



Riga Graduate School of Law Regulations on Assignments and Marking

1. Course assignments

- 1.1. The course assignment can be an intermediate assignment (compulsory or optional) as well as a final examination.
- 1.2. The format of each assignment is chosen by the faculty member and must be stated in the course description, along with an indication of the weighting in the overall course grade. The faculty member must also explain to students the structure of the tests, as well as the policy for using artificial intelligence (AI) tools in the course, within a reasonable period of time.
- 1.3. Assignments can be organised either in-class or remotely.
- 1.4. In-class assignments are carried out in the auditorium during the sessions or examination week:
 - 1.4.1. closed-book assignment without the use of study resources;
 - 1.4.2. open-book assignment with the use of study resources;
 - 1.4.3. oral assignment.
- 1.5. Assignments organised remotely are take-home assignments.
- 1.6. The course responsible is obliged to evaluate each assignment no later than within 20 (twenty) working days, counting from the day of the respective assignment.
- 1.7. In case a student due to a health condition (physical and/or mental condition) needs any support in a course assignment (intermediate assignment and /or final examination), the student must submit to the Study department a request to provide appropriate support. Such a request must be supported by a doctor's note, which 1) confirms the health condition of the student; 2) states what kind of support is needed; 3) indicates the period in which the support is needed. The student must submit the request no later than within four weeks after the beginning of the academic year in case the condition is already existing. In case the condition is sudden and occurs at any point during the academic year, the student must submit the request as soon as possible, but no later than three working days before the date of the assignment. Riga Graduate School of Law will evaluate each request and discuss with the student the available support. In case it is not possible to provide the requested support, a reasonable solution will be offered to the Student.
- 1.8. The requirements of these regulations apply when assessing research papers. The assessment of theses is regulated by the Regulations on Elaboration and Defence of Theses at Riga Graduate School of Law.

2. In-class examination procedure

- 2.1. In-class final examinations are held in an auditorium on a specific date and time and in

- the presence of the examination invigilator(s). Lecturers may be present.
- 2.2. Before the beginning of an examination, students register their arrival by presenting the student ID card to the examination invigilator and signing the examination register.
 - 2.3. After registration, a student can take a seat, either specified by the examination invigilator(s) or freely chosen.
 - 2.4. Students must arrive on time for an examination. A student may be refused admission to the exam if they fail to arrive on time.
 - 2.5. Communication among students and walking in and out of the examination room during the examination without the permission of the invigilator is strictly forbidden.
 - 2.6. The students must sign upon the completion and submission of their examination in the examination register.

3. Closed-book examination

- 3.1. At closed-book examinations, any personal items to be used during the exam, such as writing tools or water, must be placed on the student's exam table before the start of the examination.
- 3.2. Any other items must be placed in a bag; students may keep the bag under their table, but may only access it during the exam with prior permission and assistance from an examination invigilator.
- 3.3. Mobile phones, computers and other communication tools must be fully switched off (i.e. not merely placed in silent, sleep or airplane mode) and handed over to the supervisor for the duration of the exam.
- 3.4. Violation of the rules indicated in points 3.1 -3.3 During closed-book examinations may be treated as attempted cheating and the student concerned may be ordered by the examination invigilator to leave the exam room.
- 3.5. A student who wishes to contest the finding of the examination invigilator may submit a complaint to the Head of the RGSL Study Department, who will consider the issue after the end of the exam.
- 3.6. If the Head of the RGSL Study Department confirms the finding of cheating, the examination is failed, and, as a further consequence, the entire course is failed. The case of cheating will be entered into the student's record.

4. Open-book examination

- 4.1. At open-book examinations, students are allowed to use the study resources that have previously been specified by the course responsible. In case it is specified, the students are allowed to use personal computers.
- 4.2. Students are forbidden to contact other students, incl. by using any communication tools.
- 4.3. Mobile phones must be fully switched off (i.e. not merely placed in silent, sleep or aeroplane mode) and handed over to the supervisor for the duration of the exam.
- 4.4. Violation of the rules indicated in points 4.1 -4.3 during open-book examinations may be treated as attempted cheating and the student concerned may be ordered by an examination invigilator to leave the exam room.
- 4.5. A student who wishes to contest the finding of the examination invigilator may submit a complaint to the Head of the RGSL Study Department, who will consider the issue after the end of the exam.
- 4.6. If the Head of the RGSL Study Department confirms the finding of cheating, the examination is failed, and, as a further consequence, the entire course is failed. The case of cheating will be entered into the student's record.

5. Oral final examination

- 5.1. Oral examination may be an individual question-answer session, individual or group presentations, participation in moot courts, etc. The requirements and procedure of the oral examination are set by the course responsible.
- 5.2. General procedure of an individual question-answer session is as follows:
 - 5.2.1. The maximum student preparation time for the oral exam is 30 minutes, and the maximum student response time is 20 minutes. The lecturer may also set a shorter time; recommended preparation time is not less than 10 minutes and the response time is not less than 10 minutes.
 - 5.2.2. Before the examination, the lecturer informs the students about the rules of the examination, including the time for preparation and answers, the materials to be used during the examination and other rules.
 - 5.2.3. During the oral examinations, only the lecturer and the student taking the exam are in the auditorium (or online). The lecturer has the right to invite another representative of the RGSL staff (academic or administrative) to help monitor and record the examination session.
 - 5.2.4. The lecturer informs the student about the examination mark at the end of the examination.
 - 5.2.5. The course responsible has the right to adapt this procedure for their examination.

