

HOTEL SCHOOL



HOTEL MANAGEMENT COLLEGE

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STUDY AND EXAMINATION PROCEDURE AT "HOTEL SCHOOL" HOTEL MANAGEMENT COLLEGE

*Developed in accordance with
Higher Education Law, Vocational Education Law and
Regulations of the Cabinet of Ministers of 20 March, 2001 No. 141
"Regulation on state standard of vocational 1st level professional higher education"*

1. General Questions

- 1.1. The internal regulations (hereinafter - Regulations) define the study procedure at "HOTEL SCHOOL" Hotel Management College (hereinafter - the College) and its organization of the implemented study programmes, the procedures for student examination and assessment, as well as the rights and duties of students and College personnel during the study process. The Regulations are the core document governing the Study and Examination Procedure at College.

2. Glossary

- 2.1. **Academic hour** – a time unit of studies that lasts 45 minutes.
- 2.2. **Appeal** - Student's complaint about and error or injustice of the evaluation; rectification or annulment of this error or injustice.
- 2.3. **Termination of Enrolment** – a process of removing a person from the College student list (matricula);
- 2.4. **Matriculation** - a process of adding a person to the College student list (matricula);
- 2.5. **Credit** – A study unit that corresponds to 40 academic hours (one week of studies).
- 2.6. **Academic staff** – a representative from the College Academic staff (docent, lecturer, guest docent, guest lecturer) who delivers the classes in a particular study course.
- 2.7. **Course description** - a document setting out the requirements for achieving the study results, the necessary pre-knowledge, the purpose of the course implementation, the tasks and planned study results, course content, layout, literature and other sources of information, the organization of work and the criteria for evaluation.
- 2.8. **Evaluation protocol** – document for recording course learning outcomes.

- 2.9. **Plagiarism** – passing off a work that is partly or wholly the work of another author.
- 2.10. **Study plan** - a systematic layout of the study courses of the study programme, which corresponds to the duration of a licensed or accredited study programme.

3. Matriculation

- 3.1. Matriculation is carried out in accordance with the College Admission Procedure.
- 3.2. From the moment of matriculation the student is entitled to all the College student rights and responsibilities stipulated in this Procedure, and in Education Law, Higher Educational Institution Law, College Regulations and other normative acts.
- 3.3. Student matriculation at later study stages is governed by other College regulations.
- 3.4. Students who have been absent or who have not passed the final state exam - qualification exam, or by obtaining a grade that is lower than 4 (almost satisfactory) for elaboration of the Qualification Paper or its presentation, can re-register for the next state examination not earlier than the following academic semester after the termination of the previous enrolment, by writing a request addressed to the College Director at least 1 month before the final state examination – Qualification Paper presentation/defense date. If admission to a repeated examination of the final state exam is received, the student must settle the payment according to the College **price list**.

4. Study Process Organization

- 4.1. The study content is determined by the Study Programme. the study programme is based on the state standard for first-level professional higher education, the profession standard and other College regulations and procedures.
- 4.2. The study programme defines **compulsory study courses** and **optional study courses**, their credit volume and breakdown by semester, the internship hours and the internship implementation plan as well as the **final** examination of the programme.
- 4.3. The implementation of a study programme under an approved study plan falls within the responsibility of the Academic Department and the Director of the relevant study programme.
- 4.4. The content of the study courses is determined by study course descriptions which are tailored according to the College **Procedure on study course description elaboration, approval and update**.
- 4.5. The internship content is determined by the internship programme. The internship process is governed by the **College Internship Organization Procedure**. Internship Supervisor, appointed by the College Director, is responsible for managing the internship process.
- 4.6. The requirements and procedure for the final examination of the study programme are determined by the College **Procedure on Qualification Paper Elaboration and Presentation**. The organization of the final state examination falls within the responsibility of the Academic Department of the College and the Director of the relevant study programme.
- 4.7. The student during the first year of his/her studies enrolls on a study programme that may be changed in the following academic years only in accordance with the procedures and regulations of normative acts.
- 4.8. The College study process is organized in semesters:
- 4.8.1. **Autumn Semester:** September – January (20 weeks);
- 4.8.2. **Spring Semester:** February-June (20 weeks);
- 4.8.3. **Summer Semester:** July – August (10 weeks).
- 4.9. The start and the end dates of the annual study semester are determined by the College Director's approved **study schedule**.
- 4.10. The study volume is expressed in credits (hereinafter referred to as "CP").
- 4.11. The study implementation forms are:

