



CONFIRMED:

The Senate of the Art Academy of Latvia
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**BYLAWS
ON STUDY ARRANGEMENTS
AT THE ART ACADEMY OF LATVIA**

*Issued in compliance with Article 5(2), 15(1) and
15' of the Law on Higher Education Institutions*

Terms used in the Bylaws:

University lecturer — a member of the academic staff (professor, associate professor, docent, lecturer, assistant) or their substitute, visiting professor, visiting associate professor, visiting docent, visiting lecturer or visiting assistant as well as a senior lecturer or lecturer who participates in the implementation of a course.

Exmatriculation — exclusion of a student from the list of students of the Art Academy of Latvia in accordance with the Law on Higher Education Institutions.

Matriculation — enrolment of a person to the list of students of the Art Academy of Latvia after fulfilment of the admission requirements.

Academic hour — a time unit of the study work equalling 45 minutes.

Credit point — one credit point corresponds to 40 hours of student work (one study week). This includes both contact hours (lectures, seminars, laboratory work, practical work) and student's independent work.

Consultation — a form of study organisation to clarify issues of interest to the student, an opportunity for the student to obtain scientific, methodological or practical advice from the lecturer.

LAIS — Information System of the Latvian Universities.

LMA LAIS — student and academic resource of the Art Academy of Latvia LAIS.

Lecture — a form of study organisation in which the lecturer presents the theoretical material of a study course. A lecture is a source of information for studies, a means of encouraging the cognitive activity of the student.

Class — a form of study organisation in which groups of students, under the guidance of a lecturer, consolidate theoretical knowledge acquired in lectures and independently, as well as acquire relevant skills and competences.

Seminar — a form of study organisation in which students listen to and discuss independently prepared reports under the supervision of a lecturer. The seminar aims to develop student's intellectual ability to think independently, creatively, to discern and evaluate what is relevant, to argue and analyse patterns in certain circumstances.

Student — a student of the Art Academy of Latvia studying in bachelor, master, doctor of science, professional doctoral programmes.

Student profile — a profile of a student of the Art Academy of Latvia in the LMA LAIS platform, where the student's study results and orders, communications sent to the student are recorded and stored, the student can apply for LMA scholarships.

Exams — exams, tests and presentations sat/prepared by the student during the course and/or exam period.

Plagiarism — intentional or unintentional appropriation, in whole or in part, of another person's work or idea, claiming it as one's own without referring to the genuine source. Copyright infringement.

Exam period — is a period of exams after each semester.

Study year — a period of studies for the implementation of the study programme (for example 1 study year), 10 months. The academic year is divided into two semesters — autumn and spring.

Study course — is the description of a system for 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 course is part of the study programme.

Study programme — the basic building block of the organisation of a higher education system — with certain requirements, the successful completion of which enables a student to obtain a specific degree and/or qualification.

Head of study programme — a person approved by the Rector's decree who heads the study programme and ensures and supervises its implementation in terms of organisation.

Summer study cycle — a part of the study programme aimed at consolidating the theoretical knowledge acquired by the student and acquiring skills and competences in the chosen speciality.

1. Basic principles of studies

1.1. Studies at the Art Academy of Latvia (hereinafter — LMA) are organised in line with the Constitution of LMA, the Law on Higher Education Institutions and the existing legislation — laws of the Republic of Latvia, regulations of the Cabinet of Ministers, orders of the Ministry of Education and Science of the Republic of Latvia and other legislative documents in force in the Republic of Latvia and affecting the area of competence of LMA, as well as the standards of international activities of higher education institutions.

1.2. These Bylaws shall govern the main principles and the key aspects of the arrangements for bachelor's, master's, doctor of science, professional doctoral and continuing studies. The practical solution of certain matters referred to in the Bylaws shall be determined by other normative documents of the Republic of Latvia and the LMA.

