee shall provide a copy of the decision within five working days.
within the time limit of receipt of the decision, take the necessary steps to comply with the decision of the Appeals Commission.
 90. The decision of the Appeals Commission on the state examination is not subject to appeal. In other cases, the parties involved in the case may appeal the decision of the Appeals Commission to the Academic Arbitration Court within five working days from the moment of signing the decision. If the Arbitration Court establishes procedural violations, the decision of the Appeals Commission may be annulled and the case may be referred for re-examination. The dean of the faculty is responsible for the establishment of another Appeals Commission.
 91. After the decision is executed, the reviewed appeal cases are transferred for storage to the archives of the VIDZEME.

VIII. Interruption and resumption of studies

92. During the studies, a student has the right to temporarily interrupt his/her studies - to receive a study break, the duration of which is two semesters in a row, no more than twice. An additional study break, the duration of which is two semesters in a row, is granted to students serving in the national defense service.
93. The faculty decides on granting a study break, in accordance with the conditions set out in the Regulations.
94. A student may only take a break from studies at the beginning of the semester. An academic break from studies after the semester has begun may only be taken for medical reasons or other exceptional circumstances.
95. A student retains a study place financed from the state budget only in cases where the interruption of studies is justified by a document confirming justifiable reasons: long-term illness, family growth or conscription into the national defense service (including voluntary application).
96. During a study break, a student is not allowed to participate in the study process and take academic exams.
obligations.
97. Tuition fees are not payable during a study break. The tuition fee paid for the relevant semester is not refunded but is carried over to the continuation of studies if the study break is formalized no later than five

working days from the beginning of the semester.

98. Resumption of studies after a study break is permitted only at the beginning of the semester. The student may submit an application for resumption of studies to the responsible VIDZEME employee no later than the fifth working day of the semester.
99. After a break in studies, studies are continued according to the study plan or an individual plan approved by the Director of the study field/ programme.

IX. Exmatriculation and resumption of studies after exmatriculation

100. Exmatriculation is possible in the following cases:
 - 100.1. if a matriculated 1st year student has not started studies within 30 days without a valid reason;
 - 100.2. at one's own discretion;
 - 100.3. after completing the study program (graduation from higher education);
 - 100.4. the student has not passed the necessary tests or has not completed other study tasks within the deadlines set by VIDZEME;
 - 100.5. if a student who studies at a study place financed by the funds of natural or legal persons has not paid the tuition fee in accordance with the procedure specified in the study agreement;
 - 100.6. if the student has not registered for studies in accordance with paragraph 39 of these regulations.
101. The decision on exmatriculation referred to in Article 100.4 shall be made by the Rector after the completion of studies at the proposal of the Director of the direction/programme, in paragraph 100.5 – at the proposal of the Rector, in paragraph 100.6 – upon the proposal of the responsible employee of the Studies and Lifelong Learning Group.
102. Students who have completed the full study program but have not passed the state examination shall be exmatriculated as having completed the theoretical course. Theoretical course – all academic obligations planned in the study program (study courses, internships, annual projects, etc.). Completion of the theoretical course is a mandatory condition for the student to receive permission to take the state examination.
103. A student has the right to appeal the decision on exmatriculation to the Academic Arbitration Court of VIDZEME within ten working days after the issuance of the order on exmatriculation.
104. Resumption of studies after exmatriculation takes place in accordance with the procedure specified in Clause 11 of these Regulations.

X. Copyright

105. In the field of copyright, VIDZEME operates in accordance with the provisions and established procedures of the Copyright Law, the Law on Scientific Activities, as well as other national and international legal acts regulating copyright that are binding on the Republic of Latvia.
106. Part X "Copyright" of the Regulations shall be binding on all natural persons who enter into an agreement with VIDZEME, as well as on legal persons with whom these Regulations are referred to in the agreements concluded.
107. VIDZEME guidelines in the field of copyright and intellectual property:
 - 107.1. VIDZEME protects its copyrights and intellectual property;
 - 107.2. VIDZEME respects and protects the copyrights and intellectual property of others, to the extent that it is within the competence of the Ministry of Education;
 - 107.3. VIDZEME educates students and provides consultations on copyright and intellectual property. in matters.
108. Copyright regulation regarding students:
 - 108.1. the student creates intellectual property during the study process and has both personal and property rights (copyright) in relation to his/her work;
 - 108.2. the students transfer to VIDZEME the property rights to their independent works (reports, homework, presentations, practice reports, reviews, etc.) free of charge. Such transfer is legal and ensures that the student retains authorship of each work;
 - 108.3. by preparing and submitting an annual project or a national examination, the student transfers to VIDZEME the property rights to his/her work free of charge.
109. All copyrightable works produced by students are collected and stored in the VIDZEME student's works database. The Director of the study field/ programme is responsible for the maintenance of the database and the Head of IT department is responsible for its security.

XI. Dispute Resolution

110. Disputes between a student and a lecturer on matters relating to the studies shall be settled by the Director of the study field/ programme and the dean of the faculty. If the dispute cannot be resolved, the matter shall be further resolved by the Academic and Scientific Vice-Rector.
111. In case of disputes, the student and the lecturer have the right to submit the matter to the VIDZEME Academic Arbitration Court.

XII. Notes on doctoral students/doctoral candidates

112. Sections 16, 22, 47.3, 47.4, 67, 68, and 102 of these regulations do not apply to doctoral students.
113. Doctoral studies are conducted according to an individual plan created by the Director of the study field/programme.
114. The principles of assessment of study work are defined in the description of the study programme.
115. The state budget-funded study places are allocated to applicants in accordance with the admission regulations approved by the Senate of VIDZEME. If the student fulfills the academic obligations specified in the individual plan to the required extent and within the prescribed period, the state budget-funded study place is retained for the entire period of study.
116. Completion of the study program is confirmed by a certificate of successful completion of doctoral studies and submission of the doctoral thesis to the program council.
117. The procedure for submitting and defending a doctoral thesis in the doctoral study programme is determined by Regulations of the study program promotion council.