

STUDENT HANDBOOK



Thank you for choosing RISEBA.
Welcome to our community!

This handbook will help you understand our university's study process and successfully organise your studies.

If you can't find an answer to your question here, ask us and we will help.

Please note that study-related information will be available in the following two systems:

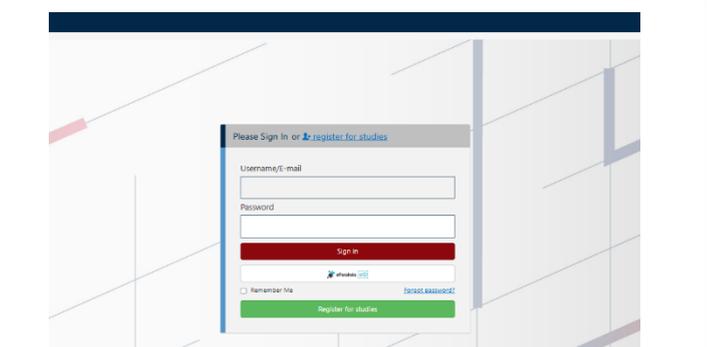
e.RISEBA	my.RISEBA
electronic learning environment	student electronic information system
	

Table of Contents

Table of Contents.....	3
Terms, Definitions and Acronyms	6
1. Communication with RISEBA.....	9
1.1. What is the location of RISEBA?	9
1.2. Who are my contacts at RISEBA?	9
1.3. What can I get at the CSC?	9
1.4. If something in the course content is unclear, how can I contact my faculty member?	9
1.5. What questions can be addressed to a faculty member?	10
1.6. What questions can the administrator assist with?	10
1.7. How quickly will the administrator respond to my e-mail?	10
2. Practical Aspects of the Study Process	10
2.1. How does studying at RISEBA take place?	10
2.2. Where can I find my list of study courses for the given semester?	10
2.3. How will I receive my Diploma?	11
2.4. Can I change the study form, study type, qualification or the language of instruction?	11
2.5. May students enrolled in the full-time/part-time in-person study form take a study course in the distance form?	11
2.6. What should I keep in mind when attending remote classes, if such are scheduled?	11
2.7. Are there any acknowledgements or support for good academic performance?	11
3. Miscellaneous	11
3.1. Where can I find more information about RISEBA?	11
3.2. How can I provide suggestions or express my opinion about studies at RISEBA?	11
3.3. Is it necessary to complete the Course assessment survey?	12
3.4. What is the Annual student survey?	12
3.5. Where can I obtain and receive a student card?	12
3.6. Does RISEBA offer support services for students?	12
3.7. What additional paid services does RISEBA provide in relation to the study process?	13
3.8. Do students receive public transport discounts?	13
3.9. Where can I park my car near RISEBA?	13
3.10. Does RISEBA offer access to Microsoft office?	13
3.11. Does RISEBA offer support in searching for jobs or internship placements?	13
3.12. Are there any activities organised outside the study process?	13
3.13. What meal options are available?	14
3.14. Is drinking water available at RISEBA?	14
3.15. Does RISEBA offer student dormitories?	14
3.16. Do students have the opportunity to rent specialised audio and/or video equipment?	14
3.17. What are the options for using specialised study rooms?	14
4. Working with RISEBA IT Systems	15
4.1. How to use my.RISEBA?	15
4.2. How to use e.RISEBA?	15
4.3. Who can provide guidance on using RISEBA information systems?	15
4.4. Is There an e.RISEBA mobile application?	16
5. Internship and Course Paper.....	16
5.1. Do I have to complete an internship?	16
5.2. How can I complete an internship?	16
5.3. What are the stages of the internship?	16
5.4. Does RISEBA offer internship placements?	16