2. Rights to study, admission and matriculation

2.1. A citizen of Latvia, a non-citizen of Latvia, a citizen of the European Union, a citizen of the European Economic Area or a citizen of the Swiss Confederation and a permanent resident of the European Community who has a valid residence permit, as well as a foreigner have equal rights to study in a university. In order to be eligible for studies in a university, it is necessary to have documented records of previous education that meets the requirements of the study programme and is recognised in Latvia.

2.2. Foreigners who have not been issued a permanent residence permit may study part of their study programme at higher education institutions of Latvia under international (inter-university) exchange agreements or within international university cooperation programmes in line with the admission rules. If foreigners study in Latvia within the framework of an interstate exchange and an equivalent number of students from Latvian higher education institutions study abroad, foreigners' studies in Latvia are covered from the state budget of the Republic of Latvia allocated to the higher education institution.

2.3. Admission to the study programmes is subject to the applicable laws and regulations of the Republic of Latvia and LMA Admission Rules approved by the LMA Senate.

2.3.1. Applicants who are eligible for budget places are matriculated after successfully passing the competition and signing a study contract.

2.3.2. Candidates who are eligible for paid study places are matriculated after successfully passing the competition, signing a study contract and paying a tuition fee.

2.4. The Admission Rules of the LMA define and explain the admission requirements for persons applying to studies at the LMA, as well as the rights and obligations of such persons and the LMA in the admission process. The Admission Rules of the LMA contain information on additional requirements for applicants' prior education, preparedness and the requirements and types of specific aptitude tests for studies in the art sub-sectors and are harmonised in line with current legislation and laws and regulations.

2.5. A person who is matriculated at the LMA starts their studies at the LMA. Only a person who has signed a study contract may be matriculated. Terms and conditions of the study contract shall be confirmed by the LMA Senate, taking into account the applicable laws and regulations.

2.6. At the beginning of their studies, students are introduced to the study programme, study arrangements and documents regulating the study process. Students are given student ID card and registered in the electronic system (LMA LAIS). The student ID card is proof of student status and an identity document. The electronic system records the student's study work, all grades obtained during the study and personalised orders.

3. Study types

3.1. Study programmes are implemented as full-time and part-time studies (if full-time and part-time study programmes are licensed or accredited), as well as regular or distance studies (if regular or distance study programmes are licensed or accredited).

3.2. The content and scope of the study programme, as well as the methodology and requirements for assessing the achievements, are the same for full-time or part-time, regular and distance studies.

3.3. The unit of student workload is a credit point, which corresponds to one academic week or 40 academic hours of work. Of these 40 hours, at least 40% (are intended for work under the direct supervision of a lecturer (i.e., contact activities — lectures, seminars, practical and laboratory work, traineeship). The second part is independent work of a student.

3.4. Full-time studies — a study type which equals 40 LV credit points per academic year and at least 40 academic hours per week.

3.5. Part-time studies — a study type which corresponds to less than 40 LV credit points per academic year and less than 40 academic hours per week.

3.6. In part-time studies, the amount of contact activities is determined in the study programmes in line with the Law on Higher Education Institutions and is approved by the LMA Senate.

3.7. In study programmes offering full-time and part-time studies, the student may change the mode of study by passing the necessary exams in case of differences in the study plan and by fulfilling other obligations under the study agreement.

4. Study arrangements

4.1. Registering for the studies proves the student's commitment to fulfil all academic liabilities included in the chosen study programme, including the special requirements to register for programmes if such are provided within the framework of relevant study programme or sub-programme.

4.2. At the beginning of each semester, within 10 working days from the first day of the semester, the student shall register for the courses of the semester in their LAIS student profile. By registering the student confirms their commitment to study the compulsory courses provided for in the study plan, as well as the courses selected from the list of compulsory elective and free elective courses. If the student has chosen a course from another study programme or sub-programme as a free elective course, the student shall register for it in the LMA LAIS.

4.3. If a student fails to register for studies by the due date at the beginning of the semester, the Rector or the Vice-Rector may, by giving prior notice, propose to exmatriculate the student.

4.4. The student's knowledge and skills are assessed in each study course or study module for which a specific form of assessment is provided in the study plan.

