

## University of Latvia Course Elder Provisions

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*Šim dokumentam grozījumu nav*

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### I. General provisions

1. Compliance with the University of Latvia (henceforth — UL) Student Course Elder Provisions (henceforth — Provisions) is supervised by Students' Council of the UL (henceforth — LU SP).
2. Terms used in the Provisions:
  - 2.1. course — students of a study programme of the same study year;
  - 2.2. course elder — student elected or appointed in accordance with the Provisions;
  - 2.3. coordinator — representative of LU SP that has been appointed in accordance with the procedures specified in paragraph 6.
3. Provisions determine the duties and rights of course elders, coordination, election and termination procedures.
4. The purpose of the Provisions is to ensure and promote the representation of student interests in the academic, social, cultural and sports affairs.
5. Course elder fulfills their duties in accordance with the Provisions and other UL regulatory acts and documents.

### II. Course elder coordinator

6. The LU SP board appoints a coordinator from among the students of the UL for an indefinite term based on the proposal of the structural unit or sub-structural unit of the LU SP.
7. The coordinator or the LU SP board can convene meetings of the course elders with the aim of informing and discussing the issues relevant to the course. Representatives of the academic and general staff can be invited to the meeting of the course elders if necessary.
8. A member of the UL staff or a course elder may ask the coordinator or the board of the LU SP to

convene a meeting of the course elders. No later than three working days from the submission of the request, the coordinator or the LU SP board shall provide an answer on the time of convening the meeting of course elders or the reasons for not convening it.

9. The LU SP board can remove the coordinator by informing the LU SP unit or sub-unit of the decision within at least three working days, if:
  - 9.1. the coordinator's student status is terminated of which they must inform the LU SP board no later than five working days;
  - 9.2. LU SP unit or sub-unit has put forth a proposal of termination;
  - 9.3. LU SP board finds significant violations in the work of the coordinator.

### **III. Procedure for electing course elders**

10. Relevant course or course group of students have the right to vote and stand as a candidate.
11. The coordinator ensures the conduct of the elections in accordance with the Provisions, determining the day or days, format (on-site or remote) and time of the course elder elections, so that the greatest percentage of students are able to participate.
12. The coordinator determines and announces to the students the procedure and time for candidacy (must be at least one week before the elections) , the number of course elders to be elected and announces the course elder elections.
13. Elections are organized in a format determined by the coordinator, ensuring:
  - 13.1. option to support at most the number of electable candidatures of the course elders;
  - 13.2. option to reject each candidature.
14. Elections of course elders shall be organized for the relevant course or course group within a month from:
  - 14.1. the beginning of the academic year;
  - 14.2. the termination of the previous course elder in accordance with chapter V of the Provisions.
15. Voting for the candidates in the course elder election does not take place and the coordinator appoints the student as the course elder (with the prior consent of the relevant student), if:
  - 15.1. no candidates have been nominated in the course elder elections;
  - 15.2. if the number of candidates nominated in the election of course elders coincides with the number of electable course elders, then all candidates shall be appointed as course elders.
16. The coordinator ranks the candidates according to the number of votes they received. If any number of candidates have the same number of votes, then the relevant candidates are to be re-elected.
17. The coordinator organizes the re-election no later than five working days after the previous election.

If, in the case of repeated elections, the candidates obtain the same number of votes, the elections

shall be reorganized immediately after the announcement of the results and the process shall repeat until one of the candidates has obtained the majority of votes.

18. Candidates who have received the majority of votes are elected as course elders.
19. The coordinator notifies the relevant course or course group and the director of the study program about the results of the course elder elections and submits the course elder election protocol (Appendix 1) to the LU SP board no later than three working days after the election stating:
  - 19.1. candidates registered in the election;
  - 19.2. information about each candidate;
  - 19.3. election results.
20. LU SP board may request and verify the results of the course elder elections.
21. Complaints about the actions of the coordinator or the elections must be submitted to the LU SP board no later than three working days after the announcement of the results of the course elder elections. If there are no complaints during this time or if the examination of the election results by the LU SP board does not reveal any differences from the results compiled by the coordinator, the course elders are considered to have been elected. The submitted complaints are considered by the LU SP board within seven days. If it recognizes the complaints as justified and the violations as having a significant impact on the outcome of the election, then the LU SP and the coordinator must be informed and within four weeks the relevant course elders must be re-elected in accordance with the Provisions.

