

RIGA TECHNICAL COLLEGE

INTERNAL REGULATIONS

FOR STUDENTS

1. General conditions

- 1.1. The purpose of the Internal Regulations for Students is to promote compliance with generally accepted norms and rational use of work and study time.
- 1.2. The Internal Regulations for Students have been developed in accordance with the Education Law and Higher Education Law of the Republic of Latvia, and the RTC Regulations.
- 1.3. The work and study discipline of the College's students is based on the conscientious and honest performance of their duties.
- 1.4. The entire student body is obliged to respect the property of the college by observing the work and study regime.
- 1.5. The scholarship is granted to students of the College in accordance with the procedure established by the Ministry of Education and Science of the Republic of Latvia (hereinafter – IZM).
- 1.6 All matters relating to student compliance with internal rules shall be dealt with by the administration of the institution within its competence.

2. Obligations and rights of students.

2.1. General conditions

- 2.1.1. Students shall be admitted in accordance with the rules approved by IZM, but the College shall set additional admission requirements.
- 2.1.2. The College shall matriculate and exmatriculate students by order of the Director.
- 2.1.3. The College shall enter into bilateral agreements students.
- 2.1.4. Students shall receive a study plan for each semester and a student ID card.
- 2.1.5. The start of the school year is 1 September.
- 2.1.6. First semester of the academic year lasts from 1 September to 1 February; second semester – from 1 February to 1 July.
- 2.1.7. The total number of holidays during the school year is 10 weeks.
- 2.1.8. Students shall be excused from their studies for up to three days in consultation with the Head of Department, and for longer periods with the Study Department.

2.2. Responsibilities of College students:

- 2.2.1. Observe and comply with the internal regulations approved by the Director of the College.
- 2.2 2 Systematically acquire theoretical knowledge and practical skills in one's chosen specialization. Attend studies and practical classes. If a student is unable to attend the College due to illness or other reasons, it is the student's responsibility to provide an explanation and a documented excuse to the supervisor.
- 2.2.3 Complete tasks set out in study plans and programs within the specified time limits.

- 2.2.4. Take care of one's health, fitness and cultural level. Participate in the College's social life.
- 2.2.5. Engage in good faith in self-service and other work useful to the institution.
- 2.2.6. Be cultured, polite, disciplined and not take any actions that could damage the prestige of the College.
- 2.2.7. Carry out the orders of the Director and the administration.
- 2.2.8. Take care of the College premises, equipment and inventory, as well as objects on the site (greenery, trees, etc.) Compensate for material damages caused in accordance with the procedures laid down by law.

2.3. Rights of students.

- 2.3.1. Use the College's classrooms, laboratories, workshops, libraries, dining-room, cafeteria, gym and dormitory services and equipment.
- 2.3.2. Participate in discussions on improving and enhancing the study process, organizing practical training, technical innovation, discipline, scholarship awards, and solving household issues.
- 2.3.3. Participate in sport and amateur art activities.
- 2.3.4. Receive theoretical and practical training advice for successful completion of the program, according to the consultations schedule.
- 2.3.5. Receive a scholarship, in accordance with the regulations of the Ministry of Education and Science and the instructions of the Ministry of Education and Science.
- 2.3.6. Participate in the work of the student self-government.

3. Rewards and incentives for success in work and studies

3.1. Students can be rewarded for their academic achievements, active community work, excellent discipline, success in sports and artistic activities in the following ways:

- by recognition;
- by appreciation;
- by a cash bonus;
- by a valuable prize.

3.2 The award or incentive shall be made by an order of the Director; an extract thereof shall be included in student's personal file. The Order may also be displayed in a public place.

4. Penalties for breaches of work and study discipline.

4.1. Students shall be subject to the following sanctions by the administration for breaches of study discipline:

- remark;
- reprimand;
- expulsion from college.

5 Closing provisions.

- 5.1. The Internal Regulations for Students shall be made easily available.
- 5.2. First-year students shall be made aware of these Regulations by 10 September.