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Regulations on the studies in the Baltics International Academy

In the regulations used terms:

- *Academic hour* - study work time unit, which duration is 45 minutes. The duration of one lesson is two academic hours or 90 minutes. *Academic vacation* - a break in studies during which a student does not participate in the study process but is not exmatriculated;
- *Accredited study programme* —accredited study direction study programme, whose relevant study direction evaluation in process recognized about appropriate legal requirements;
- *Distance learning* - a part of the face-to-face study process in which students study, including using information and communication technologies, without being physically in the same room or study location with a faculty member (in accordance with the Education Law);
- *Exmatriculation* - student exclusion from student list;
- *Hybrid studies* – a form of face-to-face study, in which some students study face-to-face, and some study remotely;
- *Matriculation* - the registration of a person on the student list (*matriculation*) after fulfilling the admission requirements;
- *Contact hour* – academic personnel and student direct contact, whose is implemented study programmes goals and task to achieve accordingly study programmes for the plan and which duration there is one academic hour;
- *Credit score* - a unit of measurement for study workload according to the European Credit Transfer and Accumulation System (ECTS). One credit point corresponds to no less than 25 academic hours of study work;
- *My BIA* – information system for university administrative management processes;
- *Moodle* – university learning system: <http://do.BIA.edu.lv/>;
- *Incomplete time studies* - study type, to whom corresponds less than 60 credits academic in the year.
- *Class* – a form of organizing studies that includes lectures, seminars, and other types of classes in a study course;
- *Class schedule* – the distribution, location and time of classes for the study courses provided for in the study plan of the study programme;
- *Test* - certain okay actionable purposeful event student knowledge, skills and other study result for evaluation. Test types is: current tests (for example, test, independent work, practical work, laboratory work, report, essay, paper, work at the seminar etc. c), and study course final tests (test, exam, state or final test);
- *Full-time studies* – a type of study that corresponds to 60 credit points per academic year;
- *Internship* – a part of a relevant study programme with the aim of consolidating the student's

- acquired theoretical knowledge and acquiring relevant skills and competence;
- *Promotion* — sciences doctor's degree allocation;
- *Reflectant* - person, whose submitted application for study for launch;
- *Student* - a student in a first cycle, bachelor's, master's or doctoral study programme;
- *Study course* - an organized study programme of knowledge, skills and competencies acquisitions systems presentation, to whom is defined study results, about which achievement is granted credit points. The course of study is being implemented one or more semesters within;
- *Study contract* – an agreement that a person concludes with a higher education institution regarding the acquisition of a study programme;
- *Tuition fee* – the fee set by the higher education institution for studies in a study programme;
- *Study plan* - an informative document about the study courses to be taken in the study programme, their scope, tests, sequence and distribution by semester;
- *Study phase* - any component of a study programme that is assessed and documented and includes knowledge, skills and competencies acquisition, but not full study programme;
- *Study programme* - education organizations basic unit, whose includes all specific academic degree and/or professional qualifications for obtaining necessary requirements. That regulates study a description of the content and implementation, which determines the study objective and at the end of the study program planned study outcomes, requirements for previous education, and the education offered content, including study courses, modules and the distribution of credit points between them, in accordance with national education standards, how also criteria study result to achieve and for evaluation and inspection shapes and order;
- *Study programs licensing* - law allocation implement certain study programme;
- *Learning outcomes* - the outcome obtained at the end of a study programme, study module or study course knowledge, a set of skills and competencies.

1. General rules

1.1. The purpose of the Study Regulations (Regulations) is to determine the basic principles of studies and the procedure for their implementation at the Baltic International Academy (hereinafter referred to as BIA).

1.2. Studies at BIA are organized in accordance with the BIA Constitution, the Law on Higher Education Institutions and relevant regulatory enactments in force – laws, regulations of the Cabinet of Ministers, orders of the Ministry of Education and Science and other regulatory documents, as well as internal regulatory enactments of BIA. The Regulations do not apply to joint study programmes and double diploma study programmes.