- 4.11.1. **classes** - lectures for acquiring theoretical knowledge, a practical work for raising awareness and for professional skill enhancement, a laboratory work or experiments for drawing conclusions;
 - 4.11.2. **individual work** - studies that take place outside class time and without the presence of a teaching staff at College premises (in a library, computer class) or outside the premises of the educational establishment for performance of the tasks defined by the teaching staff;
 - 4.11.3. **Internship** in a hospitality company to strengthen professional competencies;
 - 4.11.4. **Assignments** for tracking students' academic progress.
- 4.12. Classes and individual work are measured in academic hours but internships in hours of work. 1 working hour lasts 60 minutes, 40 hours of work of an internship corresponds to 1 CP.
 - 4.13. The timing and venue of the scheduled classes of the study semester are determined by the College Director's approved **class schedule**. It also indicates the start and finish dates of the internship and the time and place of the Internship Report Presentation.
 - 4.14. Student class attendance, course conduct, and student absence are regulated by the **College Internal Rules and Safety Regulations** and other College regulations and procedures.
 - 4.15. During the studies, the student is entitled to consultations about course related matters outside the scheduled class time. Consultation hours for each Academic Staff member is assigned according to a **Consultation Schedule** that is approved by the College Director.
 - 4.16. Upon commencement of the studies at College, students are divided into **groups**. During the studies, groups can be merged or divided into subgroups (especially for the organization of practical work). This is decided by the College Director in order to enhance the study effectiveness. A student has rights to request a change of group by writing an application that indicates a valid reason to the College Director. The College Director shall take a decision on the group change if the reason is considered justified.
 - 4.17. In order to introduce the students to study content and requirements of the selected study programme, the regulations and procedures of the study process and other requirements of the internal normative acts of the College, and to provide students with other useful information, the Academic Department organizes the **introductory lectures** during the first week of studies.
 - 4.18. If, according to a study plan, students are to acquire an optional study course in a given semester, a decision on the choice of the specific course (s) has to be taken by the student by the end of the first week of the semester, by informing the Academic Department of the College via email. Students who have not presented the choice are automatically registered to study courses (the decision, based on number of vacant places, is taken by Academic Department of the College).
 - 4.19. If a student does not fulfil the requirements of the study programme within the deadlines set by the Class Schedule and Consultation Schedule, the student shall pay extra fees in order to receive these services within an extended deadline, in accordance with the **College Regulations on tuition fee and other service payment procedure** and **Regulations on service fees and payment procedure at College**. This must first be aligned with the College Director.

5. Evaluation Types and Procedure

- 5.1. During the study programme, the following evaluations are arranged:
 - 5.1.1. **Course assignments** – regular interim assignments and a final course examination, organized on the last day of the course.
 - 5.1.2. **Internship** - work/report presentation
 - 5.1.3. **Qualification Paper Presentation** – within the framework of the final state examination.
- 5.2. The **interim assignments** of the course may take the form of a test, a presentation, a seminar, etc., according to the course description.
- 5.3. The form of the **final examination** is defined by the course description. It may be a test or an exam.
- 5.4. The duration of the test is two academic hours.
- 5.5. The duration of the exam is four academic hours. After two academic hours, a break of at least 15 minutes must be provided.