4.5. At the start of the course, the lecturer introduces students to the requirements, scope and examination of the course. The grade from "1" to "10" acquired in the exam is registered in the LMA LAIS, pursuant to Cabinet of Ministers Regulation No. 240 of 13.05.2014 "Regulation on the standard for national academic education".

4.6. If there are several lecturers reading a course, the head of the department shall determine the procedure for accepting the exam and the responsible lecturer is registered in the semester study plan confirmed by the Vice-Rector of Studies.

4.7. If student is found to have used or using unauthorised aids or has committed a plagiarism in the independent coursework or in the final exam, the lecturer may, after establishing the offence and assessing its seriousness:

4.7.1. give a verbal warning;

4.7.2. reduce the grade in the test;

4.7.3. demand to repeat the task (on a different topic or perform another assignment).

During the exam period the exams are sat in line with the session plan drawn up by the heads of the bachelor's, master's and doctoral programmes of the LMA, approved by the Vice-Rector for Studies and the Vice-Rector for Research of the LMA.

A student's knowledge, skills and competences are assessed on a 10 grade system or on a pass/fail basis:

10 (With distinction) Exceptionally high rating. Intended for use in cases where a particularly high quality of study work is accompanied by a high level of creative work or scientific research. The learning outcomes achieved go beyond the requirements of the course, demonstrate a deep understanding of issues, and a diverse range of solutions to situations.

9 (Excellent) The highest grade that can be used on an ongoing basis. Compatible with very high quality study work. The requirements of the course have been fully acquired. The learning outcomes achieved fully meet the requirements of the course, an ability to independently apply the acquired knowledge is acquired.

8 (**Very good**) Very good grade. Meets high (very good) level of study work. The requirements for the acquisition of study programmes 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**) Very good grade. Corresponds to good quality of study work. In general the requirements for the acquisition of the course are fulfilled, but sometimes an inability to use the acquired knowledge independently is established.

6 (**Almost good**) Almost good grade. Corresponds to almost good quality of study work. The requirements for the acquisition of the course are fulfilled, but an insufficiently deep understanding of an issue and inability to use the acquired knowledge is established.

5 (**Satisfactory**) Almost average grade. Corresponds to a study work quality that does not exceed the average quality requirements of the programme; however, insufficient knowledge of some issues and inability to apply the knowledge acquired is established.

4 (**Almost satisfactory**) Almost average grade. Features a quality of work that meets the minimum quality standards of the study programme. In general the 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 (**Poor**) Low grade. Corresponds to underperforming and low quality of study work. Knowledge is superficial and incomplete, the student is not able to apply them in actual situations. One cannot successfully pass study assignments with grade "3".

2 (**Very poor**) Very low grade. Corresponds to underperforming and very low quality of study work. Superficial knowledge about certain issues only; the largest part of the course is not acquired. One cannot successfully pass study assignments with a grade "2".

1 (**Fail**) A failed assessment. It indicates the lack of quality of any type of study work. No understanding of the basic problems of the course, almost no knowledge of the content of the course. The use of the grade shall be determined by the member of staff concerned and approved by the head of the structural unit. The student's low-quality study work does not meet the quality requirements of LMA.

4.8. The exam is passed if the score is between 10 (outstanding) and 4 (almost satisfactory). In this case, the student receives credit points for the course.

4.9. Students who have fulfilled their academic obligations for the semester in line with the requirements of the study programme shall continue their studies in the following semester.

4.10. A student who failed in the exam will be entitled to sit the exam once again during the exam period free of charge.

4.11. A student who fails to attend the exam without extenuating circumstances with a documentary proof (illness, exceptional family circumstances, etc.) is entitled to sit the exam once for additional fee (in accordance with the Pricelist approved by the LMA Council). The time and place of the exam must be agreed in advance with the lecturer of the course of study.

4.12. A fee is charged for each time the test is taken outside the exam period (in line with the Pricelist approved by the LMA Council). The pass mark can only be corrected in one paid attempt. The first successful grade is taken into account in the scholarship competition.