1.3. Every Latvian citizen or non-citizen, European Union citizen, European Economic Area citizen or Swiss Confederation citizen and permanent resident of the European Community who has a valid residence permit, as well as a foreigner, has the right to study at BIA. In order to start studies at BIA, documentary evidence of previous education that meets the requirements of the study programme and is recognized in Latvia is required.

2. Study programmes

2.1. Studies BIA is implemented Latvian regulatory acts in accordance with the established procedure in the official language or a foreign language, which is determined in accordance with the applicable regulatory enactments and study programme accreditation documents.

2.2. BIA could be implemented such programmes:

- 1) short-cycle, first and second-level professional higher education educational study programmes;
- 2) academic bachelor's degree and master's study programmes;
- 3) doctor's study programmes.

2.3. All BIA licensed study programmes are implemented within the framework of BIA accredited study fields. in full-time and part-time studies. Study results in all study in ways is equally.

3. Admission in the study programme (matriculation)

3.1. Reflectant admission at the academy is done according to with BIA regulations "Admission rules and matriculation order Baltic International "At the Academy".

3.2. To organize student admission to the BIA, with the consent of the rector or Order of the BIA Board members for the next time is established for the academic year admission commission.

3.3. Admissions commission prepares a study contract only then, if the applicant has submitted all necessary documents and done payment about first study period (month, semester, year) BIA. The admissions committee transfers the personal file of the admitted student to the BIA. For the study part no later than like a month after study contract design.

3.4. Information about study contracts concluded by the admissions committee is transferred electronically to the BIA accounting and the Studies Department. After checking the fulfillment of the payment terms in each contract, the accounting department transfers the data of each person's completed file to the Studies Department, which prepares a draft order on matriculation and transfers it to the BIA rector for signing. The BIA rector's order is the basis for registering the person in the student list (*matriculation*).

3.5. A person has the right to begin studies in the BIA study programme at later stages of study, in accordance with the procedures established by the BIA.

4. Study contract

4.1. Between BIA and study contract concluded by students determines the basic rules and procedures for studies at the BIA, the conditions of which are approved by the BIA Senate.

4.2. A study contract is concluded for one study programme implemented at the BIA, following the admission procedure.

4.3. The study contract may be suspended if the student has not fulfilled his/her obligations under the study contract and the internal regulations of the BIA.

4.4. Students have the right to terminate the study contract on their own initiative before the start of the semester and 75% of the amount is refunded the amounts paid, no later than as within a month after student application receipt. If classes in the study programme already is have begun, paid amount about this semesters are not returned.

5. Study fee

5.1. The tuition fee price list is determined annually. BIA reserves the right to change the tuition fee amount once a year in line with official inflation. within the level, in all other cases the amount of the fee remains unchanged throughout the study period, if in studies no break (academic not used) vacation).

5.2. Tuition fee payment deadlines and rules:

- 1) applicants – before study contract closing;
- 2) for students – by September 15 in the fall semester and by February 15 in the spring semester. Master's students, doctoral students, part-time students pay for their studies by October 1 in the fall semester and by February 15 in the spring semester. Winter admission students pay for their studies according to the winter admission tariffs approved by the BIA Senate. If necessary, the BIA Senate may determine the payment terms and amounts individually for each BIA branch, in coordination with the BIA Board. Students have the right to pay for their studies in installments, but no later than December 1 in the fall semester and no later than May 1 in the spring semester.
- 3) about payments day is considered money funds crediting day BIA bank settlement in the account;
- 4) If the fee for the current semester of studies is paid after the deadline specified in the study contract, students are charged punishment money 0.1% in the amount about every calendar day

from unpaid study fees in the specific semester. When calculating the fine, the planned study credit not included in the amount of debt. If the BIA receives a refusal to apply for a loan for assignment, then the student is given two weeks to delete arising financial debt-free punishment sanctions (excluding fines) money);

- 5) payments, which is received BIA bank current account about specific student for studies, at the beginning counted shows for deletion about previous semesters, after then – principal amounts for payment about current semesters, and only after then is being deleted calculated debt.

