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Regulations of Studies at the Baltic International Academy

Issued in accordance with Chapter 6 of the Law of the
Republic of Latvia on Higher Education
education lex

1. Terms used in the Regulations

Academic hour - a unit of work time for studies the duration of which is 45 minutes.

Academic leave - a period during which the student is not actively engaged in study but is not exmatriculated.

Accredited study program - a study program corresponding to a certain accredited study field of a higher education institution or college which has been recognised to be complying with the requirements of this Law during the assessment process of the relevant study field.

Higher education - a degree of education in which personality development based on science or art, or science and art, in the selected academic or vocational, or academic and vocational study field occurs, as well as the preparation for scientific or professional activity, which takes place after the completion of secondary education.

Exmatriculation is the removal of a student from the list of students.

E-learning environment is a component of the information system of the website, where study materials are placed and communication between students and lecturers on study process issues is carried out.

Matriculation is the process of entering a person on the BIA list of students after fulfilling the admission requirements.

Contact hour – the direct communication of academic staff and students which is implemented for the achievement of the goals and tasks of a study program in accordance with the study program plan and the duration of which is one academic hour.

Credit point - an accounting unit of studies which corresponds to a student workload of 40 academic hours (one week of studies). 1 credit point (CP) corresponds to 1,5 ECTS credit points.

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

Examination is a targeted event to be organised in accordance with a set procedure to assess a student's knowledge, skills and other learning outcomes. The types of examinations are: regular examinations (e.g. control work, independent work, practical work, laboratory work, report, essay, paper, seminar work, etc.), and study course final tests (test, exam, final examination).

Full time studies – a type of studies which corresponds to 40 credit points per academic year and not less than 40 academic hours per week.

Conferral of a doctoral degree - award of the highest level of a university degree;

Applicant is a person who has applied to start studies.

Study course is an outline of a system of knowledge, skills and competence corresponding to the study program, organised in a specific level and amount, for which learning outcomes have been defined for the achievement of which credit points are granted. The course of study can be completed in one or more semesters.

Study plan is the arrangement of the study program components (study modules, study courses) in a logical sequence and time according to the study program objectives.

Study period — any component of the study program which is evaluated and documented and incorporates the acquisition of knowledge, skills and competence but is not a complete study program.

Study program is the basic unit of an educational organisation, which includes all the requirements for a given academic degree and/or professional qualification. It shall be governed by a description of the content and implementation of studies, which shall specify the aim of studies and the study outcomes planned at the end of the study program, the requirements concerning previous education, the content of the education offered, including the study courses, modules and the distribution of credits between them, in accordance with the national education standards, as well as the criteria for achieving and assessing the study outcomes and the forms and procedures of examination.

Licensing of a study program— the granting of rights to a higher education institution or a college or the branches thereof to implement a specific study program.

Learning outcomes — a set of knowledge, skills and competence to be acquired upon completion of a study program, study module or study course.

Accreditation of the study field— an inspection to determine the quality of the resources of a higher education institution or college and the ability to implement a study program corresponding to a specific study field in accordance with the laws and regulations. The accreditation of the study field of a higher education institution or college gives the higher education institution or college the right to issue a State-recognised diploma of higher education for the successful acquisition of a study program corresponding to the relevant study field.

Distance learning is a form of education in which the student learns the content of an educational program implemented by an educational institution independently in an individual manner, using specially structured learning materials, various technical and electronic means of communication offered by the educational institution. The learner's achievements are assessed in accordance with the requirements of the relevant educational program.

Note. The fields of study that exist in higher education in the Republic of Latvia are defined in the Cabinet of Ministers Regulations No 793 of December 11, 2018.

2. General regulations

2.1. The Regulations of Studies is a document regulating the basic principles of studies at the Baltic International Academy (hereinafter referred to as – BIA).

2.2. Studies at the BIA are regulated by:

- Law on Education;
- Law on Higher Education Institutions;

