

TRANSPORT AND TELECOMMUNICATIONS INSTITUTE STUDY PROCEDURE REGULATIONS

1. General Provisions

1.1. The Study Procedure Regulations determine the procedure of the study organization in the first and second level professional study programmes, academic and professional bachelor study programmes, academic and professional master study programmes. Double degree diploma study programmes may have different study procedures. (As amended by the TSI Senate Resolution No 01-7/5 of 19.01.2021)

1.2. Terminology used in the regulations:

Academic leave is a period during which the student does not carry out active study work, but is not ex-matriculated.

Academic year is a study period with a duration of 40 weeks during the calendar year, which is traditionally divided into two semesters - autumn and spring.

Academic debt is an examination not passed within a set period of time or unsuccessfully passed.

Academic hour is a time unit of the study work, the duration of which is 45 minutes.

Ex-matriculation is the discharge of a student from the list of students.

E-study environment is a part of the informative system of the website tsi.lv, where study materials are placed and communication is performed on the issues of the study process between students and lecturers.

Exam is a written, verbal or mixed (written and verbal) examination included in the study plan, in which the teaching staff or the teaching staff commission examine the knowledge and skills acquired in the study course or a part of it.

1.3. *Test* is a summary of the work planned for the study course (without additional knowledge test at the end of the study course), which is assessed with a mark in accordance with the study plan. (As amended by the TSI Senate Resolution No 01-7/5 of 19.01.2021)

Matriculation is enrolment of a person in the list of students of TSI after the fulfilment of the requirements for admission.

Contact hour is a period of direct access between academic staff and students, during which the achievement of the purposes and tasks of study programme is implemented in accordance with the plan of the study programme and the duration of which is one academic hour.

Credit point is a study accounting unit, which complies with the work volume of 40 academic hours of the student (one study week).

Part-time studies - a type of studies, equal to less than 40 credit points during the academic year and less than 40 academic hours per week.

Examination is a purposeful measure to be organised in accordance with the certain procedure for the assessment of knowledge, skills and other study results of the student. Types of examinations are: regular examinations (such as a test, independent work, practical work, laboratory work, report, essay, paper, work in workshop etc.) and final examinations of the study course (test, exam, final examination).

Study module is a component of the study programme, which is created by combining study courses or their parts, which have a common goal and achievable study results.

State and final exams on the study programme are exams that assess how much the student has acquired the knowledge, skills and competencies specified in the study programme (bachelor's, master's, diploma thesis, qualification thesis defense, qualification exam).

Full-time studies is a type of studies, equal to 40 credit points during the academic year and not less than 40 academic hours per week;

Plagiarism known use of the work of another author, a part thereof or ideas and inventions without a relevant reference to the author. Plagiarism may be implemented as a literal recital of the text and as a paraphrase of the text - recital of another text, substituting certain words or phrases, without significantly changing the content of the text to be used.

Applicant is a person, who has submitted an application for the commencement of studies with TSI.

Registration for a semester is the commitment of a student, personally approved in the data base of the informative system of TSI, to continue studies and to fulfil the semester plan provided in the study programme.

Examination period is a period of examinations after each semester.

Study year is a period of studies for the implementation of the study programme determined by TSI, usually consisting of 10 months.

Description of the study course is requirements formulated in a document for the acquisition of study results: necessary preliminary knowledge, purposes of the course, tasks, planned study results, planning of the content of the course, literature and other sources, organisation of study work and assessment criteria; description of the study course is available in the e-study environment in all languages for the implementation of study programmes.

Study course is the description of a system for the acquisition of knowledge, skills and competence appropriate for the study programme in a certain level and scope with the defined study results, for the achievement of which credit points are granted. A study course may be implemented within the framework of one or several semesters.

Study results is a set of knowledge, skills and competences to be acquired at the end of the study programme, study module or study course.

Study plan is a layout of parts of the study programme (study modules, study courses) in a logical sequence and time, in accordance with the purposes of the study programme.

Study programme is a basic unit of organisation of education, including all requirements necessary for the acquisition of the particular academic degree and/or professional qualification. It is regulated by a description of the content and implementation of studies, determining the purpose of studies, study results planned at the end of the study programme, requirements with regard to previous education, content of education to be offered, including study courses, modules and the distribution of credit points between them, in accordance with the national education standards, as well as criteria for the achievement and assessment of study results and forms and procedure of the examination.