- 5.6. The Internship and Qualification Paper presentations lasts in accordance with the relevant College Internal Regulations.
- 5.7. In order to complete the final examination of the course, the student must comply with the obligations of the study contract and the amount of work specified in the course description. In accordance with the specifics of the course, teaching staff can apply requirements for class attendance.
- 5.8. Rights to present/defend the Internship report and Qualification Paper are granted to the student in accordance with the relevant procedures of the College Internal Regulations.
- 5.9. Evaluation forms in College:
 - 5.9.1. **Written assignments** - the teaching staff assesses a completed written or online assignment.
 - 5.9.2. **Oral assignments** – student’s oral responses and explanations are evaluated;
 - 5.9.3. **Combined assignments** – evaluates both the student's oral and written performance.
- 5.10. The final written exam of the course is supervised by academic staff or by the academic assistant appointed by the College Director.
- 5.11. The student writes down his/her name and group number on all written assignments. The academic staff may ask the student to sign a statement that confirms that the work has been carried out independently.
- 5.12. In the room where the assignment is carried out, following parties may be present:
 - 5.12.1. Students who undertake the assignment;
 - 5.12.2. Academic staff members and their assistants who oversee the assignments;
 - 5.12.3. College Director and other representatives of the administration team – the Director of Studies, the Director of the study programme;
 - 5.12.4. A representative from the College Student Parliament – previously coordinated with College Director and the Academic staff member who is responsible for the assignment.
- 5.13. The arrangements for presenting/ defending the Internship report and Qualification Paper are outlined in the relevant College Internal Regulations.

6. Study Result Evaluation Principles

- 6.1. The evaluation of the acquired knowledge, skills and competences of the student shall respect the following principles:
 - 6.1.1. **Aggregation of positive achievements** - the acquired education is assessed by summing up the positive achievements;
 - 6.1.2. **Compulsory assessment** - it is necessary to obtain a successful assessment on the obligatory content of the programme core units;
 - 6.1.3. **Transparency and clarity of requirements** – regarding the programme aims and objectives as well as the course aims and objectives, there are established core requirements necessary for the evaluation of acquired education;
 - 6.1.4. **Variety of evaluation methods** - different types of evaluation forms are used to evaluate the academic achievements of the study programme;
 - 6.1.5. **Grading conformity** – during the evaluation process the students are given a chance to demonstrate their analytical and creative abilities, knowledge, skills and other abilities depending on their knowledge in relevant tasks and situations. The evaluation content and scope correspond to the content specified in the course programme and the skills and knowledge requirements specified in the professional standard.
- 6.2. The acquisition of study programme is evaluated in **10-point scale** (Appendix 1).
- 6.3. Some final assignments of the study courses may be graded with "**passed**" or "**failed**".
- 6.4. The credit points of the study programme are awarded to the student, if the student has received a grade "**passed**" or his/her grade is not lower than 4 — "almost satisfactory" according to the 10-point scale.

- 6.5. The evaluation of the study course acquisition is carried out by the Academic staff and, if necessary, by another academic appointed by the College Director.
- 6.6. The written assignments are evaluated by academic staff without the presence of the students. The academic staff may reasonably reduce the evaluation of the test if there are significant language deficiencies in a written work which interfere with the reception of the work content.
- 6.7. The final evaluation of the course is calculated according to the evaluation structure defined in the study description, by calculating the weighted average, i.e. the student's evaluation of the interim assignments and the final course exam multiplied by % of the total estimate and summing the obtained figures (10-point scale).
- 6.8. Internship Report and Qualification Paper Presentations are assessed by a Commission set up by the College Director in accordance with the relevant criteria of the College Regulations.

7. Academic Integrity

- 7.1. The students while carrying out individual work and study assignments, as well as academic staff in the process of student knowledge and skill assessment must respect the principles of academic integrity i.e. objectivity, accountability, mutual respect and trust, preventing misconduct and fraud.