4.13. If a student has failed exams at the end of the exam period, they may attend the following semester with the written permission of the head of the study programme, setting deadlines for the completion of the failed exams. An application requesting permission to attend studies in the following semester must be submitted to the head of the relevant study programme within 5 working days of the end of the exam period.

4.14. If the student is not able to fulfil or has not fulfilled the academic obligations of the semester due to an objective reason that can be proven with documents and has immediately notified the

university of the existence of such reason, they shall be granted an extension of the deadline for taking the examinations. The duration of the exam period is proposed on a case-by-case basis by the head of the programme. The grace period for exams shall be granted by a decree.

4.15. Students whose studies are paid for by natural or legal persons and have successfully passed the relevant exams during the exam period, and budget places have become available in the study sub-programme, may be invited to apply for a budget study place in line with a resolution of the LMA Council at the beginning of the new semester. Once the competition has been announced, the student has a right to file a submission to apply for the available budget place.

4.16. A student who, at the end of the exam period, has outstanding exams in previous semesters in excess of 6 credits without extenuating circumstances that can be proven with documents, may be expelled by a decree of the Rector.

4.17. The student must pass the failed academic assignments within one academic year. If a student has not settled the failed assignments within one academic year, the failed subject must be retaken for a fee according to the number of credit points of the course to be passed and in line with the Pricelist (study fees) approved by the LMA Council. Pursuant to the Rector's decree, a student concludes an additional AGREEMENT to pay for retaking the course.

5. Organisation of student's work

5.1. The study process at the LMA is organised in line with the list of lectures and classes of the semester. A list of lectures and classes is prepared at the beginning of each semester and is drawn up and confirmed by the programme directors of each programme in collaboration with directors of sub-programmes and specialities.

5.2. The list of lectures and classes is available to students from the first day of the semester. It is posted on the LMA website www.lma.lv → LMA For Students; → List of lectures.

6. Student obligations

6.1. To contribute to LMA prestige, to the achievement of LMA's goals and mission as defined in the LMA Constitution and the LMA's long-term development strategy.

6.2. To study in the chosen study programme purposefully and conscientiously, fulfilling the requirements of the study programme in accordance with the academic calendar. To comply with the requirements of the documents regulating the study procedure of LMA.

6.3. To respect the culture of interpersonal relations, treat other students, LMA staff and LMA visitors with respect.

6.4. To comply with the Code of Conduct of LMA.

6.5. To comply with the obligations of the study contract with the LMA.

6.6. To respect the lecturer's requirements and do not interfere with the lesson during the class.

6.7. To inform the head of relevant study programme and the head of the department in writing about the discontinuation of studies in accordance with the procedure established by the LMA.

6.8. Not to use unauthorised materials and aids in exams, and not to plagiarise study work.

6.9. To receive a written agreement on the study work outside class hours and the organisation of events outside class hours in the premises and territory of the LMA with the Head of Department and the Vice-Rector for Administration and Creative Work of the LMA.

