

ACADEMIC GROUP LEADER REGULATIONS

1. General Provisions

- 1.1. The Academic Group Leader Regulations (hereinafter referred to as Regulations) determine the status of the leader of the academic group, the procedures for approval, change, re-election and recall, rights and obligations at the Transport and Telecommunication Institute (hereinafter referred to as TSI).
- 1.2. Academic group is a unit of organizational division of students enrolled in a specific study programme of a specific academic year (summer or winter), which includes students of one course of the same study programme.
- 1.3. The academic group leader is a student elected from among the students and approved by the Rector's Order, who is granted the rights and obligations, delegated functions and tasks specified in these Regulations. The main tasks of the leader of the group are related to the representation of the interests of the relevant academic group, the resolution of relevant issues and the provision of effective communication between the students of the specific academic group and the other parties involved in the provision of the TSI study process.
- 1.4. Each academic group elects its group leader, who works for the entire period of study or until he is re-elected / recalled / resigns / stops his studies.
- 1.5. The senior activity of the groups is coordinated by a representative of the faculty management appointed by the dean of the faculty, in cooperation with the Student Experience and Retention Department.

2. Academic Group Leader Status and Approval Procedure

- 2.1. The head of Student Experience and Retention Department organizes and directs the election of the leader of the academic group.
- 2.2. Regular elections are held in each academic group of the first year.
- 2.3. The academic group leader candidate is nominated by the student group, the student can nominate himself/herself, the academic group leader candidate can be recommended by the management of the relevant faculty after getting to know the students of the academic group. Exceptionally, the academic group leader can be appointed by the dean of the faculty.
- 2.4. The elected applicant for the position of academic group leader submits an application in his/her name to the Student Experience and Retention Department, which is signed by all students of the academic group, confirming their choice. In order for the candidacy of the group leader to be approved by the Rector's Order, the application must have at least 51% of the student signatures of the academic group.
- 2.5. The academic groups leaders are approved by the Rector's Order, which is issued within one week after the academic groups' applications are received in the Student Experience and Retention Department.

- 2.6. The draft of the Rector's order on the approval of academic group leader is prepared by the responsible employee of the Student Experience and Retention Department. The number of students in the academic group is taken into account in the preparation of the draft of Rector's Order. In certain cases, a student who supervises two academic groups in a parallel stream in the same study programme can be appointed as group leader.
- 2.7. The academic group leader is approved for the entire study period or until his/her re-election or replacement.
- 2.8. The order with the list of leaders of academic groups is updated at the beginning of each academic year after the election of the leaders of the first-year groups, or as necessary.

3. Responsibilities of the Academic Group Leader

- 3.1. To help the members of the academic group to get answers to the questions that interest them in TSI.
- 3.2. Familiarize yourself with TSI Academic Regulations (<https://tsi.lv/lv/studentiem/akademiskie-nolikumi-akademiskie-reglamenti/>) and inform academic group students about their requirements and conditions.
- 3.3. To ensure effective communication in issues related to studies between the academic group and the parties involved in ensuring the study process (lecturers, faculty management, Student Experience and Retention Department, TSI management and structural units, Student Government (hereinafter - SG)).
- 3.4. Regularly follow information on TSI information channels: website, social networks and pass on current information to students of the group.
- 3.5. Promote the involvement of students of the academic group in the academic, scientific and social events and other extracurricular activities organized by TSI.
- 3.6. To attend meetings of group leaders organized by the Student Experience and Retention Department, Faculty or SG, and to pass on all received information to the academic group.
- 3.7. Promote the participation of academic group students in TSI internal surveys.
- 3.8. 2 times a semester to submit a report by filling out the Questionnaire for Group Leaders electronically (<https://e.tsi.lv/course/view.php?id=3660>): by November 15 and February 15 for the fall semester; until April 15 and July 5 for the spring semester. (Questionnaire in Appendix 1 of these Regulations).
- 3.9. Appoint a substitute in case of temporary absence (up to one month), coordinating with the academic group, and informing the faculty management in writing.

4. Rights of the Academic Group Leader

- 4.1. On behalf of the academic group, submit suggestions to the dean of the faculty and/or the director of the study programme for the improvement of the study process, the elimination of shortcomings in the implementation of the study programme and the defence of student rights.
- 4.2. Make suggestions to the Student Experience and Retention Department regarding the study schedule and session planning of your academic group, taking into account the opinion of the group's students.
- 4.3. Invite teaching staff to post information (contact information, study course requirements, calendar plan, study materials, etc.) in the e-study environment if it is not available.

