

APPROVED
by the Riga Graduate School of Law
Senate meeting of 25 September
2025

Decision No. 2025/7, Point 1.3 of the Minutes

Riga Graduate School of Law Student Regulations

DEFINITIONS

Academic Arbitration Panel – the highest academic dispute resolution body.

Academic leave – a process whereby a student suspends studies for a definite time period.

Academic year – a time period of study structure, which usually begins in September and ends in June of the upcoming year.

Administration – the governing body of the RGSL.

Attendance – student's synchronous participation in the RGSL in-person or online study process.

Course – a structural academic unit of teaching regarding a particular subject.

Course outline – a document which stipulates the main requirements, the content and the learning outcomes of a course.

Course responsible – a faculty member responsible for the course design and implementation.

Credit – an academic measurement in numbers which corresponds to a particular course workload.

Director – the highest administrative and financial executive of the RGSL.

Exmatriculation – the removal of the student from the student list upon graduation or for the reason of non-fulfilment of the respective academic requirements.

Expulsion – a decision, whereby a student due to previous misconduct or non-fulfilment of academic requirements is no longer entitled to study at the RGSL.

Faculty – the entirety of teaching personnel at the RGSL.

Matriculation – a process of reviewing the official qualifications of a student candidate, which results in a person becoming an RGSL student.

Original due date – a date specified in the Study Agreement, until which a student must submit a thesis if all other academic requirements have been fulfilled.

Programme Director – the main administrative and academic staff member responsible for the entire Bachelor or Master programme.

Rector – the highest administrative and academic RGSL official.

RGSL Portal – an internal software system, where study requirements and materials are posted, and submissions are uploaded.

Student card – an official document issued by the RGSL, which affirms that a student is in a study relationship at the RGSL.

Study agreement – a contract that stipulates the rights and obligations between the RGSL and a student.

Study Department – a department at the RGSL responsible for dealing with practical matters of the study requirements, ensuring a smooth study process and encouraging the fulfilment of student obligations.

Study Room – designated areas for the students to use for study on the ground floor of the P.Wallenberg building.

Thesis – the final written academic paper offering scientific value and whose defence entitles a student to graduate from the RGSL after completing other academic requirements.

Tuition fee – study payment.

GENERAL TERMS

1. The Riga Graduate School of Law (RGSL) Student Regulations define students' rights and responsibilities during the study process. Upon matriculation, the student acquires all rights stipulated in the Law on Higher Education Institutions of the Republic of Latvia, Law on Riga Graduate School of Law and the Constitution of RGSL and undertakes the appropriate responsibilities. All students are given a copy of the Student Regulations, as confirmed by the Study Agreement. The RGSL Student Regulations are available on the RGSL Portal and in the Study Department.

2. Teaching takes place in the RGSL premises at Strēlnieku street 4, k- 2 – P.Wallenberg building. Students may be requested to present their Student cards at the entrance.

3. RGSL premises are open to students 7:30–22:00 on weekdays and 9:00–20:00 on Saturdays and Sundays. Summer and holiday working hours may vary. Information on changes and exceptions shall be provided by the RGSL Administration.

4. The Law Library (7th floor, P.Wallenberg building) is open for students 9:00–20:00 on weekdays and 10:00–17:00 on Saturdays and Sundays. Summer and holiday schedules may vary. Information on changes and exceptions shall be provided by the Library administration.

5. RGSL Administration (5th floor, P.Wallenberg building) working hours are 9:00–17:00 on weekdays. Members of the Faculty and Administration are available by arrangement or through the Study Department (2nd floor, P.Wallenberg building).
6. Vacant classrooms and group rooms can be booked through the Study Department for group work and individual studies.
7. Students may use the wardrobe on the 1st floor of the P.Wallenberg building.
8. General information about the study process can be found on the information board on the 1st floor of the P.Wallenberg building. Students are prohibited from displaying materials on the information board that are not directly related to the study or research process, students' cooperation with employers or events organised at RGSL. Such materials include, but are not limited to political or commercial advertising.
9. The main means of communication with RGSL Faculty and Administration is electronic correspondence, using the assigned RGSL e-mail address, which is considered official. Students shall check their RGSL e-mail regularly. A document sent to a student by e-mail shall be deemed to have been notified on the second working day after it was sent.
10. Food and drinks may only be consumed in the cafeteria or designated areas. Soft drinks are allowed in the classrooms without disturbing others.
11. Smoking, consumption and distribution of alcohol, narcotic drugs and psychotropic substances are prohibited on the premises of RGSL. No person shall be under the influence of alcohol, narcotic drugs and psychotropic substances on the premises of RGSL.
12. Mobile phones and other devices must be in silent mode in classrooms and the Library.
13. Students should report any change of name, address, telephone number, or bank details to the RGSL Study Department within a week after the change has taken place. In case of a change of identity document (passport or ID), students are obliged to submit its copy to the Study Department.

