

Approved at the Meeting of RTU Senate on 24 September 2007 (Minutes No 516).

INTERNAL CODE OF STUDENT CONDUCT OF RIGA TECHNICAL UNIVERSITY

1. General Provisions

1.1. The Internal Code of Student Conduct of Riga Technical University (further referred to as the Code) has been developed in accordance with the provisions stipulated in the Law on Institutions of Higher Education, Constitution of RTU, Regulation of the Cabinet of Ministers of the Republic of Latvia No 492 “On Procedures Ensuring Student Safety at Educational Establishments and Events Organized by Them” and other regulations and requirements regulating tertiary education.

1.2. The Code specifies the general rights and responsibilities of RTU students as well as their liability for the noncompliance with the Code. Specific internal rules of conduct at RTU classrooms, laboratories, libraries, hostels, and other premises are developed and approved by respective organizational units.

1.3. The Code is binding to all students of RTU.

1.4. Students confirm with their signature upon signing a learning agreement that they have read, understood and agree to comply with the Code.

2. Student Activity Management

2.1. Studies at RTU take place in accordance with the academic schedule.

2.2. Lectures and practical classes take place in accordance with lecture schedules, which are available for the students at the faculties, affiliations, and home pages of the faculties and affiliations not later than one week before the beginning of the respective semester.

2.3. Academic activities are carried out in accordance with the regulations approved by RTU Senate.

3. Student Responsibilities

3.1. Using best endeavors to acquire the selected study program, to fulfil the requirements of the study program when due according to the academic schedule. To observe RTU regulations on academic procedures.

3.2. With their conduct to facilitate the achievement of RTU aims set in RTU Constitution.

3.3. To observe the norms of interpersonal relationships, to treat other students, RTU personnel and visitors with respect.

3.4. To abide by the terms of the learning agreement signed with Riga Technical University.

3.5. At the lectures to comply with the requirements of the instructor, not to disrupt or interfere with any teaching or academic activity.

3.6. In compliance with the RTU regulatory procedures to timely inform in writing the head of the respective study program on suspension of the studies and/or alterations in the implementation of the study plan.

3.7. Not to use any unauthorized supplementary materials and aids, not to engage in plagiarism in the academic work.

3.8. To coordinate extra-curricular activities on RTU premises with administration of RTU, faculty, or affiliation.

3.9. To comply with the RTU regulations on the use of premises, including smoking prohibition.

3.10. Within the specified term, to fulfil all financial obligations towards RTU.

3.11. To use RTU property and resources with care. If any property is damaged or any losses are inflicted due to student action, to compensate for the losses incurred by RTU in accordance with the statutory procedure.

- 3.12. To inform themselves of the requirements and guidelines in relation to fire and occupational safety and to comply with these regulations and guidelines working with electrical equipment, chemical, biological, radioactive substances, etc., as well as while on the hostel premises.
- 3.13. Not to be present on RTU premises under the influence of alcohol and illegal drugs, not to supply or distribute illegal drugs and psychotropic substances.
- 3.14. To inform the record manager of the respective study program on any changes in personal data, residential or corresponding address, telephone number, e-mail address and other changes in personal data.
- 3.15. While at the premises and on the campus of RTU to present a valid student ID on request of an RTU employee.

4. Student Rights

- 4.1. To require and receive all documents regulating the study process at RTU and the information related thereto.
- 4.2. In compliance with the RTU regulatory procedures to interrupt and recommence studies, to change the study program.
- 4.3. Upon commencing the studies, to get informed about the curriculum of the study program and obtain information on the changes in the study programs and plans.
- 4.4. Upon commencing the studies at a particular study course, to get informed about the forms and terms of assessment as well as assessment criteria.
- 4.5. To timely receive an objective assessment of own academic performance.
- 4.6. To attend instructor tutorials in compliance with the RTU regulatory procedures.
- 4.7. In compliance with the RTU regulatory procedures to undertake study courses and to take examinations at other higher educational establishments.
- 4.8. In compliance with the RTU regulatory procedures to receive recognition of the content and volume of the study courses undertaken at RTU in the previous education periods.
- 4.9. To use RTU premises, equipment, library as well as culture and sport facilities to perform activities stipulated by RTU Constitution.
- 4.10. To elect and be elected in the student self-government.
- 4.11. To study in safe and safe-health environment.
- 4.12. To be treated equitably, free from all forms of discrimination by other students and employees.
- 4.13. In compliance with the regulatory procedures to receive scholarships and benefits.
- 4.14. In compliance with the RTU regulatory procedures to submit applications and complaints with regard to the implementation of the study process, violation of RTU and work procedures, and to receive answers from officials in due time.

5. Exmatriculation – Deletion from the Matriculation Register

- 5.1. Student is exmatriculated from RTU by RTU Rector or his authorized nominee upon application of the Dean of a faculty or the head of an affiliation, in case:
 - 5.1.1. it has been discovered that student enrolment occurred due to fraud, bribery or other action, which violates applicant rights to equality;
 - 5.1.2. certain circumstances that prevent the student from continuing studies have become known;
 - 5.1.3. the student expressed the willingness to get exmatriculated;
 - 5.1.4. the student in the time specified has not fulfilled the requirements of the study program or has not paid the tuition fee (regulations concerning exmatriculation are laid out in the “Regulation on

Examination” and in the resolution “On a Unified Sanction System for Students Having Academic Arrears”)

5.2. Exmatriculation is also enforced as a disciplinary penalty, if the student has committed a major violation of this Code.

6. Disciplinary Procedures

6.1. Appropriate penalties may be imposed upon student by the head of the respective organizational unit for violations of the Code of Student Conduct, internal regulatory procedures of RTU organizational units, fire and occupational safety regulations and guidelines as well as the Code of Ethics of RTU Students, Academic Personnel and Staff.

6.2. Disciplinary penalties are imposed taking into consideration the nature of the violation, its consequences, extent of student culpability in an offence, as well as the evidence that characterizes the personality of the student.

6.3. Exmatriculation is the extreme penalty.

6.4. Any RTU student or employee is entitled to register a violation of the Code, informing the respective organizational unit or RTU administration in writing. Prior to imposing the disciplinary penalty (except monetary penalty), the head of the organizational unit shall demand a written explanation from the student concerning the committed violation.

6.5. Disciplinary penalty can be imposed not later than one month upon discovery of the fact of the violation.

6.6. Student is entitled to file an appeal to RTU Senate with regard to the imposed disciplinary penalty or exmatriculation.