- Law on Scientific Activity;
- Cabinet Regulations No 795 “Regulations Regarding Licensing of Study Programmes” of 11.12.2018;
- Cabinet Regulations No 793 “Regulations Regarding Opening and Accreditation of Study Fields” of 11.12.2018;
- Cabinet Regulations No 141 “Regulations regarding the State Standard for First Level Professional Higher Education” of 20.03.2001;
- Cabinet Regulations No 512 “Regulations regarding the State Standard for Second Level Professional Higher Education” of 26.08.2014;
- Cabinet Regulations No 240 “Regulations regarding the State Standard of Academic Education” of 13.05.2014;
- Cabinet Regulations No 203 “Procedure for Establishing and Updating the Student's Personal File” of 27.03.2007;
- Cabinet Regulations No 932 “Procedure of Starting Studies at Later Study Periods” of 16.11.2004;
- Cabinet Regulations No 505 “Rules for the Recognition of Competences Acquired Outside Formal Education or in Professional Experience and Learning Outcomes Achieved in Prior Learning” of 14.08.2018;
- Cabinet Regulations No 202 “Procedure for Issuing State Recognized Documents of Higher Education” of 16.04.2013;
- Cabinet Regulations No 322 “On Classification of Latvian Education” of 13.06.17;
- Constitution of BIA;
- these *Regulations of Studies* and other regulatory documents of BIA, specified in these Regulations.

2.3. The organisation of studies includes the following processes:

- development, approval and modification of study programs, study plans and study courses;
- matriculation;
- amending of study conditions (change of study program, study mode);
- planning and organising classes;
- examinations and evaluations;
- transfer to the next year;
- discontinuation and resumption of studies;
- repeated studies;
- study on an individual plan or timetable;
- final examinations;
- exclusion from the list of students (exmatriculation).

3. Study programs

3.1. Studies at the BIA shall be carried out in study programs developed, approved, licensed and accredited in accordance with the procedure established by the legislation of the Republic of Latvia.

3.2. The following programs are implemented at the BIA:

- 1) first and second level professional higher education programs;
- 2) academic Bachelor's study programs;

- 3) academic Master's study programs;
- 4) professional Bachelor's study programs;
- 5) professional Master's study programs;
- 6) doctoral study programs.

All BIA's licensed study programmes are implemented within BIA's accredited fields of study, in full-time and part-time study, including distance learning. The learning outcomes are the same for all types of study.

4. Development, approval and amendment of study programs, study plans and study courses

- 4.1. The study program shall include the requirements for the award of one academic degree or professional qualification.
- 4.2. The procedure for the development, approval and modification of study programs shall be laid down in the Rules for the Development, Approval and Amendment of Study Programs at the Baltic International Academy.
- 4.3. In the first year of studies, the student shall commence studies according to the study plan of the study program, which may be changed in subsequent years of studies only to the extent and in accordance with the procedure laid down in the normative documents.

5. Admission and enrolment of students (matriculation)

- 5.1. Admission to the Academy shall be in accordance with the Regulations approved by the Senate of the BIA - "Admission Rules and Matriculation Procedure of the Baltic International Academy". In order to organise the admission of students to the Academy, an Admissions Committee shall be established for the current academic year by order of the Rector or the members of the Board of the BIA.
- 5.2. The starting dates for the admission of students to full-time study programs in the first year after graduation from secondary school shall be determined by the Cabinet of Ministers of the Republic of Latvia. Taking into account the regulations of the Cabinet of Ministers of the Republic of Latvia, the Rector shall issue a decree on specific starting and ending dates for the admission of applicants to full-time and part-time study programs at the Academy for the first semester of study.
- 5.3. The Admissions Committee shall enter all necessary information into the computer for printing the text of the contract only if all necessary documents are available and after the applicant has presented proof of payment for the first semester of studies to the BIA, in accordance with the decision of the Senate of the BIA for the relevant year.

The Admissions Committee shall hand over the completed personal file of the enrolled students to the Study Department of the Academy no later than one month after the completion of the study contract.

- 5.4. Information on contracts concluded by the Admissions Committee is transmitted electronically to the Academy's Accounting and Study Departments. After checking that the payment terms of each contract have been complied with, the Accounting Department will pass on the details of each completed file to the Study Department. On the basis of this information, the Study Department shall draw up the matriculation order and forward it to the Rector of the Academy for signature.

6. Study contract

6.1. The main terms and conditions of studies shall be determined by the study contract between the Baltic International Academy (hereinafter referred to as the BIA) and the student. These Regulations shall be used in cases where they do not impair the terms of the student's study contract with the Academy.

6.2. The study contract is concluded for one study program to be implemented at BIA, provided that the first (initial) semester of study at the Academy is paid for, in accordance with the decision of the Senate of the BIA for the relevant year.

6.3. The contract may be suspended if the student has not paid in full the tuition fees for the current semester within the time limits set by the Senate of the BIA, as well as if the student has not fulfilled the study plan for the previous semesters.

6.4. In case of termination of the study contract on the student's initiative before the beginning of the semester for which the payment has already been made, 75% of the amount paid shall be refunded to the student not later than one month after the receipt of the student's application. If the classes have already started, the amount paid for that semester shall not be refunded.