Distance learning is the form of education where the student acquires the content of the educational programme implemented by the educational institution independently in an individual way, using the specially structured study materials offered by the educational institution, various technical and electronic means. Achievements of the student are assessed according to the requirements of the relevant educational programme.

1.4. *TSI Intranet*- internal information system of the Transport and Telecommunication Institute. . (As amended by the TSI Senate Resolution No 01-7/5 of 19.01.2021)

2. The right to study at TSI

2.1. The right to study at TSI with pre-acquired and recognised education is granted to:

- 1) a citizen of Latvia;
- 2) a non-citizen of Latvia;
- 3) a citizen of the European Union, a citizen of the European Economic Area or a citizen of the Swiss Confederation;
- 4) a permanent resident of the European Community holding a valid residence permit in the Republic of Latvia;
- 5) a stateless person who holds a valid stateless travel document issued in the Republic of Latvia;
- 6) a national of another country who is not a citizen of the European Union, European Economic Area or Swiss Confederation (hereinafter a third-country national) or a stateless person who holds a valid residence permit in the Republic of Latvia;
- 7) a refugee or a person who has acquired alternative status;
- 8) a person who has received temporary protection in the Republic of Latvia.

2.2. Students of other higher education institutions have the right to study at TSI by acquiring separate study courses or parts of study programmes within the framework of higher education exchange programmes and in accordance with the procedures specified therein, or within the framework of concluded cooperation agreements. *(As amended by the TSI Senate Resolution No 01-7/5 of 19.01.2021)*

3. Obligations and Rights of Students

3.1. Students shall have the following obligations:

- 1) to perform obligations under the study agreement concluded with TSI;
- 2) to comply with the requirements included in the *Study Procedure Regulations* for the organisation of studies determined by TSI, performing the requirements for the acquisition of content included in the study plan during the semester;
- 3) to comply with the provisions of the internal regulatory documents of TSI.

3.2. Students shall have the following rights:

- 1) to terminate and resume studies, to change study programme, type of studies (full-time, part-time, distance learning), in accordance with the procedure determined by TSI not more than 3 times during the studies;
- 2) to become acquainted with the content of the study programme, provisions for the acquisition of the study course, types of examinations and assessment criteria, as well as to become acquainted with changes thereto in a timely manner;
- 3) to participate in classes in accordance with the list of classes. If the student wants to attend classes together with participants of any other study group, it is possible on the basis of prior agreement with the lecturer and preparing a submission to the Study Department;
- 4) to receive information regarding studies in TSI;
- 5) to use the services of the informative system of the TSI e-study environment and library;
- 6) to receive consultations of lecturers in accordance with the procedure determined by TSI;
- 7) to participate in the self-government of Students of TSI and collective administration authorities of all levels - Constitutional Assembly, Senate, councils of faculties etc.;
- 8) in accordance with a certain procedure, to participate in surveys organised by TSI, to submit recommendations and complaints regarding the study process, breaches of study and working regulations and to receive replies from officials within the set time periods.

4. Matriculation of students and commencement of studies

- 4.1. Enrolment by TSI takes place in accordance with the Enrolment Regulation approved by the Senate of TSI.
- 4.2. Enrolment is organised and performed by the Enrolment Commission approved by order of the rector.
- 4.3. Upon the commencement of studies, the study applicant and TSI conclude the Study Contract of a certain form in writing, which regulates the mutual liabilities of the contracting parties. After concluding the contract and paying the tuition fee, the Rector issues an order on the matriculation of applicants. *(As amended by the TSI Senate Resolution No 01-7/5 of 19.01.2021)*
- Procedure for starting studies at later stages of studies is determined by the *Regulations on the Procedure for the Commencement of Studies at Later Stages of Studies and Regulations on the Recognition of Competences Acquired Outside Formal Education or Professional Experience and Learning Outcomes Achieved in Previous Education*. *(As amended by the TSI Senate Resolution No 01-7/5 of 19.01.2021)*
- 4.4. At the beginning of the studies the student is issued a Student Card that confirms the student's belonging to the TSI and it must be used when the student registers for lectures electronically and receives other TSI services. *(As amended by the TSI Senate Resolution No 01-7/5 of 19.01.2021)*

5. Payment procedure for studies

The procedure for payment of the tuition fee is specified in the *"Regulations on the Procedure of Payment of the Tuition Fee in the Transport and Telecommunications Institute"*.