#### **IV. Responsibilities and rights of the course elder**

22. Responsibilities of the course elder include:
  - 22.1. ensuring the representation of the opinion of the course;
  - 22.2. conveying and explaining information relevant to the course;
  - 22.3. maintaining communication between the course students, the coordinator, the LU SP and the academic and general staff of UL;
  - 22.4. evaluating course complaints, recommendations, offers, requests and questions in accordance with the internal regulations of the UL and the Provisions. If necessary the coordinator is informed or asked for assistance.
  - 22.5. promoting the involvement of course students in the research and extracurricular activities;
  - 22.6. agreeing on the communication format and platform with the coordinator;
  - 22.7. attending and participating in the decision-making process at course elder meetings.
23. Rights of the course elder:
  - 23.1. to request information from the coordinator, the LU SP board and the academic and general

- staff of the UL about issues relevant to the course or course group;
- 23.2. upon request, receive a recommendation from the LU SP regarding course elders' performance and duties by submitting an activity report (Appendix 2) for evaluation;
- 23.3. acquire discounts:
  - 23.3.1. for events with a fixed entrance fee by the association "Latvijas Universitātes Studentu padome" (reg. no. 40008009084), by submitting an application (Appendix 3);
  - 23.3.2. in accordance with the regulations of the UL in effect during the particular academic year.

#### **V. Course elder termination procedure**

- 24. The course elder stops fulfilling the duties and loses the rights of the course elder:
  - 24.1. if a written resignation is submitted to the coordinator;
  - 24.2. if the student status of the course elder is terminated, the coordinator shall be notified of this no later than within five working days;
  - 24.3. if the students, with a submission to the coordinator, signed by at least one fifth of the relevant students, propose a change of the course elder in case of loss of confidence.
  - 24.4. if the coordinator or the LU SP board makes a decision on the termination of the course elder, based on the basis of previously fixed complaints (Appendix 4) in accordance with the rights and powers of the course elders specified in the Provisions.
- 25. The coordinator informs the LU SP about the termination of a course elder.
- 26. LU SP, the board of the LU SP and the coordinator have the right to request a written explanation from the course elder for non-fulfillment of the obligations stipulated in the Provisions, based on written complaints received from students.
- 27. In the case of requesting an explanation, the decision to cancel the course elder can be made regardless of receiving the explanation.

#### **VI. Final provisions**

- 28. Issues not regulated in the Provisions can be regulated by a separate set of regulations approved by the decision of the LU SP.

## PROTOCOL

Riga, \_\_.\_\_.\_\_\_\_

### *About the results of the course elder elections*

#### 1. General information

##### Elections conducted by:

Name, Surname: \_\_\_\_\_

Student ID no.: \_\_\_\_\_

Faculty: \_\_\_\_\_

Study programme: \_\_\_\_\_

Start of elections: \_\_.\_\_.\_\_\_\_

End of elections: \_\_.\_\_.\_\_\_\_

Ballot status	Count
Votes received	

#### 2. Course elder election results

No.	Candidate	For	Against
1.			

#### 3. Result

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Coordinator\*: \_\_\_\_\_/\_\_\_\_\_

\*With my signature, I certify that the information provided is accurate and true and that the course elder elections were organized in accordance with the University of Latvia course elder provisions.

## ACTIVITY REPORT

Riga, \_\_.\_\_.\_\_\_\_

*About the fulfillment of course elder duties in the period from \_\_.\_\_.\_\_\_\_ until \_\_.\_\_.\_\_\_\_*

### 1. General information

Name, Surname: \_\_\_\_\_

Student ID no.: \_\_\_\_\_

Faculty: \_\_\_\_\_

Study program: \_\_\_\_\_

Date of election: \_\_.\_\_.\_\_\_\_

### 2. Report

(Free format activity description, methodology, duties and assessment of own performance, students, academic staff and other persons involved in the completion of duties; up to 100 words)

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Course elder\*: \_\_\_\_\_/\_\_\_\_\_

\*With my signature, I certify that the information provided is accurate and true and that I perform and have performed the duties of the course elder according to the University of Latvia course elder provisions.

## DISCOUNT APPLICATION

Riga, \_\_.\_\_.\_\_\_\_

*About the event “\_\_\_\_\_” by the association “Latvijas Universitātes Studentu padome” discount*

### 1. General information

Name, Surname: \_\_\_\_\_

Student ID no.: \_\_\_\_\_

Faculty: \_\_\_\_\_

Study program: \_\_\_\_\_

Date of election: \_\_.\_\_.\_\_\_\_

Coordinator: \_\_\_\_\_

### 2. Information about the event

Name of the event: \_\_\_\_\_

Organizer: association “Latvijas Universitātes Studentu padome”

Coordinator*: _____/_____
Course elder**: _____/_____

\*With my signature, I certify that the information provided is accurate and true and that the course elder performs their duties in accordance with the University of Latvia course elder provisions.

\*\*With my signature, I certify that the information provided is accurate and true and that I perform the duties of the course elder according to the University of Latvia course elder provisions.

## Act

Riga, \_\_.\_\_.\_\_\_\_

### About course elder failure to fulfill duties and violation of rights

On the \_\_\_\_\_ was found, that \_\_\_\_\_ faculty  
(date) (faculty)

\_\_\_\_\_ study program \_\_\_\_ course elder  
(study program) (study year)

\_\_\_\_\_  
(description of violation)

Coordinator\*: \_\_\_\_\_/\_\_\_\_\_

\*With my signature, I certify that the information provided is accurate and true.