



Limited Liability Company
„College of Accountancy and Finance”
Reg. N 40003878227
Lomonosova 4, Riga , LV 1003

APPROVED by the Director of the College of Accountancy and Finance
Order No. 2016 1-08 / 07 of 19 April 2016

COLLEGE OF ACCOUNTANCY AND FINANCE
INTERNAL REGULATIONS FOR STUDENTS
Riga

*Issued in accordance with
the Law on Higher Education Institutions
and College of Accountancy and Finance
Regulations*

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1. GENERAL PROVISIONS

1.1. The College of Accountancy and Finance (hereinafter - the College) internal regulations for students (hereinafter - the Regulations) are developed in accordance with the requirements of the *Law on Higher Education Institutions*, the College by laws and other documents regulating higher education.

1.2. The Regulations define the responsibilities and rights of the College students and liability for non compliance with the Regulations.

1.3. The Regulations are developed by the College council and the College student self-governing body, and approved by the College director.

1.4. The Regulations are binding for all College students.

1.5. The organizer of the study process ensures that students are acquainted with the Regulations before concluding the study contract. The student confirms with his / her signature that he / she has read the Regulations and undertakes to comply with them.

1.6. The regulations are available at the student self-governing body, the Department of studies, and the College website www.koledza.lv.

2. ORGANIZATION OF STUDIES

2.1. The studies take place at 4 Lomonosova Street in Riga and at the College branches.

2.2. The studies are governed by study regulations, study programmes, study annual plans, study course programmes and the calendar of the study process.

2.3. The study programmes and study annual plans determine the study courses to be acquired, the scope, tests, and the distribution of the study courses by semesters.

2.4. The course programmes specify the topics of professional and qualification practice.

2.5. The study calendar schedule defines the duration of the study year.

3. RESPONSIBILITIES OF STUDENTS

The College students shall:

3.1. by their actions contribute to raising the prestige of the College, assist in achievement of the College objectives, and observe the College Code of Ethics;

3.2. acquire the chosen study programme purposefully and in good faith, fulfilling the requirements of the study programme in a timely manner according to the study plan;

3.3. observe the requirements of the College documents regulating the study process in the College;

3.4. observe generally accepted communication standards; treat other students, the College staff and visitors in a polite and civilized manner;

3.5. fulfill the obligations of the study contract concluded with the College;

3.6. during classes and lectures comply with the requirements of the lecturer, not disturb the study process;

3.7. inform the College in due time and in writing according to prescribed manner if or when they want to suspend their studies, and submit an application for the renewal of studies by the same procedure;

3.8. immediately notify the organizer of the study process of any changes in their personal details, e.g. change of names or surnames, permanent addresses or contact addresses, telephone numbers, e-mail addresses, etc.;

3.9. refuse from using any materials and aids not allowed in the tests, desist from any forms of plagiarism in their study work;

3.10. coordinate organization of any extra-curricular activities on the College premises with the College Director;

3.11. comply with the College regulations concerning the use of the College premises, including restrictions on smoking;

- 3.12. respect the College property and material resources; in the event that the students' activities cause property damage or loss, compensate the College for any civil damages.
- 3.13. not appear on the College premises under the influence of alcohol or drugs, not distribute drugs and psychotropic substances thereon;
- 3.14. maintain tidiness and order on the College premises;
- 3.15. present the student identity card on the College premises upon request of a College employee.

4. RIGHTS OF STUDENTS

The College students have the right:

- 4.1. to request and receive all information contained in the College regulating documents regarding the rights of students in the study process;
- 4.2. to get acquainted with the content of the study programme at the beginning of studies, and to be notified on changes in the study programmes and the study course acquisition conditions in due time, to be informed on the form and conditions of examinations and assessment criteria;
- 4.3. to suspend and resume studies in accordance with certain procedures, to change study program, to choose study courses;
- 4.4. with the permission of the lecturer, to make audio and video recordings or take photos during the study process;
- 4.5. to receive evaluation of their academic performance in a fair and timely manner;
- 4.6. to obtain lecturer's consultations in accordance with the procedure established by the College;
- 4.7. to obtain recognition of the content and scope of study courses acquired in other higher education institutions and / or in the previous study periods at the College in the prescribed procedure established by the College;
- 4.8. to elect and to be elected to the students' self-governing body, the College Council, etc.;
- 4.9. to request and receive all study related information from the College institutions of all levels;
- 4.10. to study in a safe and secure environment;
- 4.11. to receive non-discriminatory treatment of other students and staff;
- 4.12. to obtain protection of the personal data and data on academic performance;
- 4.13. to submit applications related to the implementation of the study process and receive answers within the prescribed period;
- 4.14. to participate in the development of students' scientific and practical work and to make presentations at conferences;
- 4.15. to use the college library services in the established procedure and be provided with workplaces equipped with computers connected to the Internet.

