

At the meeting of the Senate of the JVLAM, 7 February 2007, Minutes of the meeting, Minutes of the meeting, 7 February 2007, Minutes No.1

As amended on 10 June 2009 by Senate meeting decision No 3 (Minutes No 6)

As amended on 31 August 2012 by Senate meeting decision No 4 (Minutes No 5)

As amended on 30 October 2013 by Senate meeting decision No 5 (Minutes No 6)

As amended on 31 May 2017 by Senate meeting decision No 4 (Minutes No 5)

As amended on 28 August 2018 by Senate meeting decision No. 2, (Minutes No 7)

As amended on 16 January 2019 by Senate meeting decision No. 2, (Minutes No 1)

As amended on 8 September 2021 by Senate meeting decision No. 4, (Minutes No 7)

Jāzeps Vītols Latvian Academy of Music Internal regulations for students

1. General provisions

1.1. The Internal regulations for students of the Jāzeps Vītols Latvian Academy of Music (hereinafter - the Regulations) have been developed in accordance with the requirements of the Higher Education Law, the Constitution of the Latvian Academy of Music and other documents regulating higher education.

1.2. The Regulations define the duties, rights and responsibilities of the students of the JVLAM.

(As amended on 31 May 2017 by Senate meeting decision No 4 (Minutes No 5))

1.3. The Regulations shall be approved by the Senate of the JVLAM.

1.4. The Regulations shall be communicated to the applicants or students before the conclusion of the study agreement. In the study agreement, the student confirms by their signature that they have read the Regulations and undertake to comply with them.

(as amended on 28 August 2018 by Senate meeting Decision No. 2, minutes No. 7)

1.5. The Regulations are available in the library's book section, the Study Section, the departments, the Student Council and on the JVLAM website.

(as amended on 28 August 2018 by Senate meeting Decision No. 2, minutes No. 7)

2. Organising student activities

2.1. The content of the study programmes is acquired through independent work, contact hours and artistic projects (concerts, competitions, master classes, conferences, etc.) organised by the JVLAM.

2.2. Contact hours are organised in accordance with the approved study process timetable, which is specified in the approved list of classes and examinations for each semester of the academic year. The types of examinations are determined by the study programme. The procedure for organising examinations and assessing the competence of students shall be determined by the Regulations "Regulations of Jāzeps Vītols Latvian Academy of Music on Organising Examinations and Assessing the Competence of Students", but the acquisition of the content of study courses, thematic parts of study courses and modules by students shall be assessed in accordance with the requirements and criteria set out in the Description of the Study Course/Module.

(as amended on 28 August 2018 by Senate meeting Decision No. 2, minutes No. 7)

2.3. The list of study classes is prepared by the study work planner in cooperation with the heads of the relevant departments and approved by the Vice-Rector for Academic Affairs. The lecture and group timetable shall be made available to students electronically from the first day of the semester of the academic year.

(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)

2.4. The JVLAM, taking into account the epidemiological restrictions established by external legislation, as well as assessing the epidemiological situation and taking into account the specifics of the study programme, shall be entitled to make a reasoned decision on the full or partial distance delivery of a course or module of the study programme or the conditions for the delivery of the study process in person. The JVLAM informs the students about the adopted decision by posting it on the JVLAM website.

(as amended on 8 September 2021 by Senate meeting decision No. 4, Minutes No 7)

3. Responsibilities of students

3.1. To fulfil the obligations of the study agreement concluded with the JVLAM.

3.2. To comply with the internal laws and regulations governing the activities of the JVLAM (including: the Constitution of the JVLAM, the Internal Regulations for Students of the JVLAM as approved by the Senate, the Regulations of the JVLAM on Change of the Study Funding Source, the Study Programme Curriculum, the Regulations for the Use of the Library, Audio Library, Video Library, Computer Classroom, Instruments, Sports Centre, Rooms and Classrooms, etc.) Internal regulations are available on the JVLAM website, at: www.jvlma.lv.