6. Changes in the conditions for studies

- 6.1. Students can change the study programme, type and form of studies in accordance with the procedure specified by TSI no more than 3 times during the studies. *(As amended by the TSI Senate Resolution No 01-7/5 of 19.01.2021)*
- 6.2. The change of the type or form of studies takes place based on the student's application. Persons studying under a contract with legal entities must agree on an application with the specified legal entity. The rector's order is issued for the transfer of a student to another type or form of studies and a new study contract is concluded. *(As amended by the TSI Senate Resolution No 01-7/5 of 19.01.2021)*
- 6.3. Incompatibility of study programmes, missing exams and tests that are qualified as academic debts must be passed within the prescribed deadlines.
- 6.4. The change of the study programme takes place on the basis of the student's application, in accordance with the Regulations on the procedure for starting studies in later study stages. *(As amended by the TSI Senate Resolution No 01-7/5 of 19.01.2021)*

7. Registration for studies

(As amended by the TSI Senate Resolution No 01-7/5 of 19.01.2021)

- 7.1. Registration for studies on the TSI Intranet is mandatory for every student. Registration for studies is a student's confirmation to continue studies in the respective next study period (semester or year).
- 7.2. Registration for studies is connected to the Study Agreement at TSI and is carried out:
- Applicants and Listeners, upon concluding a Study Agreement at TSI, registration for training for the corresponding period of study occurs automatically;

- EU students twice a year from 1st July to 10th September for the autumn semester, denying students access to the internal information network from 1st July, and from 1st January to 10th February for the spring semester, denying students access to the internal information network from 1st February;
- For foreign students once a year during the study period from July 1 to September 10, if the study year begins in the autumn semester, denying students access to the internal information network from July 1, and from January 1 to February 10, if the study year begins in the spring semester, denying students access to the internal information network from February 1.

7.3. Student register, starting as of the second study semester.

7.4. The deadlines for registration for the semester are specified in the "Regulations on the Procedure of Payment of the Tuition Fee in the Transport and Telecommunications Institute".

7.5. When registering for studies, a student receives access to the informative system of the e-study environment of TSI, use of the library, as well as the right to receive other services in relation to the study process, including to visit classes and pass examinations.

7.6. For students who have delayed registration for studies within the set deadlines, registration may be performed by submitting a written application to the Study Department.

8. Organisation of classes

8.1. Duration of the academic year, start and end thereof, the time of the examination period and holiday periods are determined on the basis of the annual order of the rector "*Regarding the calendar schedule for the academic year*".

8.2. Students of the full-time, part-time and part-time distance learning study in accordance with the approved *Study plan*, acquiring credit points provided therein. Planned number of contact hours, corresponding with a credit point, depends on the selected type of studies.

8.3. Time and place of consultations, exams and tests planned during the examination period is determined by the List of Exams prepared by the Study Department and approved by the Rector.

8.4. The study year lasts for ten months and consists of two semesters - autumn and spring semester. The start and end of the semesters is determined by the Rector's order. During the study year, students are granted holidays for at least eight weeks - Christmas, winter and summer holidays. The start and end dates of the holidays are determined by a specific yearly study plan and schedule of classes.

8.5. Time and place of classes planned during the full-time and part-time studies semester is determined in the *List of Classes* drafted by the Study Department and approved by the Rector.

8.6. The List of Classes is available on the TSI Intranet.

8.7. Classes are organised as two combined (paired) academic hours.

8.8. The start and end time of classes is determined by the Rector's order.

8.9. The following types of classes are organised in the institute:

- 1) lecture;
- 2) practical class;
- 3) laboratory class;
- 4) seminar;

- 5) study practice;
 - 6) independent work of the student (homework, calculation and graphic work, preparation for classes, independent work, studying materials recommended by the teachers);
 - 7) individual class.
- 8.10. Lectures are delivered to the course or flow.
- 8.11. In practical classes, the course is divided into groups. For laboratory work, language learning as well as a class for acquiring specific skills, a group can be divided into subgroups.
- 8.12. Each study group has a leader appointed by order of the Rector. The functions of the student group leaders are determined by the *Regulations regarding the leader of the academic group*.