6.10. To comply with the regulations on the use of the LMA's buildings, including smoking restrictions.

- 6.11. To settle all financial obligations with the LMA within the set deadlines.
- 6.12. To treat the property and material resources of the LMA with respect. If a student's conduct leads to damage or loss of property, the student must indemnify the loss incurred on the Academy on the civil procedure basis.
- 6.13. To pay the tuition fee in a form, amount and deadlines set by LMA, pay for the LMA paid services in due time, as well as fulfil other financial obligations towards LMA, if any.
- 6.14. To read and observe the fire and occupational safety rules when working with electrical equipment, chemical, biological, radioactive substances, etc. To comply with fire, electrical and other safety rules.
- 6.15. To abstain from arriving on the premises of the Academy under the influence of alcohol and drugs, not to distribute narcotic and psychotropic substances.
- 6.16. To keep the LMA premises clean and neat.
- 6.17. To file a written submission on changes in personal data within 10 working days to the head of the department of the relevant speciality and the study department of the relevant programme.
- 6.18. To update their contact details (e-mail address, telephone number, place of residence and contact address) in their student profile on the LMA LAIS.
- 6.19. To keep a track of study results, payments and other information related to one's studies in student profile in LAIS on a regular basis. To contact the study unit of the relevant programme to clarify the situation if in doubt.
- 6.20. To present a student ID card upon request by an LMA staff member in the premises and territory of the Academy.
- 6.21. To prevent unauthorised persons from entering the study rooms, workshops and laboratories of the Academy where substances, devices or equipment dangerous to life or health are located or installed. To inform representatives of the academic or general staff of the Academy about the presence of unauthorised persons in the premises of the Academy, if necessary.
- 6.22. The student is responsible for their personal belongings and creative works in the premises and territory of the LMA. LMA does not bear responsibility for items, including student artwork, placed in the common areas or courtyard. The exhibition and storage of artworks of students outside the study process in the premises and territory of the LMA is subject to a written agreement with the Vice-Rector for Administrative and Creative Work of the LMA.
- 6.23. Artworks and items created by students are exhibited in the exhibition rooms of the LMA, subject to the approval of the Development and Communication Department of the LMA. Artworks and items created by students to be exhibited at the LMA shall be submitted and received according to the information announced by the Development and Communication Department of the LMA; students are obliged to remove their artworks and items within the established deadline and procedure.
- 6.24. Artworks and items created by students are located in the LMA classrooms, studios, laboratories or lecture rooms according to the study process and the conditions of the study course. If in doubt regarding the presence of artworks or items in the classrooms, the student shall obtain information from the head of the speciality or the methodologist of studies in the speciality.
- 6.25. During the show, students' artworks and items are exhibited in the premises and the territory of the LMA according to the information announced by the LMA programme management. Students must exhibit and remove artworks in line with the information contained in the show schedule, harmonising it with the head of the speciality or speciality methodologist, if necessary.

6.26. At the end of the semester, the students shall remove their artworks and items from LMA premises within the specified timeframe.

6.27. LMA does not bear responsibility for artworks and items created by the students which have not been transferred to a responsible storage of the LMA by means of appropriate written deeds of acceptance and for which the LMA has not accepted responsibility under a legally binding mutually signed agreement.

7. Student rights:

7.1. To have full respect of the rights of students as stipulated in the documents regulating the study process at the Academy.

7.2. To discontinue and resume studies, to change the speciality of studies in line with the procedure established by the LMA: in a bachelor's programme not earlier than after a successful completion of the first year of studies; in a master's programme not earlier than after the successful completion of one semester.

7.3. To read the content of the study programme, changes in study programmes and the conditions for studying the study course when starting to study.

7.4. To be informed about the form and conditions of the course exams and the assessment criteria when starting to study.

7.5. To make audio recordings, video recordings and take photographs during the study process with a lecturer's permission. If a model is used in the study, the students must acquire the consent of a model for video recordings or taking photos.

7.6. To receive an objective assessment of a student's work.

7.7. To get advice from a member of staff.

7.8. To get permission of the programme leader to retake the test or to postpone academic obligations to the next semester if they have not been completed in due time.

7.9. To participate in studies at other universities and sit exams in line with the LMA's regulations.

7.10. To have the content and scope of study courses completed at other higher education institutions and in previous study periods recognised in line with the procedure established by the LMA.

7.11. To use the premises, facilities, library, culture and sports facilities of the LMA for the activities provided for in the Constitution of the LMA.

7.12. To elect and be elected to the Students' Self-government, to participate in the collegial institutions of the LMA at all levels.

7.13. To receive information related to the studies.

7.14. To study in safe and secure conditions.

7.15. To receive non-discriminatory treatment from other students and staff.

7.16. To get personal and study data protection.

7.17. To receive scholarships and grants funded by the state or philanthropists in line with the established procedures.

7.18. To submit proposals and complaints about the study process implementation, the study and working procedures of the LMA and violations thereof. To receive a reply from the head of the relevant unit within the time limit determined in line with the procedure set out in paragraph 13 of present Bylaws.