5.5. What is the aim of the Course paper?.....	16
5.6. How can I choose the subject and supervisor for the Course paper?	16
5.7. What must be done to receive a grade for the Course Paper?.....	17
6. Final Thesis (Bachelor's and Master's Theses)	17
6.1. How does a student choose the Final Thesis subject and supervisor?	17
6.2. What are the requirements for the development of the Final Thesis?	18
6.3. Do I have to attend the pre-defence in person?.....	18
6.4. In which cases is a student allowed to take part in the defence of the Final Thesis?.....	18
6.5. Can the Final Thesis be defended remotely?	18
7. Submission of Study Tests, Assessment System, Plagiarism	18
7.1. What should I do if I miss the deadline for a test?	18
7.2. Where can I see the deadlines for the study course tests?	19
7.3. What are the conditions for advancing to the next year?	19
7.4. What should I do if I receive a failing grade in a mandatory test?.....	19
7.5. How to upload test or examination assignments in e.RISEBA?	19
7.6. How quickly will the faculty member check my test or examination?	19
7.7. If I am not satisfied with the grade of a mandatory test, can it be improved?	20
7.8. What grade is required for a study test to be passed?	20
7.9. Do all tests within the study course have to be completed in order to receive the final grade? ..	20
7.10. What is considered plagiarism?	20
7.11. Can AI be used?.....	20
7.12. When are examinations held?	20
7.13. Are there any requirements to be admitted to the exam?.....	20
7.14. Where can I see my grades?	20
7.15. What is the RISEBA student knowledge assessment system?	20
8. Study Leave.....	21
8.1. How can I obtain study leave?.....	21
8.2. What must be done to complete academic debt during study leave?	21
8.3. How can I return from / interrupt study leave?.....	21
8.4. What should you pay attention to when returning from study leave?	21
8.5. How can academic debts or study course differences be completed after study leave?	21
8.6. Is it possible to extend study leave?	21
9. References, Orders to Retake, Applications	22
9.1. How can I obtain a proof of enrolment at RISEBA?	22
To receive such a Reference:.....	22
9.2. What should I do to receive a Reference that includes my grades?.....	22
9.3. How can I submit an Order to Retake?	22
9.4. What should I know about Orders to Retake?	22
9.5. How can I submit the Application?.....	22
9.6. Where can I find the Application forms?.....	22
10. Studies Abroad	23
10.1. What opportunities are available for studying abroad?	23
10.2. What are the requirements for joining the Erasmus+ programme?	23
10.3. When and where should I apply for the Erasmus+ programme?.....	23
10.4. How long can you study under the Erasmus+ programme?.....	23
10.5. What is an Erasmus+ Student Buddy?	23
10.6. What are the benefits of becoming an Erasmus+ Student Buddy?	23
10.7. Which study programmes offer the Double Degree option?.....	23

10.8. What should be considered when applying for the Double Degree programme?	23
10.9. Are there any limits to the duration of an Erasmus+ internship abroad?.....	24
10.10. What are the requirements for applying for an Erasmus+ internship abroad?.....	24
10.11. When should you apply for an Erasmus+ internship abroad?	24
10.12. Do I have to pay the tuition fee while studying in the Erasmus+ or Double Degree exchange programmes?	24
11. Finances	24
11.1. How to make a payment for services?	24
11.2. What is the deadline for paying the tuition fee?	24
11.3. Is it possible to receive a state-guaranteed loan to cover the tuition fee?	24
11.4. What should I do if the tuition fee will be paid by my employer or another legal entity and an Invoice is required?	25
11.5. What should I do if I cannot pay by the deadline?	25
11.6. What happens if the tuition fee is not paid on time?.....	25
11.7. Is it possible to receive a tuition fee discount?	25
11.8. What should I do if there is an overpayment of the tuition fee?	25
12. RISEBA Library Resources	25
12.1. What does the RISEBA Library offer?.....	25
12.2. How to register with the RISEBA Library?.....	26
12.3. How to contact the RISEBA Library?	26
12.4. What Should I Keep in Mind when Borrowing a Book from the RISEBA Library?.....	26
12.5. What Does the Union Catalogue Offer?	26
12.6. How Can I Access Electronic Databases?	26
12.7. Which Electronic Databases are Available?	26