Following activities are regarded as student academic integrity breaches:

- 7.1.1. Offerings of any materialistic value, or other benefits in exchange for a certain activity in the academic interest of a student or other person;
- 7.1.2. The use of unauthorised aids in the study process or plagiarism;
- 7.1.3. Collaboration in an academic integrity infringement, i.e. passing off your individual work results to another person or submitting collective work results (if defined as collective) in your name, or completing a test on another student's behalf, or signing on another student's behalf, etc.;
- 7.1.4. Giving false information about yourself and your work;
- 7.1.5. An unauthorised acquisition of assignment questions or assignment tasks;
- 7.1.6. Other intentional actions that prevent or impair the study process.
- 7.2. An academic staff who discovers an infringement of academic integrity may express an oral remark or, more seriously, may inform the College Director by completing a **report on Student's Academic Integrity Misconduct** (Appendix 2). The report shall provide the information about the irregularity and shall indicate a possible decision:
 - 7.2.1. Reduce the assignment grade;
 - 7.2.2. Ask to re-do the assignment (on another subject or another task);
 - 7.2.3. Refuse to grant an access to final exam - a request to re-take study course or part of the course;
 - 7.2.4. Refuse to grant an access to Internship Report or Qualification Paper presentation/defense – a request to elaborate a work or/and the presentation one more time.
 - 7.2.5. Annul the evaluation;
 - 7.2.6. Give student a warning about termination of the enrolment;
 - 7.2.7. Terminate student's enrolment.
- 7.3. The College Director shall evaluate the academic staff report on student's academic integrity misconduct if necessary by inviting the student to provide an explanation, and take the final decision. The decision taken by the Director is not appealed.
- 7.4. If the College Director decides on the repeated examination, study acquisition, Internship Report or Qualification work elaboration or the presentation, the student has to pay an additional fee in accordance with the Price List.
- 7.5. Any violation of academic integrity shall be recorded and added to a student's file.

8. Evaluation Documentation

- 8.1. The evaluation results of the interim assignments and final examination are published in the College e-learning environment. The evaluation shall be entered by the Academic staff not later than 14 calendar days prior to the date of the final course examination of the respective semester.
- 8.2. The academic staff shall record the final evaluation of the completed study course in the **Examination Protocol** (Appendix 3), and submit it to the Academic Department of the College not later than 14 calendar days prior to the date of the final course examination of the respective semester, the final evaluation is also published in the College e-learning environment.
- 8.3. If the study plan provisions the implementation of the course in two semesters (the course starts in one semester and ends on the next), at the end of the first (from the beginning of the course implementation) semester, but no later than 14 calendar days prior to the end date of the course of the respective semester, the academic staff publishes student's **interim evaluation** results, which are recorded in the **Interim Evaluation Examination protocol** (Appendix 4), and submitted to the Academic Department of the College as well as published on the College e-learning environment. The interim evaluation is not student's final grade.
- 8.4. If the student has not been granted an access to the final examination of the course, has been absent for the examination or test or for some other reason has been unable to obtain a grade, the entry "NV" ("nav vērtējuma" – no assessment) is added to the Examination protocol.
- 8.5. **The Internship Evaluation Protocol** (Appendix 5) shall be completed by the Commission established by the Director. The Head of the Commission shall submit the completed protocol to the College Academic Department immediately after the end of the Internship Report Presentation.
- 8.6. **The Final State Examination Protocol** (Appendix 6) shall be completed by the Commission established by the Director. The Head of the Commission shall submit a completed protocol to the College Academic Department immediately after the end of the presentation of the Qualification Paper.
- 8.7. The examination protocols (including the Internship Evaluation Protocol and the Final State Examination Protocol) are prepared by the Academic Department of the College. The academic staff are obliged to submit a request form (Appendix 7) for the examination protocol preparation to the **Director of the Academic Department of the College** no later than 14 calendar days prior to the final examination of the course. A prepared examination protocol shall be submitted to the Academic staff on the day of the final exam of the course.
- 8.8. Examination protocols (including the Internship Evaluation Protocol and the Final State Examination Protocol) are recorded in the **Electronic Register** (Appendix 8) by the Director of the Academic Department of the College.
- 8.9. The final examinations of the course and the internship evaluations that are indicated in the protocols, shall be recorded and added to student's file within the period of one month from the moment the Academic staff submits the examination protocols to the Academic Department of the College. The grades are recorded by a designated person responsible for the student file organization and update.