9. Organisation of Examinations

9.1. The following types of control of the acquisition of the study programme are determined at the institute:

- 1) control tests;
- 2) homework;
- 3) course papers;
- 4) course projects;
- 5) tests;
- 6) exams;
- 7) final tests.

The examination is organised, in order to assess the results of studies, practice and course papers achieved during the acquisition of the volume of certain study tasks, parts of the study course or full study course.

9.2. Examinations of the study period (semester, study year) are determined in the study plan. If the study course consists of several parts and the acquisition thereof lasts for several semesters, examinations are to be passed in each semester. Time and place of consultations, examinations and tests planned during the examination period is determined in the *List of Exams*.

The number of exams per semester shall not exceed five and the number of tests shall not exceed eight.

9.3. Types of exams to be passed during the course of acquisition of the study course and the criteria are determined in the *Study Course Description*. When starting classes, the lecturer introduces the students to the planned results of studies and the type of their examination.

9.4. According to the *study plans*, the Study Department prepares the examination mark sheets for each examination. The Study Department issues the examination mark sheets to the examiner (lecturer).

9.5. Students who have fulfilled all the requirements for payment for studies are granted permission to take examinations. Students who have not received permission to take examinations are marked by the employee of the Study Department in the examination mark sheet with the words '**not admitted**' and a description of the cause. Revoking of non-admission to the examination and being allowed to take the examination is only possible after payment of the debt. In such an event the student receives the assignment from the Study Department and takes the examination in the presence of the lecturer.

Exams take place at the time set in the exam list.

For students who conscientiously study and have fully complied with the requirements of the study programme, the Head of the Study Department, after approval by the Dean, may authorise taking of the examinations early. Foreign students need to receive the authorisation of the Vice Rector for Studies as well.

9.6. Marks are recorded on the examination mark sheet. Scale of marks - see Chapter 10. Failure to attend the examination is recorded on the examination mark sheet with the words "**did not arrive**" and after finding out the reasons for the absence, if they have proven to be unfounded, the Student Service Manager will enter the unsatisfactory mark - "**Very weak**"

Fully completed examination mark sheets are submitted to the Study Department within 3 business days after the examination.

An employee of the Study Department enters the marks in the TSI information system within 3 business days after the sheet is received.

9.7. If no mark is obtained from the examination or it is less than the minimum level, it is qualified as academic debt. In the event of a negative result of the examination, repeated taking of the examination may only take place after receiving the assignment issued by the Study Department. This assignment is returned to the Study Department by the examiner within 3 business days after the examination.

9.8. If a conflict situation arises during the examination process, upon the request of the student, the Head of the department, with the consent of the Dean, appoints a commission to settle the respective academic debt. The decision of the commission is final.

10. Results of the Study Assessment

Study results are assessed according to the system of 10 grades, in accordance with the national standard for higher education:

Grade	in words	Explanation
10	with distinction	knowledge, skills and competence exceed the requirements for the acquisition of the study module or study course, ability to perform independent research and deep understanding of the issues established;
9	excellent	knowledge, skills and competences completely comply with the requirements for the acquisition of the study programme, study module or study course, having the skill to independently use the acquired knowledge;
8	very good	the requirements for the acquisition of study programmes, study module or study course are completely fulfilled, but a sufficiently deep understanding lacking on certain issues in order to use the knowledge independently for solving more complicated issues;
7	good	in general the requirements for the acquisition of the study programme, study module or study course are fulfilled, but sometimes an inability to use the acquired knowledge independently is established;
6	almost good	the requirements for the acquisition of the study programme, study module or study course are fulfilled, but an insufficiently deep understanding of an issue and inability to use the acquired knowledge is established;
5	satisfactory	in general the study programme, study module or study course is acquired, but insufficient knowledge of few issues and inability to use the acquired knowledge is established;
4*	almost satisfactory	in general the study programme, study module or study course is acquired, but insufficient understanding of a few principal concepts is established, with significant difficulties apparent in the practical use of the acquired knowledge;
3	weak	superficial and incomplete knowledge, the student is not able to use it in particular situations;
2	very weak	superficial knowledge about certain issues only; the majority of the study programme, study module or study course is not acquired;
1	very, very weak	no understanding about the issues of the subject, almost no knowledge of the study programme, study module or study course.