8. Tuition fee

- 8.1. Students whose study places are financed from the state budget are charged a fee for repeated study courses or other study assignments which the student failed to pass, in accordance with the LMA Pricelist.
- 8.2. The tuition fee for the respective academic year for students whose study places are paid by natural or legal persons is determined by the LMA Council.
- 8.3. Tuition fee discounts may be applied on the basis of a written application to the LMA Council.
- 8.4. Upon signing a contract on paid studies, the candidate shall pay the following tuition fee (Section 2.3.2 of the Bylaws on Study Arrangements):
- 8.4.1. a citizen of Latvia, the European Union, the European Economic Area, the Swiss Confederation or a permanent resident of the European Community who holds a valid residence permit — not less than one semester's tuition fees;
 - 8.4.2. a third-country national — tuition fees for not less than one academic year;
 - 8.4.3. other arrangement of the tuition fee payment may be laid down in the study contract by separate agreement on a case-by-case basis.
- 8.5. The contract signed by the student may request the student to pay a late payment penalty.
- 8.6. Tuition fees must be paid according to the terms of the contract. If it is not possible to pay the tuition fee by the deadline due to objective reasons, the student shall inform the study department of the programme in due time, depending on the programme of study in which the student is studying.
- 8.7. The tuition fee is deemed to have been received when it is credited to the current account of the LMA.
- 8.8. If the student fails to transfer the tuition fee to the current account of the LMA within 10 days, they shall be deprived of access to the LMA information systems, as well as be subject to other restrictions in line with the internal rules of the LMA.
- 8.9. If the tuition fee is not paid to the current account of the LMA within one month, the student is exmatriculated.
- 8.10. The LMA may organise the recovery of debts through an out-of-court debt collection agency.
- 8.11. Study agreements signed with foreign students who require residence permits may contain provisions different from those in Clauses 8.4 and 8.6 of this Chapter.
- 8.12. Clauses 8.6 - 8.9 of this Chapter shall not apply to students who have been granted a study loan and who have informed the LMA thereof.

9. Interruption and resumption of studies

- 9.1. Students of the Academy are entitled to interrupt and resume their studies pursuant to the laws and regulations of the Republic of Latvia, the Constitution of the Academy and the provisions of present Bylaws.
- 9.2. A study break is granted to a student on the basis of the student's application — the grounds for the request to allocate the study break. The student must coordinate the application for a study break with the head of the student's department. The agreed application must be submitted to the study unit of the programme. The Rector of the LMA shall issue a decree in the case of interruption of the studies.
- 9.3. A student is entitled to temporarily interrupt their studies during one study programme. The minimum study break is one semester and not more than four semesters, according to the study plan

of each study programme. A student shall not be exmatriculated during the study break unless they have explicitly requested so.

9.4. Due to social or health considerations, the studies may be interrupted at any stage for an indefinite period of time, provided that it does not contradict a loss of competence or skills. A request to interrupt studies due to social and health considerations requires documentary evidence, which includes an application of the student and documents confirming the reason for the interruption.

9.5. A study break may be granted:

- 9.5.1. for childcare up to 3 years;
- 9.5.2. upon doctor's recommendation;
- 9.5.3. due to social circumstances;
- 9.5.4. due to family considerations;
- 9.5.5. in relation to studies at other universities abroad.

9.6. The students whose studies are paid by legal or natural persons do not have to pay during the study break, but the tuition fees paid before their study break are not refundable. The tuition fee paid is used to finance the studies after the study break when resuming the studies.

9.7. If the student has been awarded a scholarship, the decree must state that the scholarship is being discontinued. After resuming studies, the student must resume the payment of the scholarship in accordance with the order granting the monthly grant. The decree also indicates the last deadline of resuming the studies and the academic or administrative rules, if any. The staff member responsible for the study department of the respective programme must inform the Chairperson of the LMA Scholarship Committee about the termination of the studies, and submit a decree to the LMA Finance and Budget Department about the termination of the scholarship payment.