9. Academic Debt

- 9.1. In the event of an unsuccessful evaluation or absence, the student has rights to re-take the final course examination as well as the Internship Report presentation for an additional fee, by obtaining an authorisation of an **Individual Examination** (Appendix 9). The student shall pay according to the College Price List.
- 9.2. In order to receive an individual authorisation as per section 9.1, the student shall submit a **request form** and a proof of payment to the Director of the Academic Department of the College. Based on a request form within 5 working days, the Academic Department shall prepare an appropriate individual authorisation for a repeated examination:
 - 9.2.1. For the final examination of the course (Appendix 10);
 - 9.2.2. For the Internship (Appendix 11);
- 9.3. The individual authorisation for the examination are recorded in the electronic Register as Individual Examination Protocols (Appendix 12) by the **Director of the Academic Department of the College**
- 9.4. The academic staff completes the individual authorization forms in accordance with the required information and submits them to the **Director of the Academic Department of the College** within 5 working days from the date of the examination.

10. Appeal

- 10.1. A student who does not agree with the final evaluation of the exam or internship is entitled to appeal against the decision by submitting a written appeal to the College Director within 3 calendar days from the date of publication of the assessment, explaining the non-compliance with the provisions of this Procedure.
- 10.2. The Director shall assess the validity of the student's appeal against an evaluation of the study course or internship. If it is confirmed that the contested evaluation violates the terms, the College Director **decides** on its annulment. Before the final decision, the College Director may request clarification from the parties concerned, the student who lodged the appeal and the Academic staff whose assessment was challenged.
- 10.3. In the event of annulment of the evaluation, the College Director shall appoint another Academic staff member, who, within the time limit set by the College Director, but no longer than 14 calendar days after receiving an appeal, shall organize the re-assessment of student's knowledge and skills and make a decision on new assessment.
- 10.4. A once-reviewed evaluation is no longer debatable even if it is lower than initially disputed. The evaluation documentation shall be completed in accordance with Section 8 of this Procedure.
- 10.5. A student's appeal against the grade of the final state exam shall be considered according to the Procedure for Elaboration and Presentation of the Qualification Papers.

11. Transferring into Next Study Stages

- 11.1. If at the end of the current semester, the student has academic debts, i.e. an unsuccessful evaluation of the study course within the semester and/or a failure to undertake the Internship or present the Internship Report, the student must settle the study programme requirements during the following semester. This possibility should be aligned with the College Director. The decision as to whether the student may be admitted to repeated examination, or the repetition of a full course, is taken by the Director of the College by evaluating student's attendance, reasons for absence, student's previous study results, and other information that evidences student's attitude towards the studies.
- 11.2. The College Director is entitled to ask a student to re-take the full course even if the student fails to pass the course assignments twice. Individual academic debt settlement plan is drawn up for the student to clear his/her academic debts. The student is required to pay a repeated tuition fee according to the College Price list.
- 11.3. The student is credited to the next study semester if:
 - 11.3.1. The student has no financial debt for the tuition fee and other services provided by the educational institution;
 - 11.3.2. The student has no academic debt, or he has got an individual academic debt settlement plan in accordance with paragraph 11.2 of this Procedure.
- 11.4. The student is transferred to the next academic year (Year 2) with the order of the College Director.
- 11.5. The acquisition of the study programme culminates in final state examination –Qualification Paper presentation. Students who have successfully completed a study programme and gained the required number of credits and have complied with other obligations under the Study Contract are entitled to have access to final state examination. The College Director issues an order on the permission to undertake final state examination.