Terms, Definitions and Acronyms

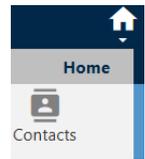
RISEBA	RISEBA University of Applied Sciences
administrator	RISEBA study programme administrator
academic debt	Study courses for which the final grade has either not been received or has been failed, and whose completion deadline has already passed (tests that should have been taken in previous study periods)
Academic Record	a document signed by the RISEBA Rector or their authorised representative which includes the following information: the student's study programme title, completed study course title, faculty member, CPs and ECTS or academic hours, grade and its description, and assessment date
AI	artificial intelligence (AI)
Annual Student Survey	an electronic survey conducted at the end of each study year. It is anonymous, and the data analysis is carried out by the Quality Department. The purpose of the Annual Student Survey is to gather students' opinions on the organisation of the study process at the university, as well as matters related to the overall study environment. The survey remains open for one month. Students can access the summarised survey results on e.RISEBA/Regulatory Documents / 7. Summaries of Surveys
artistic supervisor	the supervisor of the artistic/practical part of the <i>Final Thesis</i> in the field of Arts, who helps to choose an artistic solution appropriate to the chosen format of the audiovisual art and media art work, provides support in developing the content and form of the work, as well as pointing out the necessary improvements and additions, and finally confirming the complete development of the work
contact hour	direct interaction between the student and faculty member or one academic hour, which is 45 minutes, to achieve the study programme goals and perform assignments in accordance with the study programme plan
Course Assessment Survey	an electronic survey, which is an important quality assessment tool, ensuring involvement of students and faculty members in course improvement. All RISEBA students must complete the surveys in the my.RISEBA. They are anonymous and become available at the end of the study course (within 10 working days from the date of the examination). Data are collected and analysed by the Quality Department
Course Description	a document which sets out the aim and expected results of a course, the content of the course required to achieve the expected course results, mandatory literature, additional literature and other sources of information, and outlines the student's independent work organisation and tasks, study result assessment criteria and course assessment structure for obtaining the final grade. Available on the study course website on e.RISEBA
Course Paper	an independently performed research work within a course with the aim of carrying out the critical analysis of literature, exploring and solving a specific business problem using knowledge and skills acquired during the studies. In addition, learning how to apply research methods, including quantitative methods, in practice
CP	a credit point (CP) is a unit of measurement of the amount of work required to achieve the results defined in the study programme or a portion thereof and the associated study load
CSC	Customer Service Centre (CSC), which provides information about the study process, as well as general information about RISEBA, its structural units, contact information, etc.
defence of the <i>Final Thesis</i>	a part of the final or state examination, a public presentation of the <i>Final Thesis</i> . Students must prepare their <i>Final Thesis</i> presentation and defence speech for the <i>Final Thesis</i> defence (with the approval of their scientific supervisor) and answer the questions of the state examination commission
distance learning	a part-time study form where students study for their course independently using the study course materials developed by RISEBA and various technical and electronic means of communication
e.RISEBA	digital learning environment (platform) Moodle
ECTS	European Credit Transfer System (ECTS) created by the European Commission. It is a system based on study load and created to promote mobility, CP accumulation and transfer, and international recognition of study periods abroad
Erasmus+	the European Region Action Scheme for the Mobility of University Students (ERASMUS) is one of the most popular lifelong learning exchange programmes for students and academic staff, contributing to the development of universities within a single European Union higher education area