(As amended on 31 May 2017 by Senate meeting decision No 4 (Minutes No 5))

3.3. To successfully complete a study programme licensed and accredited by the relevant field of study.

(As amended on 31 May 2017 by Senate meeting decision No 4 (Minutes No 5))

3.4. To pass the examinations stipulated in the study plans within the time limits set by the JVLAM.

3.4.1. The dates of the examinations may be changed if the student has objective circumstances that prevent them from completing the examinations within the set time and has documents confirming this, which have been submitted to the Directorate for Study Programmes of the JVLAM. Supporting documents include: a decree on studies at a foreign university and an application to resume studies, a medical certificate issued by a medical institution, and an extract from an outpatient/inpatient medical record.

3.4.2. Repeat examination, or repeat examination outside the scheduled time limit, or repeat performance of another study task, if the student has not successfully completed the study programme within the time limit set by the JVLAM without a justifiable reason, shall be possible for a fee only. The procedure for a student to take an examination for a fee shall be determined by the Regulations of the Jāzeps Vītols Latvian Academy of Music on the Procedure for Organising Examinations in Study Courses and Assessing Students' Competence.

(As amended on 31 May 2017 by Senate meeting decision No 4 (Minutes No 5))

3.5. To receive and hand in the document certifying completion of the study programme - the *Progress Report Card* - within the deadlines set by the Study Department.

(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)

3.6. To exercise in good faith the rights to study, research, artistic and creative work established by the JVLAM, as well as to observe the principles of academic integrity, i.e. all values and actions that promote a responsible attitude towards the educational process and all those involved in it, and not to tolerate such violations of academic integrity as *cheating*, falsification of results, plagiarism of language and information, etc.

(As amended on 31 May 2017 by Senate meeting decision No 4 (Minutes No 5))

3.7. To stay up to date on changes to the documents regulating the study and activity procedures of the JVLAM.

3.8. To apply for study programme study courses/topic parts of study courses and study programme free elective study courses within the deadline and in the procedure established by the JVLAM and to acquire them.

(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)

3.9. To reimburse to the JVLAM any losses incurred as a result of failure to fulfil its obligations under the agreement, in accordance with the specified procedure.

3.10. To enhance the prestige of the JVLAM, to contribute to the realisation of the goals of the JVLAM, to the fulfilment of the mission as defined in the Constitution of the JVLAM.

3.11. To observe the Code of Ethics of the JVLAM, the culture of mutual relations, to treat other students, JVLAM staff and visitors with respect.

(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)

3.12. Attend the relevant classes provided for in the study programme plans and comply with the requirements of the lecturers. The lecturer has the right to determine the intensity of contact hours of attendance of a study course/module or thematic part of a study course. Full attendance is compulsory in the Orchestra, Choir, Opera Class, Chamber Ensemble and String Quartet courses, which build and develop professional skills and abilities in

- collective music making. The student's performance of paid work duties is not a justifiable reason for non-compliance with the provisions of Regulations 2.1, 3.3 and 3.4.
(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)
- 3.13. Deleted by Decision No 3 of the Senate meeting of 10 June 2009 (Minutes No 6)
- 3.14. To inform the JVLAM in the form of a written application about possible changes in study terms, termination of studies or other changes, attaching to the application documents confirming the motivation for the changes, to get acquainted with the content of the JVLAM response and to confirm it in writing by signing the order or application.
(Amended by Decision No 4 of the Senate meeting of 31 August 2012 (Minutes No 5))
- 3.15. Organisation of events outside classes on the territory of the JVLAM shall be coordinated with the Vice-Rector for Infrastructure of the JVLAM.
(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)
(as amended on 8 September 2021 by Senate meeting decision No 4, Minutes No 7)
- 3.16. Deleted.
(as amended on 8 September 2021 by Senate meeting decision No 4, Minutes No 7)
- 3.17. Comply with the regulations for the use of buildings/spaces, including smoking restrictions.
- 3.18. To treat the property and material resources of the JVLAM with respect. If the property is damaged or the damage is caused by the student's actions, to provide reimbursement for the damage caused to the JVLAM according civil procedure.
- 3.19. To familiarize oneself with the fire safety and occupational safety regulations, the epidemiological restrictions established by the JVLAM and the procedures for the use and maintenance of the JVLAM premises, and to follow the procedures established by these regulations.
(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)
(as amended on 8 September 2021 by Senate meeting decision No 4, Minutes No 7)
- 3.20. Not to be under the influence of alcohol, narcotic drugs or other psychotropic substances on the premises of the JVLAM, and not to distribute such substances. To keep unauthorised persons away from the Jāzeps Vītols Latvian Academy of Music.
- 3.21. To maintain cleanliness and order on the premises.
- 3.22. To immediately notify the registrar of their study programme of any changes in one's personal data, residence or contact address, telephone number, e-mail address.
- 3.23. Upon request of a member of staff of the JVLAM, to present a student ID card and an interoperable paper or digital certificate of vaccination against COVID-19 infection or infection with COVID-19 within the premises or on the territory of the JVLAM.
(as amended on 8 September 2021 by Senate meeting decision No 4, Minutes No 7)
- 3.24. To review the information and announcements on the JVLAM website and by e-mail at least every three working days. To carry out the necessary activities in the study process in a timely manner, including registering for study courses/modules or thematic parts of a study course, applying for state budget-funded scholarships and other study-related activities.
(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)
(as amended on 8 September 2021 by Senate meeting decision No 4, Minutes No 7)