7. Tuition fee for studies

7.1. Tuition fee rates shall be set annually for the current enrolment of first-year students (if additional enrolments are announced, tuition fee rates for first-semester students shall be set separately). The Academy reserves the right to change the tuition fee rates only within the official inflation rate, in all other cases the tuition fee rates remain unchanged for the duration of the studies, provided that there is no break in the studies (academic leave is not taken).

7.2. Terms and conditions of payment:

- 1) for applicants – before signing a study contract;
- 2) for students – until September 10 (autumn semester) and until February 15 (spring semester). Master's, part-time and distance students shall pay for studies by October 1 (autumn semester) and by February 15 (spring semester). Winter enrolment students shall pay their tuition fees in accordance with the winter enrolment fees approved by the Senate of the BIA. If necessary, taking into account regional specificities, payment deadlines may be set individually for each branch by the Senate of the BIA in agreement with the Board of the BIA. Students have the right to pay their tuition fees in instalments, but no later than December 1 in the autumn semester and no later than May 1 in the spring semester. In these cases, a penalty fee must be paid together with the tuition fee in accordance with the terms of the study contract;
- 3) the date of payment shall be the date on which the funds are credited to the BIA's current account;
- 4) if the tuition fee for the current semester is paid after the contractual deadline, a penalty of 0.1% per calendar day of the unpaid tuition fee for that semester will be calculated. The aggregate amount of the penalty is limited to 10%. The amount of the student loan to be paid is not included in the amount of the debt for the purpose of calculating the penalty. If the Academy refuses to grant a loan, the student will be given two weeks to clear the financial debt incurred without penalty (no penalty will be charged);
- 5) payments received in the BIA account for a particular student's studies are initially credited towards the repayment of debt for previous semesters, then towards the payment of the principal for the current semester, and only thereafter is the calculated debt cancelled.

7.3. The Accounting Department of the Academy shall inform the students at least 2 times a semester about the default of their financial obligations under the contract:

- 1) for the first time, no later than 20 days after the due date set out in Clause 6.2. The lists of students for whom the Accounting Department has no information on the payment of the current semester are submitted to the Study Department, the BIA Study Information Centre and the programme directors. From this moment on, the issuance of certificates, assignments and other documents certifying the fact of study at BIA shall be suspended for the relevant students;
 - 2) 2) the second time, three weeks before the start of the exam session. For modular and distance learning students, three weeks before the end of the relevant semester as determined by the Senate of the BIA. In addition to the actions set out in Clause 7.1, a written notification (possible options: e-mail, SMS) shall be sent to each debtor. The student is warned that he/she is not allowed to attend the session and that he/she will be expelled from the Academy at the end of the semester if the financial obligations have not been settled by the specified time.
- 7.4. The rates and payment procedures for additional services provided by the Academy to students shall be determined by the Senate of the BIA in consultation with the Board of the BIA.

8. Tuition fee concessions

8.1. Tuition fee rates are reduced:

- 1) For winners of BIA competitions in the first semester. The rules for granting this concession for subsequent semesters shall be laid down in the "Regulations on competitions for budget places provided by the BIA" for the relevant year, if the Board of the BIA has decided to organise a competition in that year.
- 2) for BIA graduates who have obtained a diploma with distinction by entering the Academy's Master's program. 25% tuition fee discount shall be granted if the student entered the Master's program with a BIA Bachelor's diploma with a record "WITH DISTINCTION". The discount will be maintained if all grades in a semester are 8 (very good), 9 (excellent), 10 (outstanding) without re-taking of exams and the grade 8 (very good) cannot exceed more than three grades per semester. The student has no financial debts at the beginning of the session.
- 3) 25% tuition fee discount shall be granted if the student enters the PhD program with a BIA Master's diploma with a record "WITH DISTINCTION". The discount will be maintained if all grades in the semester are 8 (very good), 9 (excellent), 10 (outstanding) without re-taking.
- 4) For graduates of the Academy's Pre-study Preparation Centre program, a 20% discount in the first semester, for "Small Academy" graduates with a gold diploma - 20% in the first semester, without a gold diploma - 15%.
- 5) For graduates with excellent performance - by 25%. The discount is granted for the current semester of studies provided that the student has passed all examinations, differentiated tests, internships and coursework within the time limits specified in the lists (exception: documented proof of inability to pass them within the time limits), passed them all on the first attempt, and received a grade,
- 6) not lower than 8 (eight) points, and the student has no academic and financial debts for the previous semesters of studies. Academic debts also include those incurred due to differences in study plans when transferring from other universities or from other study programs. This exemption does not apply to students studying on an individual plan or timetable.
- 7) for faculty and staff members of the Academy, as well as their family members, by decision of the members of the Board of the BIA on the basis of a personal application, taking into account the length of service at the BIA.