STUDY PROCESS

14. English is the official language of education at RGSL.
15. In accordance with the Riga Graduate School of Law Procedure for the organisation and implementation of the distance learning process, RGSL reserves the right to organise up to 50% of the contact hours set for the implementation of the relevant study programme remotely.
16. Students are required to attend classes. The attendance policy is determined by the course responsible. Active participation is expected in all lectures, seminars and other learning activities, including online classes. During online classes, the students are required to switch on the cameras. Failure to switch on the camera may be counted as a missed session.

17. Classes are normally 2 x 45 minutes with a 15- minute break in between unless otherwise specified by the lecturer. In case of late arrival, students shall take their seats in the classroom without disturbing others. Repeated late arrival may result in non-admission to the lecture. Lecture schedules are published in advance. Students must consult the latest news on the RGSL Portal, via e-mail and on the information board (1st floor, P. Wallenberg building) for up-to-date information.

18. Students have the right to receive full information about the course content, workload and other course requirements no later than two weeks before the beginning of the course. This information is available on the RGSL Portal. It is the student's responsibility to familiarise themselves with the course outline, including attendance requirements, before the start of the course, referring any uncertainties to the course responsible.

19. Credits are awarded for every successfully completed course. Credits for every assignment may be earned only once, meaning that the same work cannot be submitted (in part or in full) for earning new credits. The number of credits for a course is indicated in the course outline. Before thesis submission, students must obtain the required number of credits corresponding to the particular programme requirements.

20. Unless otherwise stated in the Study Agreement, Students may switch the programme, or the mode of studies according to the study plan with the consent of the respective Programme Director. In such cases, a student might be subject to additional fees.

21. Students have the right to attend courses of other higher education institutions and take necessary tests in the set procedure as listeners. In case they wish their credits to be recognised at the RGSL, the consent of the Programme Director must be obtained in writing.

22. Students have the right to suspend and resume studies. All decisions on academic leave are taken by the Head of the Study Department after considering the student's written application. Academic leave is granted for one year and only once during the Study period. In exceptional cases, the Rector can grant additional academic leave after reviewing the student's application supported by documentary proof. If after the academic leave, the student does not renew their active student status within the deadline agreed upon with the RGSL, the student shall be exmatriculated. After resuming studies, a student must comply with any amended or updated Student Regulations and pay the study fees applicable.

23. To monitor the learning process, students are strongly recommended to submit course evaluations at the end of each course. The student shall base his/her evaluation on the principles of mutual respect, fairness and objectivity. The Study Department reserves the right not to publish course grades before the course evaluation is completed.

ASSIGNMENTS

24. A course assignment can be an intermediate assignment as well as a final examination. The format of each assignment is chosen by the lecturer and must be indicated in the study course

outline together with the weighted grading criteria. The general procedure for organising assignments is described in the Riga Graduate School of Law Regulations on Assignments and Marking.

25. Assignments can be organised via in-class or distance models. There are several types of assignments:

- a. closed-book assignment without the use of study resources;
- b. open-book assignment with the use of study resources;
- c. oral assignment;
- d. take-home assignment.

26. Students may take the examination only when all academic requirements for the course have been met, or as determined by the course responsible. Sick leave or other absences, e.g. related to the student's professional duties, do not exempt the student from fulfilling the course requirements after the absence.

GRADING SYSTEM

27. A ten-point grading system is used for most assignments, exams and all thesis evaluations. In some courses the evaluation is done by using “Pass” and “Fail”.

Achievement level	Grade	Meaning	Approximate ECTS grade
Very high	10	with distinction (<i>izcili</i>)	A
	9	excellent (<i>teicami</i>)	A
High	8	very good (<i>ļoti labi</i>)	B
Medium	7	good (<i>labi</i>)	C
Low	6	almost good (<i>gandrīz labi</i>)	D
Very low	5	satisfactory (<i>viduvēji</i>)	E
	4	almost satisfactory (<i>gandrīz viduvēji</i>)	E
Minor fail	3	unsatisfactory	FX
Major fail	2- 1	(<i>negatīvs vērtējums</i>)	F

28. The student will receive a diploma with distinction if the grade point average is between 9- 10; with merit if the grade point average is between 8- 9; and standard – if the grade point average is between 4- 7.9. The grade point average is calculated as the weighted average of the thesis grade and all course grades combined.

29. When assessing course components (exams, essays, written assignments, etc.), examiners may use one decimal point to distinguish between grades. In the final calculation of the grade assigned for a course, the grade is rounded up or down to the nearest integer.

RE-EXAMINATIONS

30. When course requirements are fulfilled, a student who fails, is late or misses an exam is entitled to one re- sit. A re- sit takes place during re- exam sessions on dates determined by RGSL and is subject to additional fees. Under exceptional circumstances, the Study Department may decide to waive the fee if the reasons for postponement are justifiable and supported by documentary proof. The number of re-sits is limited to a total of four per academic year.

31. A student who fails a re- sit must retake the course if it is a mandatory course or take the same or another course if the course is an elective. Re-takes of the courses are carried out at the student's expense. The same applies to students with postponement who have not passed a course within twelve months of the original exam.

32. The Head of the Study Department takes all decisions relating to postponement and re- sits together with the course responsible.

