

## **Academic group leader regulations for International students of Riga Technical university**

At Riga Technical university (hereinafter – RTU) undergraduate program full time academic groups choose a group leader whose main tasks include providing effective communication between those who study and other parties involved in the study process provision.

1. Responsibilities of the academic group leaders
  - 1.1. Ensure effective communication with study-related matters between the academic group and RTU Foreign Students Department (hereinafter - RTU FSD), faculty or institute administration, faculty members. To follow-up on information provided by RTU Student Parliament (hereinafter - RTU SP), RTU SP International Student council (hereinafter - RTU SP ISC) and RTU information channels.
  - 1.2. Attend group leader meetings that are organized by RTU SP ISC.
  - 1.3. Provide the academic group with all of the information received from RTU , faculty, institute administration, faculty members and RTU SP
  - 1.4. Have knowledge of the academic groups' structure and requirements.
  - 1.5. Be familiar with the RTU Study regulation.
  - 1.6. Make certain that the lectures are taught by the study schedule specified staff.
  - 1.7. To submit proposals in the name of the Academic group to the study program director for study process improvement, program implementation failure prevention and to protect the rights of students.
  - 1.8. Promote academic groups' students' involvement in extracurricular activities.
  - 1.9. Represent the academic groups' students' views if invited to do so by the faculties, institutions administration, RTU SP or RTU SP ISC.
  - 1.10. If the group leader cannot fulfill their duties during absence or because of other reasons, then he or she has to delegate the duties of the group leader to another student of the group and inform the RTU FSD administration and RTU SP ISC of this.
2. Rights of the academic group leader
  - 2.1. To invite the lecturers to post information (contact details, study course requirements, timetable, study materials) in the e-learning environment, if this information is not available
  - 2.2. Withdraw from group leaders' obligations per the procedure laid down in this regulations' subparagraph 4.2. In this case, the group leader shall continue to hold office until the election of another group leader.
3. Nomination and election procedure
  - 3.1. The regulations and the application form is to be posted on the e-learning site ORTUS no later than two weeks after the first academic year begins
  - 3.2. Group leader is elected from the academic group of students 6 (six) weeks after the start of the academic year or after the last group leader leaves the position.
  - 3.3. Each student of the group can apply for the group leader position by meeting the following requirements and filling out the application form which is available in the e-learning site ORTUS
    - 3.3.1. The student does not have academic debt

- 3.3.2. No complaints are received from the RTU FSD about the student
- 3.3.3. No complaints are received from the faculty staff about the student
- 3.3.4. No complaints are received from the Dormitory about the student
- 3.4. The academic group members vote for the academic group leader in electronic form.
- 3.5. The voting is organized by RTU FSD and/or RTU SP ISC. The candidate is elected if he has gained more than half of the group member votes.
- 3.6. After all the group leaders are elected, RTU SP ISC Head of department shall establish, sign and submit a group leader list with their contact details to the Director of RTU FSD.
- 3.7. The group leader is elected for an indefinite period until any of the subparagraphs of paragraph 4 entry into force.
- 3.8. If during the academic year groups are combined, new elections are held.
- 4. Group leader duty termination
  - 4.1. Based on the application of the academic groups' students which is handed in to the RTU SP ISC Head of department in which a substantiation to change the group leader is given, and if the application is signed by at least half of the academic groups' students, the group can propose re-election of the group leader. In this case, new elections are held in accordance with paragraph 3.
  - 4.2. If the group leader chooses to terminate his or her duties with a notice of application that is handed in to the RTU SP ISC Head of department or is expelled during the study year, then another group leader is elected in 10 (ten) working days in accordance with paragraph 3.
  - 4.3. If the group leader does not fulfill their duties RTU SP ISC is entitled to encourage the termination of the previous group leader.
  - 4.4. RTU FSD is entitled to submit an application to RTU SP ISC. After an examination of the application RTU SP ISC can induce the termination of the previous group leader.
- 5. Benefits of an academic group leader
  - 5.1. The group leader is the main point of contact to RTU FSD, RTU SP, RTU SP ISC.
  - 5.2. Group leaders are given an opportunity to receive a certificate issued by the RTU SP for special merits in improving the academic life, if the group leader has met all the conditions listed below and the RTU FSD Director and RTU PS ISC Head of department confirms that the specific group leader has performed their duties in the required quality and extent.
 

Conditions for obtaining the Certificate:

    - 5.2.1. The group leader has fulfilled their duties to the best of their abilities and has carried out all the conditions mentioned in the duties.
    - 5.2.2. The group leader has been appointed in the group leader position for at least 2 (two) academic semesters.