exmatriculation	exclusion from the list of students (disenrolled)
faculty member	a faculty member of the RISEBA teaching staff, whereas if the faculty member is elected to an academic position, the positions can be: lecturer, assistant professor, associate professor, professor, researcher
final examination	graduation examination at the end of an academic Bachelor's or Master's study programmes consisting of the preparation and public defence of the <i>Final Thesis</i>
final grade	assessment of the student's work throughout the course. The share of each test in the final grade is set out in the <i>Study Course Description</i>
Final Thesis	a Bachelor's or Master's thesis which must be prepared and defended as a condition for an award of a Bachelor's or Master's degree and/or qualification
financial debt	the student's overdue payments during his or her studies under the study contract (tuition fees, accrued late payment interest) and for additional paid services (<i>References, Order to retakes, etc.</i>)
graduation examination	academic programmes have a final examination and professional programmes have a state examination
higher academic education studies	provide an opportunity to acquire theoretical knowledge and research skills. Academic education studies end with final examinations which include preparation and defence of a <i>Bachelor's or Master's Thesis</i> . After successfully completing our academic study programme, students attain an academic Bachelor's or Master's degree
higher professional education studies	provide an opportunity to prepare for theoretical and professional activities. Higher professional education studies end with state examinations. Students will be awarded a professional Bachelor's or professional Master's degree and the relevant professional qualification. The professional study programmes have a more practical focus and once completed confer a professional qualification
IIL	international interlibrary loan (IIL) is a form of international cooperation between libraries whereby a library can borrow prints or other documents or copies from another library or lend its prints or other documents or copies to another library to requests from library users
IL	interlibrary loan (IL) is a form of cooperation between libraries whereby a library can borrow prints or other documents or copies from another library or lend its prints or other documents or copies to another library to satisfy requests from library users
internship	internship is a part of the study programme and is mandatory for the higher professional education studies. Internship assignments and methods of execution control are determined by the description of the study internship programme
ISIC	International Student Identity Card (ISIC) is the only internationally recognised parttime or full-time student ID card. It is proof of a student's status worldwide and offers discounts on goods and services in Latvia and across the globe
IT	information technologies (IT)
matriculation	enrolling a person on the university's student roll (matricula)
my.RISEBA	student online information system (platform)
Order to Retake	a personal marking protocol requested in my.RISEBA system which allows students to take a study tests outside the approved course plan
place of internship	a company or organisation in Latvia or abroad where internship takes place
pre-defence	the <i>Final Thesis</i> preparation stage – public defence of the <i>Final Thesis</i> during its preparation presenting the aim, tasks, research methods used, and the expected or already existing results of the research. The purpose of the pre-defence is to help the student prepare the <i>Final Thesis</i> by giving comments and/or suggestions for improvement thereof when preparing the student's <i>Final Thesis</i> for public defence. The plagiarism check is also performed at this stage. The <i>Final Thesis</i> must be at least 70% complete. Pre-defence is mandatory for all RISEBA students. Study programmes may have their own defined pre-defence aims
regulatory documents	a set of documents defining RISEBA study processes. They are available at: e.riseba.lv/Regulatory documents/5 . Regulatory documents for students/ List of documents for students (with links).pdf
remote classes	a part of the study process to provide the opportunity to attain the results planned in the study process: individual or group work, e.g., seminars, lectures, consultations, etc. taking place online on Zoom or another platform
SEC	a state or final examination commission (SEC) consisting of a chairperson or deputy chairperson, four members and a secretary. The SEC includes RISEBA faculty members, employer representatives and industry professionals who are competent to assess the <i>Final Thesis</i> and award the appropriate degree and/or qualification