- 8) for students whose close relatives (husband and wife, children, grandchildren, parents, real siblings) are studying at the Academy at the same time. The second third and subsequent member of the same family enrolled at the BIA receives a 10% discount. If students receive additional financial incentives, the discount based on the BIA Family Program is maintained but not cancelled with a higher one. If one of the close relatives completes the Academy or leaves the BIA for other reasons, the discount for the remaining relatives is recalculated on the basis of the number of close relatives remaining in the Academy and studying at the BIA at the same time. The discount is granted on the basis of an application from the student, accompanied by copies of the documents proving the close relationship; the application must be signed by the Rector of the Academy or the members of the Board of the BIA.
- 9) for disabled persons (disabled persons of group I - up to 25%, disabled persons of group II - up to 15%, disabled persons of group III - up to 5%) on the basis of their written application for one semester of studies, enclosing a copy of the disability certificate valid at the moment of submission of the application. The decision to grant the discount is taken by the members of the Board of the BIA and/or the Heads of the Branches.
- 10) for orphans - 10%, based on their personal application addressed to the Rector of the BIA, members of the Board and/or the Head of the Branch, provided that the relevant certificate of the Ministry of Welfare is available.
- 11) for Seniors of academic groups - 10%, based on their personal application (the application must bear three visas: the visa of the Program Director, the visa of the Head of the Academic Department and the visa of the President of the BIA Student Parliament), addressed to the Rector of the BIA, the members of the Board and/or the Head of the Branch. In the case of branches, student applications must bear at least two visas: that of the Head of the Branch and that of the Head of the Study Department. If the group Senior is also eligible for other discounts, the two discounts are cumulative.
- 12) In other cases as determined by the Senate of the Academy in consultation with the Board of the BIA.

8.2. The lists of students who are entitled to a discount on the current semester's fees based on the results of their studies shall be submitted to the BIA Central accounting department by the Study Departments and branches of the Academy by February 10 (after the end of the autumn semester) and by July 25 (after the end of the spring semester). The extramural and distance learning departments shall submit such lists of students no later than 15 days after the end of the relevant examination session.

8.3. Tuition fee reductions received by individual students for different reasons at the same time shall not be cumulated, unless specifically provided for in the terms and conditions of the concession. In this case, only one (maximum) discount is taken into account when determining the amount of the fee. In special cases, based on an individual application, a decision to grant a financial exemption for one semester may be taken by the Rector of the BIA or the members of the Board.

9. Amending term of studies (change of study program, type of study)

9.1. Changes of all study places (branches, streams, forms of study within one study program) of a student shall be made in accordance with the procedure established by the Rector's order, within the time limits not exceeding the first two academic weeks from the beginning of the relevant academic semester. In exceptional cases, after this deadline. The student shall submit a written application addressed to the BIA Program Director to the BIA Study Information Centre or to the Head of the Branch, in the prescribed form, stating his/her wish to change his/her

place of study. The staff of the Centre shall register the application, forward it to the Program Director and then, with the visa of the relevant Program Director, forward it to the Study Department. The staff of the Study Department of the Academy will check the student's progress on the basis of this application, while the BIA's accounting staff will check the student's financial commitments at the time of transfer. The staff of the Study Department of the BIA will then draft a change of place order. Both the staff of the Study Department of the Academy and the BIA's accounting staff are responsible for the accuracy of the data provided. The draft orders are submitted in duplicate to the Rector for signature. After the Rector has signed them, the first copy of the order shall be handed to the Head of the Study Department and the second copy to the Chief Accountant of the Academy.

9.2. If the place of study (branch) and/or study stream is changed at the student's request, in the existing study contracts (both in the student's personal file kept at the Study Department of the Academy and in the student's copy of the contract), after the transfer order has been signed by the BIA Rector, the staff of the Study Department of the Academy shall make a note in the field "Information on amendments to the contract" which amendments were made to the study contract of each specific student, as well as on what basis (date, number) the said amendments were made. The accuracy of the entries in the "Information on amendments to the contract" field is the responsibility of the staff of the Study Department of the Academy who completed it. The completed "Information on amendments to the contract" form must be signed by the Head of the BIA Study Department and must be countersigned and stamped by the Academy; it must also be signed by the student (countersignature required) at a time agreed with the Study Department. At the same time, the staff of the Study Department of the Academy shall enter the amendments provided for in the "Information on amendments to the contract" field in the student's study record and make the necessary changes in the BIA Study Department's database. The staff of the Study Department of the BIA who make the amendments required by the "Information on amendments to the contract" field in the student's study record and in the database shall be responsible for the accuracy of the information entered.