12. Academic Break

- 12.1. The College student has the right to temporarily suspend the studies while maintaining the status of a student.
- 12.2. The minimum duration of one academic break is one semester, and the maximum - 2 years.
- 12.3. The College Director is responsible for granting an academic break after the student has submitted a written application to the Academic Department of the College.
- 12.4. An academic break shall be granted to the student who has fulfilled all financial obligations under the Study Contract. No tuition fee is applied during the break.

- 12.5. An academic break is awarded by an order of the College Director.
- 12.6. "HOTEL SCHOOL" does not provide residence permits during the academic break for foreign students.
- 12.7. In order to continue studies after the academic break, the student must contact College Student Services, sign the Study Contract modifications and settle the payment of the study programme as per the Study Contract.
- 12.8. When a student returns from an academic break, a new tuition fee, that is in force at that time, may be applied
- 12.9. If there have been changes to the study programme during the academic break, the student continues to study according to the requirements of the updated study programme. If necessary, the recognition of former study courses will be carried out in accordance with the College procedures.

13. Enrolment Termination

- 13.1. The enrolment termination is applied in following cases:
 - 13.1.1. A written application stating the withdrawal from the College studies has been received from the student;
 - 13.1.2. It is clarified that student's previous education does not meet the study programme requirements regarding the previous education;
 - 13.1.3. It is discovered that a student has withheld information about his or her actual state of health (diseases and physical injuries not permitted in course programme acquisition or hospitality company requirements) or by making other false statements;
 - 13.1.4. The student does not commence the studies or attend classes within the period specified in the Study Contract;
 - 13.1.5. Student has not fulfilled the requirements of the study programme within specified time limits and has not agreed about the terms and conditions of academic debts with the study programme Director;
 - 13.1.6. Student has not paid the fees or other service charges within the specified time limits in accordance with the study contract and the regulations on tuition fee and other service payments at College.
 - 13.1.7. A foreign student has not submitted documents for a residence permit or has not complied with the requirements of the Office of Citizenship and Migration Affairs of the Republic of Latvia in order to receive and register residence permit in accordance with the legislation procedures;
 - 13.1.8. Student has committed a serious breach regarding the academic integrity or College Internal Rules and Safety Regulations, in this case the enrolment termination is used as a disciplinary penalty;
 - 13.1.9. Student has not started studies after the end of the academic break;
 - 13.1.10. Student has not passed the final state exam: a qualification exam;
 - 13.1.11. Student has completed a full study programme and received the qualification.
- 13.2. The order for enrolment termination is issued by the College Director. The student is informed by e-mail or by registered letter.

14. Student Rights and Obligations

- 14.1. A student holds following **responsibilities**:
 - 14.1.1. To read and comply with the internal rules and regulations governing College activities. The student is bound by the current version of the regulations, i.e. the provisions in force at the time of application, unless otherwise specified in the relevant document;
 - 14.1.2. To visit the website www.hotelschool.lv and www.e-hotelschool.lv regularly in order to get acquainted with all current events and changes in College activities, College internal rules and regulations, the class schedule, etc.;
 - 14.1.3. To engage in the study process faithfully according to the chosen study programme;