5. AWARDS

- 5.1. For outstanding achievements in research or social activities, students may be awarded with:
 - 5.1.1. the College Certificate of Recognition;
 - 5.1.2. the Certificate of Gratitude signed by the Director;
 - 5.1.3. a gift of money or valuable prize.

6. EXCLUSION FROM THE LIST OF STUDENT – EXMATRICULATION

- 6.1. A College student shall be exmatriculated if:
 - 6.1.1. the student has fulfilled all the requirements of the educational programme, and the professional qualification was awarded to him / her;
 - 6.1.2. the student has expressed a wish to be exmatriculated;
 - 6.1.3. the student matriculated for the first year of studies does not commence studies within 30 days without justifiable reasons;

- 6.1.4. the student violated the College internal regulations or his / her contractual relationship with the College were terminated;
- 6.1.5. the student failed to fulfill his / her academic obligations required by the study programme and so did not fulfill his / her contractual obligations to the College;
- 6.1.6. the student did not pass the final examination or received evaluation below Grade 4 (below “almost satisfactory”).

7. FIRE SAFETY

- 7.1. In case of fire the College students should:
 - 7.1.1. notify immediately the fire and rescue service by phone number 112 and the person on duty on the College premises;
 - 7.1.2. proceed according to instructions from the College officials, e.g., leave the premises through the nearest escape route (evacuation exits marked with due information signs);
- 7.2. The students are allowed to use the firefighting equipment only for the direct purposes of the firefighting; it is forbidden to use the firefighting equipment for any other purposes.
- 7.3. It is strictly forbidden to handle open flame objects (candles, lighters, etc.) in the College study rooms;
- 7.4. Leaving the College premises the students must make sure that the necessary steps are taken to eliminate the risk of fire.

8. ELECTRICAL SAFETY

- 8.1. The students are forbidden to replace burnt-out light bulbs, or make any other repairs to the College electrical equipment.
- 8.2. Students are not allowed to connect non-standard or damaged electrical equipment to the electrical network of the College premises on their own volition.
- 8.3. Noticing any damage to the electrical equipment (damaged wire insulation, plugs, sockets, etc.) on the College premises, the student must immediately report this to the on-duty person or academic staff, at the same time, preventing bystanders from accessing the faulty device.
- 8.4. When leaving study rooms, the students make sure that all electrical equipment is switched off.

9. FIRST MEDICAL AID

- 9.1. The College department of studies is equipped with the first aid kit and medical dressing supplies.
- 9.2. In the event of an accident or of a life-threatening illness, one should call immediately medical assistance service by phone 112 or report to the College administration ph. **29804208; 67338021**.
- 9.3. As far as possible and within one’s competence, first aid measures should be provided to the sufferer of diseased.

10. LIABILITY FOR NON COMPLIANCE WITH THE COLLEGE INTERNAL LAWS AND REGULATIONS

- 10.1. A violation of the internal regulations may result in a warning to the student by order of the College director.
- 10.2. Any student, academic staff member, or College employee may report a violation of these Regulations.
- 10.3. In certain cases, the Director of the College is entitled to request a written explanation from the guilty party.
- 10.4. In cases when a material damage was inflicted to the College leased premises or inventory the guilty party shall bear all the losses.

10.5. A student has the right to appeal against a fine imposed on him / her to the College Director.

11. CLOSING PROVISIONS

11.1. Any internal regulating acts subordinate to these Regulations shall be approved by order of the Director of the College.

11.2. After reviewing a particular situation the College Council may amend these Regulations.