The lowest successful assessment is 4 (almost satisfactory).

11. Transfer of students to next courses

11.1. A student who has performed the academic requirements of the study year and who does not have any other non-performed conditions of the study agreement, shall be moved to the next course.

11.2. A student is moved to the next course, if he or she has academic debt not exceeding 10 credits. If the academic debt exceeds 10 credits, the student is offered to repeat the studies. Study payment for a repeated study year is determined in the amount, which is determined for the students of the relevant study year.

12. Academic debts and repeated studies

12.1. Any study examination not passed in a timely manner shall be considered as an academic debt.

12.2. Academic debts, arising during the academic break, in the case of changes in the content of the programme, in the case of changes in the programme or in the case of matriculation during later study stages, shall be settled in accordance with the individual plan.

12.3. In order to settle academic debts, students of TSI have a possibility, in justified cases and with the permission of the Rector, to receive prolongation of the examination period, which shall not exceed the first 4 weeks of the next semester.

12.4. Students who have not passed the final/state exam can return to studies to pass this exam after half a year. If signs of plagiarism are identified in the student's final/state exam work, further actions of the involved individuals are determined by the TSI *Regulations for controlling plagiarism*.

13. Termination of studies (academic break)

13.1. A student may terminate studies, starting as of the 2nd semester, after the receipt of the assessment on the acquisition of the study courses of the 1st semester and not later than in the first month of the last semester, if there are objective reasons for termination, and the financial liabilities of the student with TSI are fulfilled.

13.2. A student shall be entitled to interrupt studies during the first level professional higher education study programmes or academic higher education principal studies for no longer than two years or four semesters in a row. If the student needs an additional break in the studies due to justified reasons, the consent of the Dean of the faculty concerned is required.

13.3. The minimum break of studies, for which a student may apply, is one month.

13.4. In the case if changes are made in the relevant study programme during the interruption of studies, the student shall continue studies in accordance with the new study plan of this study programme.

13.5. Interruption of studies and recommencement of studies in TSI after the academic break takes place on the basis of a written application, which shall be submitted to the Study Department.

14. Ex-matriculation of Students

14.1. A student may be ex-matriculated from the list of students in the following cases:

- 1) due to the acquisition of the degree and/or qualification;
- 2) due to being unlawfully matriculated (providing false information);
- 3) due to not commencing studies (if a person has not registered for studies within a time period of one month after the start of the 1st semester);

- 4) for the non-fulfilment of liabilities of the study agreement: non-fulfilment of the study programme or financial obligations;
- 5) for the failure to recommence after the interruption of studies;
- 6) if the deadline determined for the study agreement or acquisition of the study programme has expired;
- 7) on the basis of the decision of the Commission, when signs of plagiarism have been identified in the paper of the student;
- 8) due to a person becoming deceased;
- 9) The order regarding the ex-matriculation of students shall be prepared by an employee of the Study Department.

14.2. The order regarding the ex-matriculation of students shall be signed by the rector. Appeals shall be reviewed in accordance with Paragraph 20 of these Regulations.

14.3. A student, who has been deleted from the list of students, shall be entitled to receive the academic statement regarding the paid for study semesters.

15. Resumption of studies (recommencement of studies) after ex-matriculation

15.1. After the successful completion of studies, receipt of a degree or qualification and diploma, a graduate shall be entitled to commence studies in any other study programme.

15.2. A person shall be entitled to resume studies by applying for repeated passing of the final examination not passed during the previous study time.

15.3. If a student has been ex-matriculated without acquiring the volume of credit points of the first semester, he or she may only resume studies in the 1st course in accordance with the general enrolment procedure.

15.4. Procedure for studies at later stages of studies is determined by the 16.11.2004 Cabinet Regulation No. 932 "Procedure for the Commencement of Studies at Later Stages of Studies" and the TSI *"Regulations On the Procedure for the Commencement of Studies at Later Stages of Studies"* as well as the 14.08.2018 Cabinet Regulation No. 505 *"Regulations Regarding Recognition of the Results of Studies Acquired Outside Formal Education or in Professional Experience and Former Education"*.