9.3. When a student transfers to another place of study (another branch) within the Academy, his/her personal file together with the study record and the second copy of the contract shall be transferred to the new place of study.

9.4. In cases where the conditions of study (branch, stream or form of study) are changed at the student's request, a fee shall be charged for the processing of new documents in accordance with the rates approved by the Senate of the BIA, except in cases where the student resumes studies after academic leave, resumed studies and cases where the BIA administration initiates this.

9.5. When a student transfers to another study program, a new study contract shall be concluded with him/her at the BIA Admissions Committee, based on the transfer form prepared by the Director of the study program concerned, provided that all the documents required by the admission procedure are in place.

9.6. If a student changes his/her study program during the first two weeks of the first semester of the first year, he/she shall submit a written application to the Rector of the Academy or to the members of the Board of the BIA and, after a decision has been taken, shall/ shall not conclude a new contract with the BIA Admissions Committee. The deadline for concluding the new study contract is 7 days from the date of the decision.

10. Planning and organising classes

10.1. Study programs are delivered in classroom and independent study formats, including distance learning.

10.2. The learning outcomes for full-time and part-time studies are the same. Full-time and part-time students shall study according to an approved *Semester Plan*, obtaining the credits prescribed therein.

10.3. The duration of the study year, its beginning and end, and the timing of examination sessions shall be determined by the BIA *Schedule of classes and meetings*.

10.4. The timing and location of classes scheduled during a semester of study shall be determined by the *Schedule of Classes*. The time and place of consultations, examinations and tests scheduled in a session shall be determined by the *Schedule of Examinations*.

10.5. The distance learning study process is implemented in accordance with the *Regulations on Distance Learning Studies at the Baltic International Academy*.

10.6. The timetable for attending classes, completion of study assignments and study programme in accordance with study plans, taking examinations and differentiated examinations, extension of the examination session, transfer to the current study semester, cancellation of academic debts, completion of internships, completion and defence of diploma theses, as well as other issues directly related to the organisation of the study process at the Academy, if necessary, are regulated by separate regulations on the organisation of the study process at the BIA.

10.7. In accordance with the requirements of Section 23 (1) of the Law on Civil Protection and Disaster Management and Section 42 (2) of the Law on Environmental Protection, students of BIA Master's study programs are obliged to study the study course "Civil Protection and Environmental Protection" in addition to the Master's program, if it has not been studied in Bachelor's study programs. The attendance and the examination of the given additional course (outside the curriculum) is a paid service for the BIA student, in accordance with the price list for additional paid services established by the BIA (<https://bsa.edu.lv/papildus-maksas-pakalpojumi/>). Upon successful completion of the examination, the student receives a certificate. A BIA student is also entitled to take the course of study "Civil Protection and Environmental Protection" outside the BIA on presentation of a certificate.

11. Examinations and evaluation

11.1. Students' knowledge, skills and abilities are assessed after the completion of each course of study. There may also be applicable mid-term examinations.

The examinations are graded on a 10-point system: 10 - outstanding; 9 - excellent; 8 - very good; 7 - good; 6 - almost good; 5 - average; 4 - almost average; 3 - poor; 2 - very poor; 1 - very, very poor.

11.2. The examination is considered passed if the grade is not lower than 4 points.

11.3. In addition to the final examinations (examinations and tests), there are other final examinations, i.e. examinations in which the grades obtained are recorded on the examination evaluation sheet.

11.4. The procedure for taking and accepting examinations shall be determined by the Regulations on Evaluation of Study Results at the Baltic International Academy.

12. Transfer to the next course

12.1. Students shall be transferred to the next semester of study by order of the Rector of the BIA (Head of the relevant branch - not specified hereafter) if the following conditions are met:

- 1) No debts for previous semesters. In order to fulfil this requirement, the Academy's Accounting Department regularly (at least twice a semester) submits lists of students who are financially in debts to the Study Department;
 - 2) If the student has less than 3 academic debts incurred in the current session, the student is transferred to the next semester.
- 12.2. In the event that the student has debts, then:
- 1) If a student incurs 3-5 academic debts during the current session, he/she is transferred to the next semester, but warned about the need to settle the debts by the end of the next semester.
 - 2) In the event that a student has 6 or more academic debts incurred in total, the student shall not be transferred to the next semester of study. In this case, the student shall be offered repeated studies or the student shall be exmatriculated with cancellation of the foreign student's temporary residence permit. The fee for the first repeated studies is 70% of the amount of the rate for the semester of study.
 - 3) In the event that the number of academic debts is not reduced after the first repeated studies and there are still 6 or more academic debts, the student will be offered repeated studies again with 100% semester payment. If in this case the student has not fulfilled the above requirements, the student shall be exmatriculated, the foreign student's temporary residence permit shall be cancelled immediately.
- 12.3. The Heads of the relevant programs of study and the Study Department are responsible for keeping records of students' academic debts and for alerting students.