5.3. BIA accounting no less often how 2 times per semester informs students about their financial commitment failure to comply according to with study contract:

- 1) no later than 20 days after the payment deadline specified in 6.2. p. Lists of students for whom there is no information in the accounting regarding payment for the current semester are submitted to the Studies Department, the BIA Information Center and study programme directors. From this moment on, the issuance of certificates, assignments and other documents confirming the fact of studies at the BIA is suspended for the aforementioned students;
- 2) three weeks before test-exam sessions beginning. In module training – three weeks before the end of the relevant semester. In addition, students are sent written warning (by electronic by mail, by SMS text message). Student is warned that he is not allowed to take the session, and that at the end of the semester he will be exmatriculated from BIA, if up to the specified probably will not be settled financial obligations.

5.4. If a student fails to settle his financial obligations to the BIA within the specified period, he becomes a debtor.

5.5. The price list and payment procedure for additional services provided by the BIA to students are determined by the BIA Senate after consultation with the BIA Board.

6. Study fees relief

6.1. Tuition fee reductions (discounts) are determined in accordance with BIA Senate decision. Current information on tuition fee discounts is published on the BIA website: <https://bsa.edu.lv/index.php/en/tuition-fee/tuition-fee-discounts.html>.

6.2. Lists of students who are entitled to receive a discount for the current academic year based on their study results semester payment, BIA Study Department and branches submit to accounting by February 10th after the end of the fall semester and by July 25th after the end of the spring semester. Lists of part-time and distance learning students shall be submitted no later than 15 days after the relevant exam sessions end. These lists is approved with BIA rector's order.

6.3. Study fees relief, which separately students receives simultaneously various reason because of, not summed up, if alone that no specially certain this relief receipt in the rules. When determining the amount of the fee, in this case only one (maximum) discount is taken into account. In special cases, based on a student's application, a decision on granting financial relief for one semesters can accept BIA rector or Board members.

7. Study condition amendment (study) programs, course or type of study place change)

7.1. All study places of the student (branches, streams, study types of one study programme) within the framework of) changes are made by order of the BIA Rector in accordance with the procedure and within the deadlines set, which do not exceed the first two weeks of study from the beginning of the relevant study semester. In exceptional cases – after this The student submits a specific application form to the BIA study programme director regarding his/her desire to change study location (branch) or type of study at the BIA Information Center or to the branch director. The Information Center registers the received application, transfer it to the study programme to the director and with that visa it is transferred to the Studies Department. The Studies Department checks the student's progress, but BIA accounting checks the student's fulfillment of financial obligations at the time of transfer. After then BIA The study department prepares the order project about study places change. Draft orders are submitted to the BIA rector for signature. share and accounting is responsible about the truthfulness of

the data provided.

7.2. If, at the student's request, the place of study (branch) and/or type of study (full-time or part-time) is changed, in the valid study contract and in the student's personal file, in the column "Information on amendments to the contract", after the BIA Rector's order on the transfer, the Studies Department makes a note of what amendments have been made to the student's study contract and on the basis of what order (date, number). The completed column "Information on amendments to the contract" is signed by the Head of the BIA Studies Department with a signature decryption and affixed with the BIA seal, as well as; it is signed by the student with a signature decryption. At the same time, the BIA Studies Department records the amendments in the relevant student's study card and makes the necessary changes in the BIA Studies Department database. The employees of the BIA Studies Department are responsible for the accuracy of the information entered.

7.3. Personal file of a student transferring to another BIA study location (branch) together with study map and second study copy of the contract is transferred to the new place of study.

7.4. If the study conditions (branch, stream or study form), a fee is charged for the preparation of new documents according to the BIA Senate the approved price list of paid services, except in cases where the student resumes studies after an academic vacation starting recurring studies or after BIA at the suggestion of the administration.