- 4.4. Receive current information on issues of interest to academic groups from the Student Experience and Retention Department, SG, teaching staff, study programme director, dean and TSI management.
- 4.5. To represent the interests and opinion of one's academic group, to be a mediator between the academic group and the university and faculty management, and teaching staff.
- 4.6. Inform the Student Experience and Retention Department, the dean of the faculty, the director of the study programme or the Vice-rector for Student Affairs about violations of students' rights.
- 4.7. Invite the students of the group to observe and comply with TSI's Academic and Internal Rules, Dean's and SP's requirements.
- 4.8. Resign from duties as group leader.

5. Academic Group Leader Operational Control, Replacement and Recall Procedure

- 5.1. The performance of the group's leader duties is controlled by a representative of the faculty management appointed by the dean of the faculty and the head of the Student Experience and Retention Department.
- 5.2. The head of the Student Experience and Retention Department collects the results of questionnaire of all TSI academic groups and other received information 2 times per semester: by November 30 and February 28 for the fall semester; by April 30 and July 15 for the spring semester, and submits a written report to the deans of the faculties, the Vice-rector for Student Affairs and the Rector.
- 5.3. If the senior member of the academic group does not fulfil the obligations mentioned in Clause 3 of these Regulations for one semester, the tuition fee discount is cancelled for him, and he can enrol in 5.4. the consequences specified in paragraph
- 5.4. Premature re-election or dismissal of the senior member of the academic group and cancellation of the tuition fee discount for the next semester takes place in accordance with the rector's order based on:
 - 5.4.1. personal application of the senior of the group to the rector;
 - 5.4.2. application of the students of the academic group to the rector (with not less than 51% of the group's student signatures) with a proposal to replace the senior of the group;
 - 5.4.3. a reasoned written application by the dean of the faculty or the head of the Student Experience and Retention Department to the rector about non-fulfilment of the group leader's duties.
- 5.5. In point 5.4 in the mentioned cases, the Head of the Student Experience and Retention Department organizes the early election or appointment and approval of a new academic group leader in accordance with the procedure specified in Clause 2 of these Regulations.
- 5.6. New elections are also organized in cases if the group leader has stopped studying at TSI.

QUESTIONNAIRE FOR GROUP LEADERS

*Dear group leader, please fill out this questionnaire!
The results of the survey are analysed in an aggregated form to help improve the study process.*

Group Number: _____

When answering the survey questions, please take into account the opinions of the students in the group.

1. The situation in the group

1.1. Assess the level of cohesion of the study group (from 1 to 5) : _____

Assessment criteria:

- 1 – in the group everyone is on their own
- 2 – the connection between students in the group is very weak (3-4 people form an informal friendly group, the rest are more or less on their own)
- 3 – more than 50% of the group's students are not involved in the study group collective
- 4 – the group has some close-knit informal groups of students, but it is not the case that other students identify with them or feel that they belong to them)
- 5 – I can describe the group as cohesive (there are close mutual contacts both while studying and outside the university)

If 1, 2 or 3 is marked, please indicate the possible reasons why the group does not develop cohesive relationships:

1.2. Does the group need help from TSI administration or representatives of structural units (Studies, Faculty, SG)? Please specify:

1.3. Please indicate if there were any visible problems in the group this semester:

1.4. Do you have any suggestions for improving the study process? Please mention them:

1.5. Any suggestions for group students? Please mention them:

1.6. Additional comments (if any):

2. Activity of group leader and represented group

2.1. Is your group aware of the requirements and conditions of TSI regulations and does it comply with them? (Yes/No)

If the answer is No, please indicate possible reasons

2.2. Did all students in the group participate in TSI surveys (on the quality of study courses, annual survey)? (Yes/No)

If the answer is No, please indicate possible reasons

2.3. Did the students in your group participate in events organized by TSI or SG? (Yes/No)

If the answer is No, please indicate possible reasons

2.4. Did you attend group leaders meetings? (Yes/No)

If the answer is no, please indicate possible reasons

2.5. Were the students of your group always informed about TSI news, events or changes in schedule? (Yes/No)

If the answer is No, please indicate possible reasons

Thank you for your work!