

THE PROCEDURE OF EXMATRICULATION

1. Definitions

- 1.1. Exmatriculation - removal from the list of enrolled students.
- 1.2. Plagiarism - another person's orally expressed or written idea, invention or discovery that has been further expressed as one's own, i.e., labelling them as one's own without acknowledging the author.
- 1.3. Erasmus - a cooperation program among the EU universities (International Exchange Program).

2. General conditions

- 2.1. The exmatriculation procedure regulates that the EKA University of Applied Sciences (hereinafter - EKA) shall exmatriculate the student, prepare the order, complete the student's personal file and inform the exmatriculated student.
- 2.2. The EKA "Exmatriculation procedure" has been established in accordance with the Law on Higher Education Institutions, the EKA Constitution, the regulatory documents on higher education and other EKA activities.
- 2.3. Types of exmatriculation by meeting the study program's requirements:
 - 2.3.1. as a professional qualification receiver,
 - 2.3.2. as a bachelor's degree receiver,
 - 2.3.3. as a master's degree receiver.
- 2.4. Types of exmatriculation by not meeting the study program's requirements:
 - 2.4.1. of one's own volition,
 - 2.4.2. has completed Erasmus exchange program,
 - 2.4.3. has committed statutory offense of Latvian education laws and regulations,
 - 2.4.4. as having completed a theoretical course,
 - 2.4.5. as one not returning from a study break,
 - 2.4.6. due to failing to perform the study contract obligations,
 - 2.4.7. due to failing to perform the study contract obligations by not completing the study program,
 - 2.4.8. due to failing to perform the study contract obligations by not fulfilling financial commitments in a timely manner,

- 2.4.9. due to a significant breach of internal regulations governing the operation of EKA,
 - 2.4.10. due to disciplinary action,
 - 2.4.11. due to plagiarism,
 - 2.4.12. due to failing to pass the final examinations,
 - 2.4.13. due to health condition,
 - 2.4.14. due to the death.
- 2.5. Exmatriculation initiator can be:
- 2.5.1. the student,
 - 2.5.2. the Rector,
 - 2.5.3. EKA administration,
 - 2.5.4. Foreign student department,
 - 2.5.5. the Study Program Director,
 - 2.5.6. the Head of the Study Direction,
 - 2.5.7. the study program coordinator,
- 2.6. Exmatriculation grounds:
- 2.6.1. higher education regulatory documents,
 - 2.6.2. the Rector's decision,
 - 2.6.3. the decision of the State Examination Commission,
 - 2.6.4. the Senate's decision,
 - 2.6.5. the administration's proposal,
 - 2.6.6. the internal rules for students,
 - 2.6.7. the student application,
 - 2.6.8. the instructor's application,
 - 2.6.9. the study contract,
 - 2.6.10. the disciplinary case materials,
 - 2.6.11. the death certificate,
 - 2.6.12. the medical notice.

3. Order of preparing the exmatriculation documents

- 3.1. The student is exmatriculated by the Rector's order.
- 3.2. The student shall be exmatriculated on his own volition, if:
 - 3.2.1. a written application is submitted,
 - 3.2.2. the financial obligations with EKA (tuition fees have been paid in full for the previous and current semester of study from which one is leaving) and completed by the responsible person with a positive resolution. If the student has not settled the financial obligations, it must be done within five working days from the moment of submission of the application, otherwise the EKA may apply actions determined by the EKA procedure "Dealing with debtors";
 - 3.2.3. the student has brought back the library books and the person responsible has written a positive resolution. If the student has not brought the books back, the responsible person writes a negative resolution on the application. If the student has not brought the books back, it shall be done within two working days from the receipt of the resolution,

3.3. On this procedure the visas for the application referred to in paragraph 3.2.1. are issued by the educational methodologist, the librarian, the director of the corresponding study program and the head of the sales department.

3.4. If the student has not settled the obligations according to 3.2.2 and 3.2.3. points of this procedure within one month from the moment of submission of the application, the application loses its validity.

3.5. The draft exmatriculation orders shall be prepared by the study program coordinator in accordance with Paragraph 2.3. of these rules.

3.6. The order of voluntary exmatriculation is granted with the date of the last positive resolution.

3.7. The exmatriculation orders shall be prepared by the study program coordinator

3.8. After signing the order, the study program coordinator shall file it in the student database, assigning the registration number and date to the order.

3. Order of completion and storage of the student's personal file after exmatriculation

3.7. Within two months after the exmatriculation, the SIC staff shall complete the student's personal file in accordance with the Republic of Latvia laws and regulations and the EKA nomenclature.

3.8. While exmatriculating the student, and after the student's personal file arrangement, the SIC staff shall forward the case to the EKA archive that shall store the student's personal file for 75 years.

4. Procedure for filing and keeping the student's file after exmatriculation

4.1. Within two months after exmatriculation, the educational methodologist forms the file of the student in accordance with the regulatory enactments of the Republic of Latvia and the EKA Case Nomenclature.

4.2. Upon exmatriculation of a student, after sorting out the student's file, the SIC employee transfers the file to the EKA archive, which stores the student's file for 75 years.

5. Order of disputing exmatriculation

5.1. According to the Law on Higher Education Institutions, Section 49, Paragraph 2 and the Administrative Procedure Law, Section 76, Paragraph 2 and Section 79, Paragraph 1, the exmatriculated students, by this decision, within one month from the date of its entry into force, can dispute it by submitting an application to the EKA Senate.