7.5. If a student transfers to another study programme, he/she is a new study agreement has been concluded based on the transfer form prepared by the relevant BIA the director of the study programme, provided that all necessary documents have been completed documents.

7.6. If a student changes the study programme in the first semester of the first year during the first two weeks of study, he/she shall submit an application to the BIA Rector or the BIA Board members and, after receiving the relevant order of the BIA Rector, shall conclude a new study contract in accordance with the procedures specified by the BIA. The deadline for concluding a new study contract is seven days from the date of receipt of the order.

8. Study organization

8.1. The student completes the study programme and takes the examinations specified therein in accordance with the study programme plan.

8.2. Study results full and incomplete time in studies is equally. Full and incomplete time student studying accordingly approved study semester for the plan, obtaining in it intended credit points.

8.3. Study year duration, so beginning and the end, exam session developments time determines BIA study lesson list.

8.4. The type of classes planned for the study semester (in person, distance or hybrid studies), time, and planned consultation, exam and calculations developments time and the place is being determined after a certain the study programme plan for each academic year, which is determined by the director of the relevant study programme.

8.5. The time and location of classes are planned by the Studies Department in accordance with the approved study programme plan for each academic year and published in the My BIA system.

8.6. Changes to the class list are published in the My BIA system.

8.7. Lesson visiting schedule, study task and study programmes execution according to study plans, exam and calculations sorting, exam sessions extension transfer to the current semester of study, academic debt or internship settlement, diploma thesis execution and defense, how also others questions, what directly related with study process organization BIA regulates separately regulations about study process organizing BIA.

8.8. In study programmes, distance learning can be implemented up to 50 percent of the number of contact hours determined for the implementation of the relevant study programme, for which the director of the study programme is responsible.

8.9. To ensure student participation and feedback between students, faculty, administration, and student government, each student group elects a group leader, about which the BIA Student Parliament informs the director of the relevant study programme in writing.

8.10. The student is obliged to fill out a study course evaluation questionnaire in the BIA Moodle system at the end of each study course, and at the end of the semester to fill out a questionnaire on the study evaluation for the relevant semester in the My BIA system. The questionnaires are filled out in compliance with the requirements of anonymity and confidentiality. The information obtained in the questionnaires is compiled and used to improve the quality of the study process.

8.11. The student has the right to use materials available in the BIA Moodle system, as well as video and audio recordings of classes only for study purposes, but has the right to publish, distribute or use them for other purposes.

9. Internship

9.1. The scope and distribution of internships across academic years of the study programme are determined in the relevant study programme and implemented in accordance with the study program plan across academic years.

9.2. The internship is implemented in accordance with an approved internship program. The procedure for organizing and evaluating internships is determined by the BIA Internship Regulations.

10. Tests and evaluation

10.1. The student's knowledge and skills are assessed by completing each study course or study module for which a specific form of assessment (exam or test) is provided in the study plan.

10.2. A student who has fulfilled all the requirements of the study course, as well as financial requirements, is allowed to take the final examination of the study course. Otherwise, the student will not be allowed to take the final examination of the study course.

10.3. Students' knowledge, skills and abilities are assessed after completing each study course. According to the requirements of the relevant study course, you can be applicable also in the intermediate stage tests. Tests for evaluation uses 10 ball system, in accordance with the requirements of the BIA study results assessment regulations.

10.4. Test believes about would settle, if rating no lower about 4 points.

10.5. Except study course final tests (exams and tests) could also be others final examinations, in accordance with the requirements of the relevant study course, in which received rating register test rating on the page.

10.6. When taking tests, the teaching staff has the right to request that the student present an identification document (for example, a passport, identification card, or ISIC card) to verify their identity.

10.7. If a student does not appear for the final examination of the study course, the absence is equated with the relevant time of taking the final examination of the study course. The absence is reflected in the final examination protocol of the study course with the mark "did not appear". In order to take the failed final examination of the study course outside the deadline specified for the study group, the student receives an individual examination protocol and agrees with the teaching staff on the individual taking of the final examination of the study course.