9.8. The student must read the decree on the granted study bread at the LAIS. The student (or their authorised representative) is given a copy of the decree.

9.9. The student shall resume their studies by submitting an application for resumption of studies after the study break addressed to the relevant study part of the programme. An application to resume studies after the study break must be submitted no later than 10 working days of the date indicated in the decree.

9.10. If a student fails to resume studies after the study break, the student may be expelled from the LMA student list as having failed to resume the studies after the study break.

9.11. If a student continues their studies after the termination, the credit points previously acquired shall be fully recognised in the same study programme. If there is a change in the study programme during the break, the student must continue with the new programme.

10. Discharge from the list of students and exmatriculation

10.1. A person may be exmatriculated if:

- 10.1.1. they express such intention;
- 10.1.2. their admission has been found to be based on a deception or other conduct that violates the principle of equal competition between the applicants;
- 10.1.3. they have not passed the required exams or completed other study assignments within the timeframe set by the LMA;
- 10.1.4. any of the terms of the bilateral study agreement have not been fulfilled;
- 10.1.5. they have violated the internal regulations of LMA;

- 10.1.6. the tuition fee has not been paid until due date set in the study agreement.
- 10.2. A student shall be exmatriculated from the student list of the LMA if they have fulfilled all the requirements of the study programme and settled their financial obligations with the LMA and have been awarded an academic degree or professional qualification.
- 10.3. A student shall be exmatriculated from the student list of the LMA if they have fulfilled the requirements of the theoretical part of the study programme but have failed the final exams.
- 10.4. The person's exmatriculation is handled by the Rector of LMA. The person's appeal shall be reviewed by the LMA Senate.
- 10.5. An exmatriculated person is entitled to receive an academic report on the results of their studies.
- 10.6. Students who have been exmatriculated in line with Clauses 10.1.1, 10.1.3, 10.1.6 and 10.3 of the Bylaws may be re-matriculated to settle their outstanding study obligations as a student whose tuition fees are paid by natural or legal persons, provided that such studies are pursued in the relevant study programme or sub-programme in line with the procedure for starting the studies at later stages of studies.
- 10.7. If a student has committed a serious breach of these Bylaws, they are subject to a disciplinary measure in the form of exmatriculation.

11. Awards

- 11.1. A student may be rewarded for an outstanding study work, performance or achievements in their creative work, research or social activities in the following ways:
- 11.1.1. to receive written gratitude from the Rector of the LMA;
 - 11.1.2. to award a Certificate of Recognition of the LMA;
 - 11.1.3. to award a diploma of the LMA "*With distinction*".
- 11.2. A student may be rewarded for the outstanding study work, performance or achievements in their creative work, research or social activities in the following ways:
- 11.3. The Vice-Rector and the Head of the Study Programme of the LMA have a right to express their gratitude in writing. Other awards may be conferred by the Rector of the LMA and shall be made by a decree of the Rector of the LMA.
- 11.4. A student may be recommended for the award by the LMA Student Self-Government, the head of a department or the LMA Senate.
- 11.5. The LMA Diploma "*With distinction*" may be awarded to a student for meeting the following criteria:
- 11.5.1. Bachelor's or master's thesis was rated with 10 (outstanding);
 - 11.5.2. The weighted average grade in the bachelor's or master's programme is not below 9.5.

12. Starting studies at later stages

- 12.1. Starting studies at later stages is possible if the exams required for the completion of previous stages of relevant study programme have been passed (at the LMA or other higher education institutions) and all prerequisites for the further study of the chosen study programme are in place in accordance with Cabinet of Ministers Regulation No. 932 and the Law on the Higher Education Institutions, Article 47.

12.2. In order to start studies at later stages, the applicant shall submit an application in the required form, necessary documentation and proof of payment for reviewing the documents in the relevant part of the studies in the programme.

12.3. The Study Document Evaluation Committee is established with a Rector's decree to evaluate the submitted documents and make a proposal, recorded in the minutes, on the basis of which the Rector of the LMA makes a decision and issues an order to conclude or not to conclude a study contract.