4. Rights of students

- 4.1. To exercise the freedom of study, research work and artistic creativity, provided that this freedom is not in conflict with the rights of other persons, the JVLAM Constitution and laws and regulations.
- 4.2. To demand that all the rights of students stipulated in the documents regulating the study process at the JVLAM be respected.
- 4.3. To discontinue and resume studies, to change the study programme in accordance with the procedure established by the Law on Higher Education Institutions. To choose free elective study courses or thematic parts of study courses defined in the relevant study programmes. To take additional study courses beyond the credits as provided for in the study programme, for a fee.
(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)

- 4.4. To familiarise oneself with the content of the study programme at the start of their studies. To familiarise oneself in good time with changes to study programmes and the conditions for studying a course/module or thematic part of a study course.
(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)
- 4.5. When starting to study a study course/module or a thematic part of a study course, to receive information about the content of the study, the type, form and requirements of the examination, assessment criteria.
(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)
- 4.6. To make audio recordings, video recordings and take photographs during the study process with the permission of the lecturer and other persons present.
(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)
- 4.7. To receive an objective assessment of their work in a timely manner.
- 4.8. To receive high-quality lectures/lectures in accordance with the study plans. To inform the head of the relevant department immediately if the lecture/class does not take place or does not follow the study plan.
- 4.8.1. The student's right to attend face-to-face lectures/classes is not violated if the student is denied the opportunity to be on the premises of the JVLAM because the student cannot produce the documents listed in Paragraph 3.23 of these Regulations upon request by a JVLAM employee.
(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)
(as amended on 8 September 2021 by Senate meeting decision No 4, Minutes No 7)
- 4.9. To apply for permission to retake an examination or to postpone the completion of academic obligations if these obligations have not been completed in time due to objective circumstances, in accordance with the procedure established by the JVLAM.
(Amended by Decision No 4 of the Senate meeting of 31 August 2012 (Minutes No 5))
- 4.10. To participate in studies organised by other higher education institutions in accordance with the procedure set out in the Higher Education Institutions Law, with the written consent of the JVLAM, as well as to use study opportunities at foreign higher education institutions in accordance with the regulations "*Regulations on Study Abroad within ERASMUS+ and Nordlus Programmes*" and the procedure set out in the JVLAM *Regulations on Study Abroad*.
(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)
- 4.11. To obtain recognition of the content and scope of study courses acquired at other higher education institutions and in previous study periods in accordance with the procedure established by the JVLAM.
- 4.12. To use the premises of the JVLAM, including the library, computer room, Sports Centre and their equipment, for the performance of the tasks provided for in the Constitution. In the event that the student is unable to produce the documents listed in Paragraph 3.23 of these Regulations upon the request of a JVLAM employee, the JVLAM shall have the right to ask the student to leave the premises and territory of the JVLAM immediately, as well as to deny access to the premises and territory of the JVLAM until the student is able to fulfil the obligations set out in Paragraph 3.23 of these Regulations.
(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)
(as amended on 8 September 2021 by Senate meeting decision No 4, Minutes No 7)
- 4.13. To elect and be elected to the Student Self-Government, to participate in the collegial bodies of the JVLAM at all levels.
(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)
- 4.14. To obtain the necessary information directly related to the study process and possible career at the relevant institutions of the JVLAM.
- 4.15. To study in safe conditions appropriate to the study process, as determined by external regulations and internal regulations of the JVLAM.
(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)
- 4.16. To receive non-discriminatory treatment from other students and staff.
- 4.17. To receive warranties regarding the protection of personal and study data.
(As amended on 31 May 2017 by Senate meeting decision No 4 (Minutes No 5))
- 4.18. To receive scholarships and grants funded by the state or philanthropists in accordance with the established procedures.