13. Discontinuation and resumption of studies

13.1. A student shall have the right to interrupt his/her studies temporarily by taking an academic leave. Each student shall have the right to take academic leave no more than twice consecutively while studying at the Academy in the same higher education program. Academic leave may last from one to four semesters. In addition, the total duration of all academic leaves may not exceed two years. The end date of the leave shall coincide with the beginning of the calendar semester concerned, irrespective of when the student took the academic leave.

13.2. Before going on academic leave, the student shall pay 20% of the tuition fee for one semester in the respective study program as a deposit. Upon return from the academic leave, this amount shall be credited towards the payment of the semester in which the student is reinstated at the Academy. If the student does not resume his/her studies after the academic leave, this amount shall not be refunded.

13.3. In order to apply for an academic leave, a student must submit a written application in the prescribed form to the Study Department of the Academy, indicating the desired duration of the academic leave (from semesters 1 to 4), not later than one week before the beginning of the semester in question. When submitting such an application in the current semester after October 1 (autumn semester) or March 1 (spring semester), the student must not have any financial debts for the previous semesters, including the cancellation of accumulated fines at the date of registration of the application. Academic leave for the current semester may be granted after the specified dates only in exceptional cases - by a decision of the Rector of the Academy, the President of the Senate of the BIA and the members of the Board of the BIA. The application received is initially registered with the Study Department of the Academy and submitted for endorsement to the BIA Accounting Department, which checks the existence/absence of financial debts, endorses the application and returns it to the Study Department. The Head of the Study Department shall endorse the application for academic leave on his/her part, indicating the number and name of academic debts at the time of the student's departure on academic leave, and include/exclude it in the Rector's draft order. The Rector's order shall specify the starting and ending dates of the academic leave, as well as the list of students taking academic leave for that period.

The following information shall be given about the student: name, surname, number of the study contract concluded with the Academy, course and semester at the time of taking academic leave. The date of commencement of the academic leave must be strictly linked to the semester in which the application was written and registered with the Study Department of the Academy.

13.4. When a student goes on academic leave, the study contract shall be suspended until the student is reinstated in his/her studies. The student may be excluded from the BIA student lists only after the expiry of the period of leave specified in the application, provided that the student has not submitted a written application for reinstatement or extension of leave to the Study Department of the Academy one week before the expiry of that period. If there are changes in the study program while the student is on academic leave, a new transfer form shall be processed with the Director of the study program concerned upon the student's return from academic leave, in which case the procedure for reinstatement shall be similar to the procedure for approval of the individual study plan.

13.5. Students on academic leave shall have the right to take differentiated examinations, examinations, course papers and internships in subjects included in the study plans corresponding to the study program of fully paid semesters, including the semester from which the student took academic leave, except in the case when the academic leave begins at the beginning of the semester. Referrals for differentiated examinations, examinations, coursework and internships shall be issued only by the staff of the Study Department, provided that students produce a receipt for the payment of such referrals, in accordance with the rates established by the Senate of the BIA for the year in which the relevant study arrears are to be settled.

13.6. Upon written requests from students registered with the Study Department, they may be issued with certificates stating that they are BIA students, but it is obligatory to indicate the time when they are on academic leave. During the period of academic leave, students are allowed to use the BIA library collections in the reading rooms of the Academy and to take books home.

13.7. In order to resume studies after an academic leave, the student must write an application in a prescribed form expressing his/her wish to resume studies after an academic leave and submit it to the BIA's Director of the relevant study program not later than one week before the beginning of the semester. The application shall be registered by the Assistant Programme Director. The Program Director will draw up a transfer form (if necessary) for the student concerned, write his/her resolution on the application and forward it to the Study Department and the Accounting Department of the Academy for consideration. The Program Director's refusal to reinstate a student must be substantiated in writing. A student may be reinstated at the Academy if he/she has no academic or financial debts in the previous semesters. After the Head of the Study Department has endorsed a specific student's application as being free of academic debts, the application is forwarded to the BIA Accounting Department. The Accounting Department checks whether the student has any financial debts and calculates the tuition fees for the current semester. If the student has already had a tuition fee calculation for the semester with the same serial number as the semester for which he/she is being reinstated before going on academic leave, and has paid for that semester in full, he/she will be charged the difference (increase/decrease) between the rates in force at the time of reinstatement and at the time of going on academic leave. The application with the note of the Accounting Department is returned to the Study Department for inclusion in the BIA Rector's draft order. The draft order shall be drawn up by the staff of the Academy's Training Department no later than 2 weeks after the date on which the Study Department of the Academy receives an application in which the student expresses his/her wish to resume his/her studies after an academic leave.