- 14.1.4. To participate in a face-to-face training organised during the first week of studies;
 - 14.1.5. To attend classes, by observing the timings (dates and times) of the study programme approved by the study plan, as well as other normative acts governing the study process;
 - 14.1.6. To inform the Academic Department in case of absence, to provide necessary supporting documents on missed classes;
 - 14.1.7. To meet the requirements set by the teaching staff during the class time, do not disturb the classes;
 - 14.1.8. To respect the principles of academic integrity, to carry out all the individual tasks autonomously during the Programme, without plagiarism – further dissemination of results of other person’s creative work (means of expression, ideas, opinion) in your own name. To make settlements for the study programme in accordance with the Study Contract, the price list and other College regulations;
 - 14.1.9. Not to disclose the password granted by College to third parties and to prevent third parties from accessing the College electronic information resource on the Internet (www.e-hotelschool.lv) using the student's assigned password; to use HOTEL SCHOOL’s designed teaching materials, available on HOTEL SCHOOL’s online resources for personal use only.
 - 14.1.10. To handle College property with care. If, as a result of the student activity, the property is damaged or has suffered damage, the resulting loss shall be compensated in accordance with civil proceedings; to take care of other people's possessions;
 - 14.1.11. To represent College in international conferences and seminars, professional mastery contests, exhibitions and other events;
 - 14.1.12. To maintain positive relations, to respect other students, Academic staff, the College administration and other staff members, partners and visitors, to respect the remarks made by the College employees, to respect the College symbols and traditions;
 - 14.1.13. To comply with the smoking ban in the premises and territory of the educational institution, to ensure that cleanliness and order are maintained in the premises and territory of the educational establishment;
 - 14.1.14. To attend an educational establishment in a clean, smart attire and clean shoes in accordance with College Regulations on Student's appearance and attire;
 - 14.1.15. At the request of the Academic or Administration staff, to present the student card or other identification document at the premises of the educational establishment;
 - 14.1.16. Immediately notify changes of personal information, residence or contact details, telephone number, or e-mail address to the College administration, by sending a notice via e-mail to info@hotelschool.lv;
 - 14.1.17. At the earliest opportunity, warn the School Director in writing about the termination or any other modifications of the study plan.
- 14.2. The student has the following **rights**:
- 14.2.1. Upon commencement of the studies, to learn about the content of the study programme and the requirements for its acquisition (published on the College Electronic Information Resource: www.e-hotelschool.lv);
 - 14.2.2. To obtain quality knowledge and practical skills according to a chosen study programme;
 - 14.2.3. To use material – technical and informative basis of College within the context of study process, incl., College library, by taking up financial responsibility in case College suffers loss caused by STUDENT. STUDENT is responsible for paying fine for any damage or loss caused to Library’s inventory (i.e., books, periodical literature, methodological materials, CDs and other data storage devices) as well as for overdue borrowings in accordance with the terms and conditions of the library, website www.hotelschool.lv;
 - 14.2.4. To receive a motivating knowledge and skills assessment in a timely manner and to know the evaluation criteria;
 - 14.2.5. To receive individual consultations in accordance with consultation schedule approved by the College Director;

- 14.2.6. To ask College Director to re-take course assignments (tests and exams) or the final exam of the study programme in accordance with the procedure set out in the procedures of these Regulations.
- 14.2.7. To terminate and re-start studies in accordance with the procedures of these Regulations.
- 14.2.8. To choose study courses (optional study courses of the study programme) in accordance with the procedures of these Regulations;
- 14.2.9. To receive the recognition of study results achieved in previous education and professional experience in accordance with the College procedures;
- 14.2.10. To freely express thoughts and beliefs during the study process, without violating the bounds of respect and decency, and to receive a non-discriminatory and mutually courteous attitude from College Academic, Administration and other staff members.
- 14.2.11. To make reasoned proposals for study process improvement, to lodge complaints against irregularities in the study process, and to have a response from the officials in accordance with the procedures of this Regulation;
- 14.2.12. To vote and to be elected to College Students Parliament, to participate in College governing institutions of all levels, and to enjoy rights under other normative acts;
- 14.2.13. To study in safe environment as well as to obtain personal data protection;
- 14.2.14. To perform audio and video recordings, and to take pictures during the study process upon receiving permission from the Academic staff