4.19. To submit applications or complaints about deficiencies in the implementation of the study process, violations of the internal regulations to the JVLAM in the established procedure and to receive a response from an official within the established deadline.

5. Awards

5.1. A student may be awarded a prize for outstanding performance or achievement in research or artistic activity:

5.1.1. to award the JVLAM Certificate of Recognition;

5.1.2. to express the written thanks of the Rector;

5.1.3. to grant a cash prize, gift or otherwise

6. V Exclusion from the list of students - exmatriculation

A student shall be exmatriculated if:

6.1. 25.2. it is established that the student's admission has been influenced by deception, bribery or other conduct that violates the principle of equality of applicants;

6.2. circumstances have arisen that prevent one from continuing studies;

6.3. the person themselves wants it;

6.4. they have not successfully fulfilled the requirements of the programme of study within the deadlines set;

6.5. the student has not submitted their Progress Report within the deadlines set by the Directorate for Study Programmes;

6.6. they have not paid the tuition fees by the due dates;

6.7. they have not registered for studies in semester 1 within the deadlines;

6.8. they have has violated the internal regulations of the JVLAM;

(Amended by Decision No 2 of the Senate meeting of 16 January 2019 (Minutes No 1))

6.9. the student has fulfilled all the requirements of the study programme and financial obligations to the JVLAM, and has been awarded an academic or professional degree, professional qualification and a diploma of a state-recognised model.

7. Disciplinary penalties for non-compliance with the Internal Regulations for Students and procedure for their application

7.1. Disciplinary sanctions include:

7.1.1. remark;

7.1.2. reprimand;

7.1.3. firm reprimand;

7.1.4. exmatriculation;

7.1.5. **excluded** (Amended by the Senate meeting decision No 5, Minutes No 6 of 30 October 2013).

7.2. Disciplinary penalty procedure:

7.2.1. any student or employee of the JVLAM is entitled to identify a violation of the Regulations. They shall inform the head of the relevant department or the management of the JVLAM in writing of the recorded infringement. The disciplinary sanction may be imposed no later than one month from the date on which the violation was discovered.

(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)

7.2.2. before imposing a disciplinary sanction, the head of the relevant department or the Vice-Rector for Academic Affairs of the JVLAM shall request from the student a written explanation of the offence committed;

(as amended on 28 August 2018 by Senate meeting Decision No. 2, Minutes No 7)

7.2.3. disciplinary sanctions shall be applied by considering the nature of the offence, its consequences, the degree of the student's culpability in the offence, as well as the personal character of the student;

7.2.4. disciplinary penalties in the form of a reprimand, reprimand or severe reprimand shall be valid for one year from the date on which they are imposed;

7.2.5. exmatriculation shall be implemented as provided in Paragraph 6.8 of this Regulation;

7.2.6. **excluded** (Amended by the Senate meeting decision No 5, Minutes No 6 of 30 October 2013).

- 7.3. The student has the right to submit an appeal against the disciplinary sanction to the Academic Arbitration Court of the JVLAM within three working days from the date of the disciplinary sanction.

(Amended by Decision No 4 of the Senate meeting of 31 August 2012 (Minutes No 5))

Transitional provisions

1. The wording of Paragraph 3.23 of the Regulations shall enter into force on 11 October 2021. Until 10 October 2021, a student is obliged to present their student ID card, as well as an interoperable COVID-19 or COVID-19 vaccination certificate in paper or digital form, upon request by an JVLAM staff member while on the premises or territory of the JVLAM . If no such certificate is available, proof (paper or digital) of a negative Covid-19 test within the last 48 hours according to the algorithm published on the Centre for Disease Prevention and Control website. The cost of the test shall be borne by the student.

Chair of the Senate

professor Normunds Vīksne