13.8. A student may not resume his/her studies at the Academy after an academic leave in another study program. The transfer to another programme shall be processed in accordance with the BIA Regulations "Admission Rules and Matriculation Procedure at the BIA" for the

relevant academic year. A student may not arbitrarily change the field, time, place and form of advanced studies when returning from an academic leave. Such changes shall be formalised by an addendum to the study contract. The procedure for the registration of each individual student in this situation is described in detail in the “Transfer” section of these Regulations.

13.9. Students who are reinstated after an academic leave shall pay the tuition fees at the rates established for their new academic stream. The amount of the deposit which was paid before the leave shall be deducted from the tuition fees in the first semester following the renewal of the leave. Such students may retain their entitlement to the financial benefits they were entitled to at the time of the academic leave.

14. Repeated studies

14.1. Unsuccessful students may resume their studies in the same semester.

14.2. Unsuccessful students may, on their personal application to the Rector of the Academy or members of the Board of the BIA, be retained for repeated studies after the end of the calendar semester.

14.3. Students who resume their studies in the same semester shall pay for that semester 70 % of the tuition fee fixed by the BIA in case the previous semester was fully paid.

14.4. Students who have not defended their final thesis (qualification thesis) within the normative period of study, as specified in their contract with the BIA, shall have the right to extend the term of the contract by one to two semesters in order to complete their studies in accordance with the study plan of their academic stream. For this purpose, students are required to: write an application to the Program Director no later than 30 days after the end of the last semester of the contract; fully clear the existing financial debt and pay the tuition fees for the current semester; sign an agreement on the extension of the BIA study contract in the Study Department.

14.5. If students have not made a timely application for an extension of their contract, they shall be included in the Rector's order for exmatriculation. Students who have been exmatriculated as having completed the theoretical course of study, i.e. the entire program of study, but have not defended the final thesis, may be reinstated as students for one year in order to defend the thesis provided for in the study plan of their academic stream. This requires an application to the Director of study program no later than 10 days after the beginning of the semester in which the thesis is to be defended and payment of the tuition fees for that semester. If there are no financial debts, an additional agreement will be made with the student to renew the student status for the purpose of the thesis defence. On the basis of this agreement, students shall, by order of the Rector, be placed on the list of students for the completion and defence of the thesis during the period specified in the agreement.

14.6. Upon renewal of the contract, at the end of the normative study period, any student who has academic debts (excluding thesis defence) shall be charged his/her previous semester rate with a 30% discount. If students have fully complied with all the requirements of their study plan, except for the thesis defence, they shall, upon extension or renewal of their student contract for the purpose of the thesis defence, be set for each semester at the discount rate approved by the Senate of the BIA.

14.7. In all cases, the procedures given may only be applied within one year of the end of the normative period of study in the chosen academic stream. If students fail to defend their thesis within the specified period, they shall still be entitled to continue their studies at the BIA. In order to do so, a new study contract must be concluded with the Admissions Committee on the basis of the academic certificate received.

15. Study on an individual plan or time schedule

15.1. Study on an individual plan is intended for students entering in semesters 2 and later. The duration of studies depends on the comparative record drawn up by the Program Director, which reflects the subjects that the Academy may re-credit on the basis of documents attesting to the student's prior higher education, in whole or in part, as well as the subjects in which credit or examination grades must be obtained. The registration of a student at the Academy is carried out at the Admissions Committee, where, if the applicant has all the documents required for entry, a study contract is concluded with him/her.

15.2. The individual study plan shall be drawn up by the Director of the study program concerned for the entire study period on the basis of the study program plan in force at the time of drawing up the individual study plan. An extract from this individual study plan shall be made for each semester of study. Students shall be entitled to attend only the courses specified in their individual timetable for the semester in question. The allocation of a group of classes in language subjects and informatics, as well as the addition to the respective group of classes in a given semester of study, shall be agreed with the Heads of the Department of Foreign Languages and Latvian Language, as well as with the lecturer of informatics. The results of the individual study plan are summarised every semester by the Study Department of the Academy. Students studying according to an individual study plan are not entitled to the financial incentives for students with excellent performance provided for in these Regulations.