10.8. If a student has not taken the final examination of the study course due to illness or other justifiable reasons (for example, work, business trip, scientific conference, etc.), the student retains the right to receive an individual examination protocol for the final examination of the study course free of charge. The student submits an application with supporting documents to the BIA Information Center for review.

10.9. The test is passed, and the student receives a rating of "almost average" (4 points) and above.

10.10. The procedure in which to be sorted tests, determines BIA study result evaluation regulations.

10.11. The assessment of state and final examinations is determined by the BIA Regulations on State and Final Examinations. for trials .

10.12. Students must comply with the BIA Regulations on Plagiarism Control and the Code of Academic Integrity and Ethics when taking exams.

11. Transfer next on the course

11.1. Students is moved to next study semesters with BIA rector's (relevant branches director) order, if is executed as follows rules:

- 1) The students have no financial debts from previous semesters.
- 2) The student has fewer than 3 academic debts that have arisen in the current academic year. sessions within.

11.2. In the event that the student has the debts referred to in paragraph 11.1, then:

- 1) If a student has 3-5 academic debts during the current session, he/she is transferred next semester, but warned about the need to settle debts by the next semester semester end;
- 2) If a student has a total of 6 or more academic debts, they are not moved next time study per semester and for the student is offered retraining or student ex-matriculation, cancelling a temporary residence permit for a foreign country for the student. First repeated training fee is 70% from study semester tariff amounts;
- 3) If after the first retraining the number of academic debts does not decrease and still has 6 or more academic debts, the student is offered re-training again with 100% semester payment. If the student does not fulfill the above requirements, student is ex-matriculated, foreign for the student immediately canceling the temporary stay permission.

11.3. Responsible for recording students' academic debts each semester and warning students relevant Study programme directors and BIA Studies Department.

12. Study interruption and resuming studies after a break

12.1. The student has the right to temporarily suspend his/her studies, going on academic leave. Each student has the right to use academic leave no more than twice after academic leave may be granted for a period of one year, last from one to four semesters. The total duration of all academic holidays may not exceed two years. The end date of the leave coincides with the end of the relevant calendar semester. the beginning, regardless of the moment when student is gone on academic leave.

12.2. Before going on academic leave, the student pays 20% of the tuition fee for one study semesters in the relevant study in the program how security money. After return from academic vacation this amount is counted so semester for payment, in which student resumes studies. If the student does not resume studies after the academic leave, this amount will not be refunded to him/her. refunded.

12.3. To receive academic leave, the student submits to the BIA Studies Department a written application of a certain sample, indicating the desired duration of the academic leave (from 1 until 4 semesters), no later how week before relevant semester beginning. Submitting such application for the current semester after October 1 for the fall semester or after March 1 for the spring semester, for the student can't to be financial debt about previous study semesters, including accumulated punishment money amounts deletion application registration per day. According to the specified academic dates vacation in the current semester can to be granted only exceptional in some cases - by decision of the BIA Rector, Chairman of the Senate or members of the Board. Received application is registered BIA Studies in part and submitted for visa BIA in accounting, which checks the existence of financial debts, endorses the application and returns it back to the Studies section. The Head of Studies approves the application for academic leave from your own parties, indicating the number of academic debts and the names of study courses at the time of the student's departure on academic leave, and includes/does not include it in the draft order of the rector. The order of the rector of the BIA the start and end dates of the academic leave are indicated, as well as the list of students who are on this leave time to leave academic on vacation. About student is indicated such news: name, surname, number of the study contract concluded with the BIA, course and semester at the time of leaving the academic year on leave. The start date of the academic leave must be strictly tied to the application. then study for the semester, in which this application written and registered BIA Studies Department.