16. Final examinations

16.1. The students that have fulfilled all the requirements of the study plan and study programme are admitted to final examinations, which may include the development of and defending the bachelor's or master's thesis or diploma project (diploma paper). The type of final examination is determined in the respective study plan (study programme).

16.2. The procedures for completing final examinations are governed by the Final Exam Regulations.

16.3. Attestation of Bachelors or Masters is carried out by the Attestation Commission. The composition of the Commission is approved by the Rector's order upon the application of the Dean of the Faculty.

16.4. Bachelor's and Master's degrees are awarded by the TSI Senate.

16.5. The decision of the Senate is approved by order of the Rector. The decision must also contain a reference to the award of the relevant diploma.

16.6. The qualification exam in the speciality and (or) the diploma paper is accepted and assessed by the Qualification Commission and, based on the results of passing the exam and defending the

diploma project, it makes a decision on awarding the qualification in the chosen speciality as well as a diploma on awarding the relevant qualification is issued.

16.7. The decision of the Qualification Commission is pronounced by the Rector's order.

16.8. Award of the academic degree and the qualification is certified by a diploma of a certain type.

16.9. The Annex is attached to the diploma. The Annex of the diploma shows the final marks (according to the results of the last exam) in all the subjects that the student has mastered during the studies. In subjects where the final assessment has been in the form of a test, the word "**Passed**" is entered in both the subjects in the study plan (study programme) in the given study direction or speciality and those that had been mastered as an option.

17. Procedure for the submission and review of appeals

17.1. A student shall be entitled to dispute the assessment of any examination performed during the course of the study process or decision of the examination commission.

17.2. The appellation complaint regarding the assessment of the final examination or decision of the commission for the review of plagiarism may be submitted within a time period of three working days, when the assessment is notified. The appellation complaint regarding the assessment of any other examination may be submitted within a time period of seven working days from the day of notification of the assessment. The appellation complaint shall be addressed to the pro-rector for studies.

17.3. The appellation complaint shall be submitted to the Study Department, which shall forward the appellation complaint for further review.

17.4. The appellation complaint shall be reviewed by the appellation commission, established by and convoked by the pro-rector for studies. The appellation commission shall consist of the receiver of the appellation complaint and specialists attracted or assigned by him or her. The chairman of the appellation commission is the pro-rector for studies. The appellation commission consists of at least three persons.

17.5. If the content of the received complaint indicates violations of a procedural nature during the course of examination, the pro-rector for studies may cancel the assessment and assign a repeated examination, without establishing the appellation commission.

17.6. Chairman of the appellation commission shall inform the submitter of the appellation complaint and the lecturer, who has assessed the examination, regarding the time and place of the meeting of the Appellation Commission, as well as the right to participate in the meeting and provide explanations.

17.7. The Appellation Commission or chairman thereof may request the submitter of the appellation complaint and the lecturer, who has assessed the examination, to provide written or verbal explanations and other additional information.

17.8. When reviewing the appellation complaint, the Appellation Commission may satisfy or deny the claim covered by the complaint.

17.9. The Appellation Commission shall review the appellation complaint and make a decision within a time period of five working days from the receipt thereof. The time period for decision-making may be prolonged if the Appellation Commission needs to request and receive additional information.

17.10. Chairman of the Commission shall notify the results of the review of the appellation complaint to the lecturer, who has assessed the examination, and the submitter, enclosing a true copy of the minutes of the meeting of the Appellation Commission.

18. Studies outside the study programme

(As amended by the TSI Senate Resolution No 01-7/5 of 19.01.2021)

18.1. TSI has the right to organize studies outside the study programme by implementing separate study courses or modules.

18.2. In order to start studies outside the study programme, a person must have obtained secondary education.

18.3. A person enters into an agreement to acquire an individual training module or training course as a listener of a TSI course and is subject to the requirements of all documents governing the internal procedures of TSI.

18.4. A certificate is issued to the listener for the acquired study module or study course, which includes information about its recipient, indicates the name of the higher education institution, name and volume of the study course or study module in credit points, lecturer's name, surname and qualification, amount of work performed, assessment of study results.

18.5. The listener has the right to accumulate the volume of academic work approved by the certificates and, if he or she has a corresponding previous education, to require the HEI to assess the compliance of the volume of work with the study programmes or their stages by awarding the appropriate credit points.