15. Academic staff Rights and Obligations

15.1. Academic staff hold following **responsibilities**:

- 15.1.1. To read and comply with the internal rules and regulations governing College activities. The Academic staff is bound by the current version of the regulations, i.e. the provisions in force at the time of application, unless otherwise specified in the relevant document;
- 15.1.2. To engage in implementation of study programmes creatively and responsibly;
- 15.1.3. To develop and update the course description according to the Procedure on study course description elaboration, approval and update.
- 15.1.4. To familiarize students with the content of the study course explaining the information of the course description during the first lesson;
- 15.1.5. To comply with the assignment purpose and students' ability when designing the assignments and tests;
- 15.1.6. To format all course assignment tasks in accordance with the requirements of the educational institution and if necessary, prior to their execution, coordinate them with the Director of the Study Programme in order to make the required improvements;
- 15.1.7. To evaluate students' study results in accordance with the stated criteria, by observing the principles of honesty, openness and equality and by avoiding any forms of discrimination;
- 15.1.8. To report to the Director of the College on students' academic integrity violations;
- 15.1.9. To motivate students to obtain a higher evaluation by providing additional consultations, if necessary (during the lessons and/or during the official consultation hours);
- 15.1.10. To accept student's completed work and grant access to assignments after the indicated deadline if the student has settled the payment for receiving a service outside of the approved study plan;
- 15.1.11. to complete examination protocols accurately and in timely manner. The completed forms must be submitted to the Academic Department of the College according to the procedure and time limits of this Procedure;
- 15.1.12. to arrive at workplace on time, avoiding the disruption of the classes;
- 15.1.13. to present a tidy appearance;
- 15.1.14. to kindly treat College Management, other employees, students, and visitors.

- 15.2. Academics staff have following **rights**:
- 15.2.1. To make their own decisions within their powers;
 - 15.2.2. A freedom to determine the content, forms and methods of study courses, within the framework of the implemented study programmes;
 - 15.2.3. To participate in the planning of studies
 - 15.2.4. To receive information, consultations and, where necessary, assistance from the College Director and Academic Department on matters related to work;
 - 15.2.5. To suspend a student from assignment and to expel from a classroom if he/she uses unauthorized materials and sources of information, interferes with the assignment procedure or breaches another rule under this Procedure or other College Internal Rules and Safety Regulations.
 - 15.2.6. To submit proposals for organizing events appropriate to the work objectives of the College;
 - 15.2.7. To make proposals for the development of the College and the provision of Internal rules and regulations, the development of its study programmes;
 - 15.2.8. To be elected in representing, governing and decision-making bodies of the College.

16. Closing Question

- 16.1. Declare the Internal Rules and Regulations of the College No 4-6/24 of December 19, 2016 - "REGULATIONS ON STUDY AND EXAMINATION PROCEDURE AT "HOTEL SCHOOL" HOTEL MANAGEMENT COLLEGE" expired.
- 16.2. Declare the Internal Rules and Regulations of the College No 4-6/21 of November 21, 2016 - "REGULATIONS ON ACADEMIC LEAVE PROCEDURE AT "HOTEL SCHOO" HOTEL MANAGEMENT COLLEGE" expired.
- 16.3. Declare the Internal Rules and Regulations of the College No 4-7/4 of September 2, 2013 ""PROCEDURES FOR INVESTIGATING AND COMBATING PLAGIARISM, ACADEMIC MISCONDUCT AND MALPRACTICE AT „HOTEL SCHOOL", HOTEL MANAGEMENT COLLEGE" expired.
- 16.4. Declare the Internal Rules and Regulations of the College No 4-6/34 of April 20, 2017, "APPEAL POLICY AT "HOTEL SCHOO" HOTEL MANAGEMENT COLLEGE" expired.

Appendixes:

1. APPENDIX – Study Result Evaluation in 10-point Scale;
2. APPENDIX – Report on Student’s Academic Integrity Misconduct;
3. APPENDIX – Examination Protocol
4. APPENDIX - Interim evaluation Examination Protocol
5. APPENDIX – Internship Evaluation Protocol
6. APPENDIX – Final State Examination Protocol
7. APPENDIX – Protocol Preparation Request form
8. APPENDIX - Electronic Register of Examination Protocols
9. APPENDIX – Individual Examination Protocol Preparation Request Form
10. APPENDIX - Individual Examination protocol
11. APPENDIX - Individual Internship Evaluation Protocol
12. APPENDIX – Electronic Register of Individual Examination Protocols

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*"HOTEL SCHOOL" Hotel Management Colleges
Director V. Poncius*