6. Take-home examination

- 6.1. Take-home examination may be an essay, a detailed answer to questions, research work, an online test, etc.
- 6.2. All written contributions must be submitted to the RGSL intranet portal within the specified term, using the assigned username and password.
- 6.3. Online tests are performed on the RGSL intranet portal over a pre-determined period of time.
- 6.4. In case the assignment is not submitted within the set time it is considered failed.

7. Assignment marking

- 7.1. RGSL applies the Latvian ten-point marking scale, with correspondence to the ECTS scale as established by the Ministry of Education of the Republic of Latvia. In some courses evaluation with "Pass" and "Fail" may be used. Marks for assignments may be given with two decimal points, but final course marks are rounded up to integers.
- 7.2. RGSL applies the principle of absolute marking and does not use the principle of relative marking, where the result of the best student in any given class equals the top mark.
- 7.3. The mark of "7", corresponding to an ECTS mark of C, is the expected level of performance from an average student, resulting from an average level of teaching.
- 7.4. Students are awarded higher and lower marks according to how much they deviate from the expected average mark of "7".
- 7.5. In a given course it may be possible to shift the expected level of performance from the average mark of "7" to compensate for any difficulties encountered in achieving the expected average level of teaching.

8. Failing the assignment

- 8.1. If the student has not arrived, was late or has not passed the assignment within the specified time, the student receives a mark "0".

- 8.2. To assess whether the student has passed the study course, the total mark with the appropriate weights is calculated. If the total mark is “3” or lower, the student has failed the study course.
- 8.3. Sick leave does not exempt a student from fulfilling the requirements of the study course.

9. Re-examination

- 9.1. If the student has failed an exam, course responsible prepares the content of the re-examination, ensuring that the amount of invested work in the re-examination is equal to the original examination.
- 9.2. The re-examination mark replaces the corresponding exam mark.
- 9.3. The following principles are used regarding re-examination:
 - 9.3.1. The RGSL Study Department organises re-examinations, notifying the student about its time and place;
 - 9.3.2. In the last semester of studies, re-examinations take place during the same semester.
- 9.4. The student has to pay a fee for the re-examination, but if the student submits justifying documents confirming their absence due to reasons beyond the student’s control, the Head of the RGSL Study Department may release the student from the re-examination fee.
- 9.5. If the re-examination is not taken or is not passed, the student may retake the study course the next time it is offered at RGSL. Compulsory courses must be retaken. This also applies to students in their last semester.

10. Sanctions and appeal

- 10.1. If the student considers that significant procedural violations have been committed in the course assignment or there are errors in the assessment procedure, the student may submit a written reasoned request to the lecturer who has assessed the course assignment to review the mark (hereinafter – the application). The application must be prepared in e-mail format, and a copy must also be addressed to the RGSL Study Department.
- 10.2. A material procedural violation is a violation of the regulatory enactments regulating the examination or such circumstances during the course assignment that could in themselves affect the student’s performance during the assignment (e.g. inclusion of questions in the examination that do not correspond to the study course description, loud noise, etc.).
- 10.3. Errors in the evaluation process are errors whose existence can be easily and objectively verified (e.g. incorrectly counted points, an answer considered wrong by mistake, an evaluation based on considerations that are not objectively and rationally related to the course examination, etc.). Evaluation considerations are based on the academic opinion of the lecturer, as well as considerations that fall within the freedom of evaluation of the lecturer (for example, the significance of mistakes made in the student’s contribution and the impact on the assessment of the course examination) cannot be recognised as errors in the evaluation process.
- 10.4. The student has the right to submit an application to the lecturer within ten (10) working days from the announcement of the assessment on the RGSL intranet portal.
- 10.5. In the application, the student indicates the name, surname, and student ID number, as well as a reasoned justification of the application. Documents confirming the circumstances referred to in the complaint may be attached to the application.
- 10.6. The application is reviewed within ten (10) working days from the day of receipt of the

- application.
- 10.7. If the student's application is justified, the lecturer may change the student's assessment, informing the RGSL Study Department about it.
 - 10.8. If the lecturer considers that the student's application is not substantiated, the lecturer rejects it, informing the student about the reasons for rejection.
 - 10.9. In case the situation specified in Article 10.8 occurs, the student may appeal the decision of the lecturer to the Programme Director by sending an application electronically within ten (10) working days after the decision of the lecturer. The Programme Director reviews the student's application within ten (10) working days, if necessary, involving another faculty member (expert) of appropriate competence to obtain an opinion on the grade of assignment.
 - 10.10. If the Programme Director considers that the application is not justified, then the student's application is considered rejected. The Programme Director notifies the student by e-mail of the reasons for rejecting the application. This decision may be appealed within one (1) month to the RGSL Academic Arbitration Panel. If the Programme Director decides that the application is justified, then:
 - 10.11.1. The Programme Director may ask the teaching staff to organise a re-take of an equivalent assignment (free of charge), the evaluation of which will replace the previous grade;
 - 10.11.2. Taking into account the observations of the responsible teaching staff, as well as the opinion of the engaged expert (if applicable), the Programme Director may decide to change the grade, informing the student and the RGSL Study Department thereof.
 - 10.11. If the lecturer has made a decision not to admit the student to the final examination of the study course and the student considers that this decision is not based on the requirements specified in the course description, including significant procedural violations or errors in the assessment process, the student may submit an application to the lecturer to review the decision. The student's application must be submitted and reviewed in accordance with the procedures specified in this chapter.