12.4. When a student goes on academic leave, the study contract is suspended until he/she is reinstated in his/her studies. This student may be excluded from the BIA student lists only after the end of the

leave period specified in the application, if he/she has not submitted a written application to the BIA Studies Department for reinstatement in studies or for extension of the leave one week before this period. If changes have occurred in the study programme while the student is on academic leave, upon the student's return from academic leave, a transfer form is drawn up with the director of the relevant study programme and the renewal procedure is carried out analogously to the study procedure according to the individual study plan.

12.5. For students, which is located academic on vacation, no law to sort tests, exams, coursework and internships in study courses that are part of the study plans.

12.6. Students have the right to receive certificates of BIA student status from the BIA Studies Department.

12.7. Academic vacation During the study period, students have the right to use BIA libraries funds in reading rooms and for take-away, in accordance with the Library's rules of use set by the BIA.

12.8. In order to resume studies after an academic leave, a student must submit an application to the director of the relevant BIA study programme with a desire to resume studies after an academic leave, no later than one week before the start of the semester. The application is registered by the assistant to the Study programme director. The director of the study programme draws up a transfer form (if necessary) for a specific student, writes his resolution on the application and submits it for consideration to the BIA Study Department and Accounting. The refusal of the director of the study programme to reinstate the student in studies must be reasoned in writing. A student may be reinstated at the academy if he has no academic and financial debts in previous semesters. After the head of the Study Department endorses the application of a specific student that the student has no academic debts, the application is transferred to the BIA accounting department. Accounting checks whether the student has no financial debts and calculates the tuition fee for the current semester. If, before going on academic leave, the student had already had a calculation of tuition fees for the semester with the same serial number as the semester in which he is being reinstated, and he has paid for this semester in full, then he is calculated the difference (increase/decrease) between the tariffs that were in effect at the time of renewal and at the time of going on academic leave. The application with an accounting mark is returned to the Studies Department to be included in the draft order of the BIA Rector. The draft order is prepared by the employees of the BIA Studies Department no later than 2 weeks after the application in which the student expresses his wish to renew his studies after the academic leave is registered in the Studies Department.

12.9. A student does not have the right to resume studies at BIA after an academic leave in another study programme. The transfer to another study programme is implemented in accordance with the BIA regulations "Admission Regulations and Matriculation Procedures at BIA". When resuming studies, a student cannot unilaterally change the direction, time, place and form of studies.

12.10. Students who have resumed their studies after an academic leave shall pay for their studies according to the tuition fees set by the BIA. The security amount that was paid before going on academic leave shall be credited to the tuition fees in the first semester after the academic leave is resumed. Students may retain the right to financial benefits that they had at the time of granting the academic leave.

13. Recurring studies

13.1. The unsuccessful ones students can resume studies in it itself per semester repeatedly, in compliance with the requirements set out in paragraph 11.2 of the Regulations.

13.2. The unsuccessful ones students with The order of the BIA Rector can be to be left behind for retraining after on the calendar semester end.

13.3. Students, which renews studies in it itself study per semester, pays 70% in the amount from BIA certain study fees about semesters in case, if previous semester was completely paid.

13.4. For students who have not defended their final diploma thesis (qualification, bachelor's or master's thesis) during the study period during, what is specified in the study contract, is rights extend

the study contract deadline about one until for two semesters, so that would complete studies according to with study programmes study plan. The student submits application study programmes to the director no later how 30 days after contract last semester to the end, completely settle existing financial debt and pays studies current semester. To be concluded with students agreement about BIA study contract deadline extension.

13.5. If students have not requested an extension of their study contract in a timely manner, they will be exmatriculated.

13.6. For students who were exmatriculated, but are have completed the entire study programme, but have not defended the final thesis thesis, studies are renewed within one year, for the defense of the thesis on the basis of an appropriate application submitted to the director of the study programme no later than 10 days after the start of the semester in which the thesis is planned defending diploma theses, paying for studies in the relevant semester. If the students do not have financial debts, with that is closed additional agreement about renewal student in status diploma thesis within the deadline set for defense.