THESIS

33. At the end of their studies, Bachelor and Master students must submit a thesis. The thesis may be submitted only after the student has obtained thesis qualification by passing all exams and fulfilling all programme requirements and financial obligations. All procedures related to the final thesis are regulated by the Regulations on Elaboration and Defence of Theses at Riga Graduate School of Law.

34. The due date for thesis submission is set by the RGSL at the beginning of each academic year. All students defend their theses in public defences in front of a theses defence committee before receiving their final mark.

35. A student who fails the thesis defence or fails to submit the thesis by the original due date set by RGSL is entitled to submit and defend a thesis subject to an additional fee. In case a student has failed the thesis defence, a student may decide whether to have the thesis re- sit by writing a thesis on a new topic or by submitting a revised version of the thesis.

EXMATRICULATION

36. Students will be exmatriculated based on the decisions of the Academic Arbitration Panel as well as the Rector's orders in the following cases unless academic leave has been obtained or an individual agreement has been made:

- a. When the student obtains less than 15 ECTS credits within one academic year. This does not apply to students who have obtained thesis qualification or students on a part-time agreement;
- b. When the student owes a tuition fee debt that has not been paid in accordance with the deadlines set out in the RGSL regulations on late tuition payments;
- c. If the student does not return from the academic leave;
- d. When the student has failed to defend a thesis within three academic years since the original due date of thesis submission;
- e. In any other case established by regulations governing RGSL.

LATE SUBMISSION OF ASSIGNED WORK

37. If any assignment is submitted after the set deadline, including any extensions granted, it is not accepted, and it is considered that the student has failed to submit the assignment.

38. In the case of justified requests, the course responsible has the right to grant an extension for the submission of the course assignment. In this case, the student is obliged to inform the course responsible in good time before the deadline about the reasons for requesting the extension.

39. In case a student due to justifiable reasons is not able to submit a thesis or research paper by the set deadline, a student is entitled to ask the Programme Director for an extension. The Programme Director will evaluate the student's request and will decide if an extension can be granted. In any case, an extension for submission of a thesis cannot be longer than five working days.

ACADEMIC HONESTY

40. Academic honesty is a set of core values binding on every RGSL staff member, including students, which includes honesty, ethics, trust and fairness and are the basis for decision-making and the performance of activities in education, research and the academic environment. The Academic Honesty Policy explains the basic principles of academic honesty, their observance and the main procedures for examining violations of academic honesty, thereby strengthening the academic culture, implementing a unified approach and promoting the quality improvement process at RGSL.

PROCEDURE FOR SUBMISSION OF COMPLAINTS AND PROPOSALS AND SETTLEMENT OF DISPUTES

41. According to the Riga Graduate School of Law Regulations on Assignments and Marking, the student has the right to dispute the grade of the course assessments.

42. Complaints or proposals regarding the study process or the programme shall be submitted to the Programme Director. Complaints or proposals that are not directly related to the study process shall be submitted to the RGSL Director. The detailed procedure for submitting complaints and proposals is stipulated in the Regulations for Review of Complaints and Proposals at Riga Graduate School of Law.

43. The decision taken by any representative institution or decision-making body of the RGSL may be appealed to the Academic Arbitration Panel within one month from the moment it is made. The Academic Arbitration Panel is the highest collegial academic dispute resolution body, which adjudicates cases upon request according to the Regulations of the Riga Graduate School of Law Academic Arbitration Panel. The decision of the Academic Arbitration Panel is final.

STUDENT ASSOCIATION

44. The Student Association is an elected, independent, self-governing body representing the rights and interests of students at RGSL. The activities of the Student Association are regulated by the Regulations of the Student Association of Riga Graduate School of Law.

LAW LIBRARY

45. Students must follow the Law Library Regulations when visiting and using the Law Library.

46. RGSL charges fees for copying, printing and scanning based on the RGSL Library price list.

47. Authorisation for printing/scanning/copying facilities is done by using Student cards. Renewal of a lost or damaged student card is subject to an additional fee.

COMPUTER FACILITIES AND PHOTOCOPYING

48. All computers, computer networks and copying facilities may be used for study purposes only. When accessing the computer facilities or copy centre, students should act responsibly.

49. Students can use the Study Room for individual and group work.

OTHER MATTERS

50. Any person taking decisions on behalf of RGSL concerning the students shall avoid conflict of interest, which may occur where professional, personal or other relations between the student and the person concerned may impact the decision. Where such a conflict arises, the persons concerned

should either excuse themselves or raise this issue with the Rector or Director of RGSL.

51. Every student, staff member and guest lecturer of RGSL is obliged to observe the RGSL Code of Ethics, creating a culture within RGSL that provides a safe, trusting and ethical environment for study, research and work.

52. Issues not otherwise covered by the present Student Regulations are regulated in compliance with the Law on Higher Education Institutions of the Republic of Latvia, Law on Riga Graduate School of Law and other rules and regulations of RGSL, including the RGSL Constitution (*Satversme*) and other documents governing study, administrative, financial and other issues at RGSL, or are settled by the Rector or Director within their area of responsibility.