state examination	graduation examination in a professional Bachelor's or Master's study programme consisting of the preparation and public defence of a <i>Final Thesis</i>
Study Contract	a contract for the acquisition of education signed between the student and RISEBA
study course	a study programme component with the level and scope in accordance with the study programme and defined study results. CPs are awarded upon successful completion of the course
study course difference	<p>A study course difference consists of study courses from previous study periods that the applicant or student is required to complete because these courses have not been previously completed. This applies in the following cases, when:</p> <ul style="list-style-type: none"> ➤ transferring from another higher education institution; ➤ resuming studies after exmatriculation; ➤ continuing studies after a break in studies; ➤ changing the study programme, qualification, form, type, or language of studies; ➤ returning from ERASMUS or Double Degree programmes
study course materials	materials prepared by faculty member for studying for the course
study forms	<p>Higher education study programmes may be implemented in full-time and part-time types of study and in the following forms:</p> <ul style="list-style-type: none"> ➤ full-time where students study visiting the university, including distance learning, in accordance with the selected study programme; ➤ part-time where students study part of the programme content independently; ➤ distance learning where students study the programme content independently
study leave	official release of a student from active studies preserving their university student status. Study leaves are granted based on the students' <i>Application</i> . At the time of <i>Application</i> all financial obligations must be settled in accordance with the <i>Study Contract</i> . Academic debt and course differences may be taken care of during a study leave
study level	<p>RISEBA offers:</p> <ul style="list-style-type: none"> ➤ first – cycle study programme (bachelor studies); ➤ second – cycle study programme (master studies); ➤ third – cycle study programme (doctoral studies)
study paper	<i>Course paper, Bachelor's or Master's Thesis</i>
test	<p>there are two types of tests at RISEBA, i.e., mandatory, and other tests.</p> <ul style="list-style-type: none"> ➤ Mandatory tests must be taken: intermediate tests, exams; ➤ Other tests which a faculty member may deem necessary to conduct and/or mark evaluate (e.g., minor tests, homework, seminar activities, self-test tests, etc.)
The Study Course Recognition Protocol and the Individual Study Plan	a document showing a comparison of the study courses previously taken by a student in the study programme with the study courses in the current study programme. The comparison may result in course differences and/or academic debts (in certain cases), a list of which and the deadline for completion will be specified in the report. the protocol. The Study programme director will draw up the document and acquaint the student with its content
types of studies	<ul style="list-style-type: none"> ➤ part-time studies with less than 60 CPs/ECTS in a study year ➤ full-time studies with 60 CPs/ECTS in a study year
Union Catalogue	The Electronic Union Catalogue of Latvian libraries of national importance is an electronic catalogue of Latvian libraries containing the existing information resources of the libraries, i.e., books, periodicals, images, audio and video recordings, as well as electronic resources

1. Communication with RISEBA

<p>1.1. What is the location of RISEBA?</p>	<ul style="list-style-type: none"> ➤ RISEBA Main Building address: Meža street 3, Riga, LV-1048 (this is also the official registered address). ➤ RISEBA Architecture and Media Centre H2O 6 (Architecture and Media Centre H2O 6) address: Durbes street 4, Riga, LV-1048. <p>In both of the above-mentioned buildings, the Customer Service Centre (CSC) is located on the 1st floor near the main entrance.</p> <p>Faculty locations:</p> <ul style="list-style-type: none"> ➤ Faculty of Business and Economics (including the administration and management of distance learning programmes): located in the RISEBA Main Building. ➤ Faculty of Architecture and Design: located in the Architecture and Media Centre H2O 6. ➤ Faculty of Media and Creative Technologies: located in the Architecture and Media Centre H2O 6. <p>NB! ! Classes are primarily held within the facilities of the respective faculty, however, rooms in both RISEBA buildings may also be used.</p>
<p>1.2. Who are my contacts at RISEBA?</p>	<ul style="list-style-type: none"> ➤ Study Programme Administrator (administrator) – manages all matters related to the study process. For any questions (including urgent ones) please contact your administrator first by sending an email. You can find the administrator’s contact details on my.RISEBA (top right corner) under Contacts, as well as on the RISEBA website. ➤ Programme Director – oversees the academic content of the study programme, develops the study plan and programme curriculum, and provides guidance regarding the study process. Contact details can be found on the RISEBA website. ➤ IT Department Information Systems Engineer – ensures the operation of RISEBA’s internal and external (internet) computer systems and networks. If you have technical questions regarding e-mail or access rights to RISEBA IT systems (e.RISEBA, my.RISEBA), please contact: tech@riseba.lv. For urgent matters, please call: +371 25620595. ➤ Head of Quality– reviews suggestions and complaints related to the RISEBA study process. Contact details can be found here. ➤ Accountant – manages tuition-related payments. If you need clarification regarding any fees connected with your studies, please write to: payments@riseba.lv. ➤ Librarian – provides answers to questions related to library services registration, use of library services, catalogue access, etc.). For enquiries, please contact: bibl@riseba.lv. ➤ CSC Customer Service Specialist – provides assistance regarding the services offered by RISEBA. You may contact the specialist: <ul style="list-style-type: none"> • by phone: <ul style="list-style-type: none"> ○ RISEBA Main Building: +371 26465351 ○ Architecture and Media Centre H2O 6: +371 29349122 • by e mail: riseba@riseba.lv <p>All contact information is available on the RISEBA website, under the Contacts section.</p>
<p>1.3. What can I get at the CSC?</p>	<p>At the CSC you will receive information on:</p> <ul style="list-style-type: none"> ➤ RISEBA departments, staff members, and their contact details. ➤ Study programmes and admission requirements. ➤ RISEBA tuition fee discounts and other benefits offered by the university. ➤ Applying for a study loan. ➤ Various study-related matters. <p>You may also collect study-related <i>References</i> previously requested via my.RISEBA.</p>
<p>1.4. If something in the course content is unclear, how can I contact my faculty member?</p>	<ul style="list-style-type: none"> ➤ Each faculty member has scheduled consultation hours during which it is possible to discuss any questions or other study-related matters. The faculty member will inform students about the consultation time during the first class, and the information is also available on the e.RISEBA site. <p>You may contact your lecturer through the following channels:</p> <ul style="list-style-type: none"> ➤ Via the course page on e.RISEBA: <ul style="list-style-type: none"> • Forum – located in the General Information section of the respective course page. You will receive a copy of each new message in your e-mail inbox; however, please note that all forum posts are visible not only to the faculty member but also to your fellow students.