13.7. When extending the contract, after the end of the standard study period, each student who has academic debts (except for the defense of the diploma thesis) is determined by granting a 30% discount on his previous semester tuition fee. If the students have fully fulfilled all the requirements of the study plan, except for the defense of the diploma thesis, then after the extension or renewal of the contract, for the purposes of defending the diploma thesis, a discount rate approved by the BIA Senate is determined for each semester.

13.8. In all cases, these procedures can only be applied within one year of the regulatory study time end in the chosen one academic in the flow. If in the specified time during the period for students no successfully defend their diploma thesis, they retain the right to continue their studies at BIA by concluding a new study contract on the basis of an academic certificate basic.

14. Studies after individual study plan

14.1. Studies according to an individual study plan are intended for students who are admitted to the 2nd and subsequent years. courses. The duration of studies depends on the comparison protocol drawn up by the director of the study programme, in which is reflected study courses, which are counted, based on to documents confirming the applicant's previously obtained higher education, in whole or in part. Student Admission is carried out in accordance with the regulations "Admission rules and matriculation order Baltic International "At the Academy."

14.2. The individual study plan is prepared by the director of the relevant study programme for at least one semester, based on to study programmes plan, who is in force individual plan compilation at the moment. Students have rights to take study courses according to an individual plan in the relevant study per semester.

14.3. Students have the opportunity to pass exams, tests, study papers and internships according to an individual study plan, if there is a substantial basis. Studies according to an individual study plan are a paid service and are payable in accordance with the price list of paid services approved by the BIA Senate for the relevant study year. Such a form of individual study is provided for one study semester on the basis of a student's application to the director of the study program, indicating a substantial basis. The application must be submitted to the director of a specific study program no later than a week before the relevant study semester. The following are considered substantial grounds:

- 1) transfer from another universities or from other study programmes;
- 2) study significant changes in conditions (changes in studies, direction, department, stream);
- 3) long-lasting business trip, illness (if is excusably documents) etc.

14.4. If the basis is recognized as significant, Study programme director composes individual exam (input, course work, professional internship) sorting plan for a specific student in three copies (one copy is issued to the student, the other - Study part, third remains to the study programme director). The individual plan is approved. Study parts leader. Individual training The results are monitored at the end of each semester. Based on these results, students can't to be recognized about study excellent.

Payments rules about for studies, passing to individual study plan, does not change.

14.5. When studying according to an individual study plan, a check mark is made in the "Other regulations" column of the study contract. If the student begins studies at later stages of study, the study regulations and procedures may be amended based on the student's application, which is reviewed by the BIA rector or board members.

15. Exmatriculation of students

15.1. Students may be exmatriculated from BIA at their own discretion, for financial or academic reasons. debt, violation of BIA internal regulations, study contract rules violation, law and regulatory act violation because of.

15.2. Exclusion from student lists is based on the order of the BIA Rector.

15.3. For persons, which is excluded from student lists, is rights receive information on the basis of the deduction by submitting a written application to the BIA rector.

15.4. If persons excluded from the student lists do not agree to exmatriculation, they has the right to file an appeal within two weeks from the date of exmatriculation. The appeal is considered by the BIA Senate. The BIA Senate the decision taken in accordance with the procedure prescribed by regulatory enactments.

15.5. Ex-matriculated persons have the right to receive academic certificate in the official language without additional payment, except in cases where the student's personal file is in the archive. In that case, the academic certificate is issued for a fee according to the service price lists established by the BIA. The study department issues the certificate only if there is a attendance sheet signed by the director of the study programme, the accounting and a library employee, a copy of which must be attached to the academic certificate, before the academic information submission To the BIA Rector for signature.

15.6. The student has the right to appeal decisions of the BIA administration, what applies to her for studies. Appeal to be submitted BIA to the rector, one monthly during from a relevant decision acceptance date. If repeatedly accepted decision dissatisfied student, disagreements solves Latvia regulatory act specified okay.