12.4. When continuing studies at the LMA after a transfer from another higher education institution or a transfer to another study sub-programme at the LMA, the head of the programme shall decide on granting the acquired credit points to the chosen LMA study programme on the basis of a resolution of the Study Document Evaluation Committee. The student may also agree with the head of programme on an individual study plan for a specific semester, which must be harmonised with the head of the relevant department. The credit points are granted out in line with a decree of the Vice-Rector for Studies and/or Research, based on the proposal of the head of the programme.

12.5. The Rector of the LMA shall issue an order on matriculation in a given semester on the basis of a comparison protocol prepared by the Study Document Evaluation Committee and the individual study plan with additional requirements (subjects to be studied, examination deadlines, etc.), ensuring that the number of credit points obtained in a study year together with the additional subjects to be studied do not exceed 40 credits. Total volume of additional subjects must not exceed 20 credit points.

12.6. A student shall pay for sitting the required exams in case of non-compliance with the study programme due to re-registration in another programme, after transfer from another higher education institution, or upon the resumption of studies in line with the LMA Pricelist.

12.7. If studies are resumed after the study break, the required examinations in the case of non-compliance with the study programme are free of charge.

12.8. When resuming studies after the break, the final or national exam fee must be paid for according to the number of credit points, considering the payment for the final or national exam credit points on a case-to-case basis, taking into account the contribution of independent work and contact hours in determining the unearned credit points. Tuition fees may be reviewed on the basis of an assessment.

12.9. If the student has not completed all study courses of the study year in line with the study programme prior to exmatriculation, the student shall conclude a study contract and pay the tuition fee for the uncompleted study courses. If a student has passed all semester exams of a study course but failed to pass the final exam, the student is only entitled to sit the final exam on resume studies, bearing the costs of the final exam only.

12.10. A student who, prior to exmatriculation, has been studying at the expense of the state budget and who, prior to exmatriculation, has not completed all the courses of the relevant academic year in line with the study programme, shall be re-matriculated by the LMA after taking the measures specified in the preceding clause, with an indication that one semester studies shall be paid for in line with the price of tuition fee established by the LMA Council. The student will acquire courses not included in the study programme in the indicated semester. Such students shall be re-matriculated at the expense of the state budget in the list of students after successful completion of all academic obligations, as well as all other obligations specified in these Bylaws.

13. Procedure for submitting proposals and complaints

13.1. A student is entitled to submit proposals or complaints concerning:

- 13.1.1. the process and quality of studies,
 - 13.1.2. the quality of material and technical support,
 - 13.1.3. a culture of service and cooperation among general staff,
 - 13.1.4. dishonest or unethical conduct of the members of academic or general staff.
- 13.2. The basic requirements for the submission, presentation, examination and response to a proposal or a complaint (hereinafter referred to as the Application) are laid down in the Law on Legal Force and the Law on Applications.
- 13.3. The application must be addressed to the Rector and submitted to the Registrar at the Rector's Office in person or electronically at info@lma.lv.
- 13.4. The Rector will assess the Application and refer it to the specialist of relevant subject or unit a detailed consideration and drafting of a response.
- 13.5. At the end of each academic year, the Secretary shall submit the Head of Quality Department of the LMA a report on the Applications received during the previous academic year and the decisions adopted on them.
- 13.6. The Quality Manager of the LMA shall evaluate the reports referred to in Clause 13.5, analyse trends and prepare a report to the Rector, Vice-Rectors and the LMA Council.

14. Transitional provisions

- 14.1. Clauses 3.3, 3.4, 3.5 of present Bylaws shall be amended until 31 December 2024 in accordance with the laws and regulations of the Republic of Latvia.
- 14.2. With the entry into force of present Bylaws, the consolidated Bylaws of the LMA confirmed in the Senate meeting of 15.06.2021 (Minutes No. 9) "On Study Procedures at the Art Academy of Latvia" shall lose their force.