	<ul style="list-style-type: none"> • Messenger – located in the top right corner of the e.RISEBA dashboard. Search for the relevant faculty member and send a message directly within the e.RISEBA environment. The faculty member will also receive the message by e mail. <ul style="list-style-type: none"> ➤ By e mail: the faculty member’s e mail address can be found in the General Information section of the course page on e.RISEBA. ➤ Consultations: by prior arrangement, the lecturer may offer consultation times, either in person or online.
1.5. What questions can be addressed to a faculty member?	<p>You should contact your faculty member if:</p> <ul style="list-style-type: none"> ➤ You have questions related to the course content, course materials, assessment tasks, or examination requirements. ➤ You do not understand a particular topic and require additional clarification or a consultation. ➤ You are unable to upload or complete assessment tasks in e.RISEBA because the submission deadline or the scheduled assessment date has passed.
1.6. What questions can the administrator assist with?	<p>All matters related to the administration of the study process (but not with the content of the study course) fall within the administrator’s responsibilities. You should contact the administrator if you:</p> <ul style="list-style-type: none"> ➤ have questions concerning study processes; ➤ encounter any issues or have suggestions for improvement; ➤ wish to make changes to your study process; ➤ require advice or assistance. <p>You may contact the administrator by email, by phone, or in person (by arranging the time in advance). Administrator contact details are available in my.RISEBA (top right corner, under Contacts) as well as on the RISEBA website.</p>
1.7. How quickly will the administrator respond to my e-mail?	<p>E-mails are reviewed in the order in which they are received, and administrators usually reply within two working days. For urgent matters, please contact the administrator by phone. Contact details are available in my.RISEBA under Contacts.</p>