15.3. For students studying on an individual plan (outside academic streams), the tuition fee amount of the first semester after the conclusion of the study contract is increased in accordance with the rates established by the Senate of the BIA.

15.4. Students studying in day, evening, part-time, distance learning departments may be given the opportunity to take examinations, differentiated examinations, coursework and professional internships according to an individual schedule. Study on an individual time schedule is a fee-paying service and shall be paid for in accordance with the rates approved by the Senate of the BIA for the academic year concerned. This form of review is provided for one semester of study upon personal application in the name of the Program Director, if the student has sufficiently valid reasons. The application must be submitted to the Programme Director, at least one week before the semester concerned. Such reasons may include:

- 1) transfer from another higher education institution or from another study program;
- 2) change of study conditions (change of study, advanced field of studies, department, stream);
- 3) extended business trip, illness (with supporting documents), etc.

The Director of the study program draws up an individual time schedule of examinations (differentiated examinations, coursework, professional practice) for each student in triplicate (one copy is given to the student, one to the Study Department, the third copy remains with the Director of the study program). The individual time schedules must be approved by the Program Director and the Head of the Study Department before they are issued. The results of the individual time schedules are monitored at the end of each semester. Students cannot be awarded a distinction on the basis of these results. The payment arrangements for studies remain unchanged by the transition to the individual reporting schedule.

15.5. When studying according to an individual study plan drawn up by the Director of the relevant program, a note shall be made for this in the "Other Provisions" section of the study contract. The student shall pay for studies according to the individual study plan additionally in accordance with the procedure established by the Senate. If the student starts studies at a later stage, the rules and procedures may be amended on the basis of an application from the student signed by the Rector of the Academy or the members of the Board of the BIA. In branches, such an application shall be signed by the Head of the branch in agreement with the BIA administration.

16. Final examinations

16.1. The studies shall end with final examinations, in accordance with the conditions of the study program. A student shall be admitted to the final examinations if he/she has fulfilled the requirements set out in the study program.

16.2. The procedure for the final examinations is regulated by the Regulations on the Evaluation of Study Results and the Regulations on the Development of Final Theses for Defence at the Baltic International Academy.

16.3. Upon successful completion of the study program, the student shall be awarded the appropriate degree and/or qualification and issued the appropriate diploma. The issuance of the diploma shall be governed by the applicable Cabinet of Ministers Regulations. (Cabinet of Ministers Regulations No 202 "Procedure for Issuing State Recognised Documents of Higher Education" of 16.04.2013).

17. Exmatriculation

17.1. Students may be exmatriculated from the Academy at their own will, due to financial or academic debts, due to violations of internal normative acts regulating the activities of the BIA, or due to violations of the terms of the concluded study agreement, due to violations of the internal rules of the Academy, laws and regulations of the Republic of Latvia, due to completion of the study program, as well as in other cases provided for by the legislation of the Republic of Latvia and the Constitution of the BIA.

17.2. Exclusion from the lists of students shall take place on the basis of an order of the Rector of the Academy. Students who are in academic and/or financial arrears shall be formally warned of their possible exmatriculation.

17.3. Persons who have been excluded from the student lists shall have the right to receive a written explanation of the reasons for the exmatriculation. This shall be done by submitting a written application in the name of the Rector of the BIA, to which a reply shall be given no later than one month from the date on which it is registered with the Secretariat.

17.4. If the persons excluded from the lists of students disagree with the decision of the Rector of the Academy, they have the right to appeal within two weeks. The appeal shall be heard by the Senate of the BIA. If the decision of the Senate of the BIA is not satisfactory to the student, he/she may appeal against the decision in accordance with the procedure provided for by the laws and regulations of the Republic of Latvia.

17.5. Persons who have been exmatriculated from the Academy shall have the right to receive an academic certificate in the state language upon their request without additional payment, except in cases when the student's personal file is in the archives. In this case, the academic certificate shall be issued at a fee set by the Senate of the BIA. This certificate may be issued by the Study Department only if there is an inspection sheet signed by the accounting and library officer, a copy of which must be attached to the academic certificate before the academic certificate is submitted to the Rector of the Academy for signature.

17.6. A student has the right to appeal against decisions of the BIA administration in cases concerning his/her studies. The appeal shall be submitted to the Rector of the BIA or to the Academic Arbitration Court of the BIA, within one month from the date of the decision. If the decision is not to the satisfaction of the student, the dispute shall be settled in accordance with the procedure established by the laws and regulations of the Republic of Latvia.