

Additional paid services

No.	Service type	Fee, EUR	Time for the preparation of documents
1.	References:		
1.1.	Preparation of a reference – in Latvian, Russian and English	free of charge	1 working day
1.2.	Preparation of a reference – in Latvian, Russian and English (<i>by requesting information from the archive</i>)	20.00	7 working days
1.3.	Preparation of a reference with financial data – in Latvian, Russian and English	15.00	5 working days
1.4.	Preparation of a reference with financial data – in Latvian, Russian and English (<i>by requesting information from the archive</i>)	55.00	up to 20 working days
1.5.	Preparation of an academic transcript for RISEBA students	15.00	5 working days
1.6.	Preparation of an academic transcript for RISEBA ex-matriculated students (<i>by requesting information from the archive</i>)	55.00	up to 20 working days
2.	Preparation of a study course description	10.00	10 working days
3.	Diplomas and diploma supplements:		
3.1.	Preparation and issuance of a copy of a diploma	15.00	10 working days
3.2.	Preparation and issuance of a duplicate diploma	55.00	1 month
3.3.	Preparation and issuance of a copy of a diploma supplement in one language	20.00	10 working days
3.4.	Preparation and issuance of a duplicate diploma supplement in one language	30.00	1 month
4.	Taking an assignment after the time specified in the study year plan: (Assignment validity period current and next semester)		
4.1.	Issuance of individual assignment form (assessed with a mark) for the current study year*	20.00	1 working day
4.2.	Issuance of individual assignment form (assessed with a mark) for previous study years	26.00	1 working day
5.	Taking an examination after the time specified in the study year plan: (Assignment validity period current and next semester)		
5.1.	Issuance of individual examination form for the current study year**	35.00	1 working day
5.2.	Issuance of individual examination form for previous study years	52.00	1 working day
6.	Arranging course paper, internship and qualification internship after the time specified in the study year plan: (Assignment validity period current and next semester)		
6.1.	Issuance of individual form for acceptance and evaluation of course paper/internship (without defence) for the current study year	26.00	1 working day
6.2.	Issuance of individual form for acceptance and evaluation of course paper /internship (without defence) for previous study years	35.00	1 working day
6.3.	Issuance of individual form for acceptance and defence (with a commission) of course paper/internship (without defence) for the current study year	42.00	1 working day
6.4.	Issuance of individual form for acceptance and defence (with a commission) of course paper/internship (without defence) for previous study years	52.00	1 working day
6.5.	Issuance of individual form for defence of the study programme “Management Psychology and Supervision” qualification internship IV “Supervision” (with a commission) after the time specified in the study year plan	72.00	1 month**
6.6.	Issuance of individual form for acceptance of course paper/internship not later than by 15 September and for defence (with a commission) not later than by 30 September for the previous study year	42.00	1 working day

7.	Final thesis defence before/after the time specified in the study year plan:		
7.1.	Pre-defence of the final thesis (if the pre-defence was not passed on time or was unsuccessful)	48.00	1 month**
7.2.	Submission of the final thesis after the time specified in the study year plan (maximum number of days overdue – 7 calendar days)	10.00/day	
7.3.	Individual Bachelor thesis defence	258.00	1 month**
7.4.	Individual Master thesis defence	342.00	1 month**
7.5.	With another group within the current study year – Bachelor's thesis/Master's thesis	120.00	
8.	Preparation of study course alignment protocol and individual study plan	36.00	5 working days
9.	Registration fee for studies:		
9.1.	Registration fee for residents of the Republic of Latvia	40.00	1 working day
9.2.	Registration fee for non-residents of the Republic of Latvia	200.00	1 working day
10.	Change of an elective course chosen and started by the student at the initiative of the student (not later than by the 3rd class)	36.00	1 working day
11.	Recognition of learning outcomes achieved as part of previous education	60.00	10 working days
12.	Recognition of competences acquired outside formal education or professional experience	84.00	15 working days***
13.	Acquisition of the business game "Intopia" in distance learning	180.00	
14.	Acquisition of the study course according to an individual plan (in case of transfer sheet – difference of study courses)	1 CP fee is calculated by dividing the annual tuition fee of the respective study programme by the number of CPs to be acquired per year	
15.	Defence of doctoral thesis for RISEBA ex-matriculated doctoral students		
15.1.	Defence of doctoral thesis for RISEBA ex-matriculated doctoral students	500.00	4 months**
15.2.	Defence of doctoral thesis for doctoral students of other universities	2200.00	4 months**
16.	Sending documents by mail		
16.1.	Latvia	20.00	1 month***
16.2.	European Union or EEA countries	80.00	1 month***
16.3.	Other countries	100.00	1 month***
17.	Contractual penalty for not handing over library information resources (books, etc.).	0.14/ per day per unit	

* in case of a justifiable reason, the assignments/examinations specified in the study year plan for the current study year are free of charge (by submitting a document substantiating the justifying reason to the Study Department).

** upon receipt of the student's application to the Study Department.

*** if the competencies have been acquired in non-formal education programmes implemented by RISEBA, then their recognition is free of charge.

**** the execution time may vary depending on the courier delivery times in the countries concerned.

Approved by:
Rector

L. Rutka

Director of Finance

E. Kalēja