2. Practical Aspects of the Study Process

2.1. How does studying at RISEBA take place?	<p>The academic year consists of a 40-week study period, divided into two semesters:</p> <ul style="list-style-type: none"> ➤ Fall semester: September – January ➤ Spring semester: February – June <p>Studies may be organised in the form of lectures, seminars, practical classes and other formats in accordance with the <i>Course Description</i>. Classes may be held either for individual student groups or jointly for several groups.</p> <p>Study programmes are implemented in the following types of studies:</p> <ul style="list-style-type: none"> ➤ full-time studies; ➤ part-time studies. <p>Study programmes are delivered in the following study forms:</p> <ul style="list-style-type: none"> ➤ full-time/ in person; ➤ distance learning. <p>Class schedule:</p> <ul style="list-style-type: none"> ➤ Bachelor’s study programmes (full-time, in person): lectures are planned on weekdays from 8:20 to 16:50. ➤ Master’s study programmes (full-time and part-time, in person): lectures are planned on weekday evenings from 18:00 to 21:10 and on Saturdays from 9:00 to 19:10. ➤ Bachelor’s study programmes (part-time, in person): lectures are planned on weekday evenings from 18:00 to 21:10 and on Saturdays from 9:00 to 19:10. ➤ In distance learning, lectures are not scheduled; however, online Zoom contact hours may be arranged. Information about these will be posted on the e.RISEBA study course page and in the my.RISEBA calendar.
2.2. Where can I find my list of study courses for the given semester?	<p>Your study course list / programme is available in the following places:</p> <ul style="list-style-type: none"> ➤ my.RISEBA – the calendar displays the schedule of planned contact hours. ➤ e.RISEBA – here you can see all study courses you must take and complete during the respective semester. ➤ RISEBA website – you will find a complete list of all study courses included in the programme. <p>NB!</p> <p>! The class schedule may change, so please follow the information sent to your email. ! All updates are reflected in the my.RISEBA calendar.</p>

<p>2.3. How will I receive my <i>Diploma</i>?</p>	<p>All students are invited by RISEBA to attend the graduation ceremony in person, where <i>Diplomas</i> are awarded during a formal event.</p> <p>If you are unable to participate in the ceremony, you may receive your <i>Diploma</i> by prior arrangement with the administrator in one of the following ways:</p> <ul style="list-style-type: none"> ➤ In person at RISEBA, at a time convenient for you, upon presenting a valid identity document. ➤ Remotely, via courier service, by submitting an appropriately completed and securely e-signed <i>Application</i> (see e.RISEBA) to the administrator. This is a paid service (fees apply according to Additional paid service). <p>For detailed information, please refer to procedure PR0049 Procedure for the Issuance of State-Recognised Higher Education Qualification Documents and their Duplicates</p> <p>NB!</p> <p>! A <i>Diploma</i> may only be collected by the graduate personally or by a person authorised through a notarised power of attorney</p>
<p>2.4. Can I change the study form, study type, qualification or the language of instruction?</p>	<p>Yes, changes are possible if the respective study programme offers an alternative study form, study type, language of instruction, or qualification. To request a change:</p> <ul style="list-style-type: none"> ➤ Submit a completed and signed <i>Application</i> for changing the study programme, qualification, language of instruction, form or study type to the administrator (the <i>Application</i> form is available in e.RISEBA). ➤ The programme director will compare the study courses. This is a paid service, in accordance with Additional paid services. ➤ After coordination with the programme director, a decision will be made and you will be informed accordingly. <p>NB!</p> <p>! Such changes can only be made at the beginning of a semester.</p>
<p>2.5. May students enrolled in the full-time/part-time in-person study form take a study course in the distance form?</p>	<p>If a study course becomes difficult to complete, a student enrolled in the full time/part time in person study form may apply to take a study course in the distance form by submitting an <i>Application</i>. Please contact the administrator to learn more about the available options.</p> <p>Further information about distance studies is provided in the Manual for Distance learning Students.</p>
<p>2.6. What should I keep in mind when attending remote classes, if such are scheduled?</p>	<p>When attending remote classes:</p> <ul style="list-style-type: none"> ➤ Your camera must be turned on. ➤ Your microphone must be muted, unless you are invited to speak. ➤ If you wish to comment and/or share information, use the “raise hand” function and wait until you are invited to contribute.
<p>2.7. Are there any acknowledgements or support for good academic performance?</p>	<ul style="list-style-type: none"> ➤ RISEBA offers various discount programmes, including the Good Grades discount, where one of the main criteria is a grade point average of no less than 9. For detailed information, please refer to the RISEBA website. <p>RISEBA awards <i>Diploma</i> with distinction if the student has achieved a grade of no less than 8 in:</p> <ul style="list-style-type: none"> • all final grades of the study programme courses; • graduation examinations, including the grade for the <i>Final Thesis</i> <p>NB!</p> <p>! Only the grades obtained on the first attempt in compulsory assessments are taken into account.</p>

3. Miscellaneous

<p>3.1. Where can I find more information about RISEBA?</p>	<p>You can find detailed information about RISEBA, its management, symbolism, mission, vision and values on the RISEBA website.</p> <p>We also encourage you to follow RISEBA on social media, where we share up-to-date information:</p> <ul style="list-style-type: none"> ➤ Facebook: RISEBA.lv ➤ Facebook Faculty of Media and Creative Technologies: Riseba Fmct ➤ Facebook Faculty of Architecture and Design: Riseba University / FAD ➤ Instagram: risebauniversity ➤ LinkedIn: RISEBA University of Applied Sciences ➤ Youtube: risebaweb
<p>3.2. How can I provide suggestions or express</p>	<p>You can share your feedback, suggestions or concerns through several channels:</p> <ul style="list-style-type: none"> ➤ By completing surveys: <ul style="list-style-type: none"> • Course Assessment Survey • Annual Student Survey

<p>my opinion about studies at RISEBA?</p>	<ul style="list-style-type: none"> • Other surveys conducted when needed. ➤ By submitting a complaint or suggestion to any RISEBA employee or directly to the head of quality, in accordance with procedure PR0008 Procedure for Examination of Complaints and Proposals: <ul style="list-style-type: none"> • Informal complaint – provided verbally or in writing to a RISEBA employee. A quick and mutually acceptable solution is offered (reviewed within 5 days). • Formal complaint – submitted if the issue is not resolved informally, is complex or requires further investigation. Inform the head of quality in writing (preferably using the RISEBA Complaint/Suggestion Form). A response plan is prepared as soon as possible (reviewed within 30 days). • Suggestion – expressed verbally or in writing to any RISEBA employee. ➤ By participating in the Student Council and representing student interests in RISEBA collegial bodies: <ul style="list-style-type: none"> • Constitutional Council • Senate • Arbitration Court • Study Programme committee • Ethics Committee (if the matter relates to a student ethics violation) <p>More detailed information can be found in NL0010 Student Council Regulation (only in Latvian) and on the RISEBA website.</p>
<p>3.3. Is it necessary to complete the <i>Course assessment survey</i>?</p>	<p>Yes, students are required to complete the survey, as it provides valuable feedback on the content and quality of the study course.</p> <p>Please note that all surveys are anonymous. Faculty members can only see a summarised version of the results along with students' suggestions.</p>
<p>3.4. What is the <i>Annual student survey</i>?</p>	<p>Each year in March, every student completes the <i>Annual Student Survey</i>. The results provide an overall insight into student satisfaction with studies at RISEBA, including the study environment, study organisation, availability of information, and the quality of interactions with fellow students, the administrator and the programme director.</p>
<p>3.5. Where can I obtain and receive a student card?</p>	<p>RISEBA cooperates with ISIC.lv, providing the opportunity to receive an internationally recognised student identification card with a wide range of benefits.</p> <p>➤ ISIC Card - first-year students are invited to apply for a student card by completing the RISEBA personalised application form and uploading their photo on the ISIC website. A <i>Reference</i> is not required for card issuance. Senior-year students may continue to use the advantages of the ISIC card by completing the application on the ISIC website.</p> <p>More detailed information is available on the ISIC website.</p> <p>NB!</p> <p>! The card is free of charge for first-year students, for students in higher years, the card is available for a fee, according to ISIC.lv pricing.</p> <p>➤ ISIC Digital Card - download the free ISIC mobile application, available for both iOS and Android devices. To activate the ISIC digital card, you must register in the app using your full name and the ISIC card number. Additional information is available on the ISIC website.</p> <p>➤ Swedbank ISIC Card - this card combines an internationally recognised student ID with a Swedbank payment card. You can apply:</p> <ul style="list-style-type: none"> • At any Swedbank Latvia branch — by booking an appointment in advance. Please bring a valid Latvian passport or ID card. • Online - you will need a passport or ID card, as well as Smart-ID QES or an ID card with a card reader. <p>Refer to Swedbank for detailed information and pricing.</p> <p>NB!</p> <p>! With the Swedbank payment Basic Plan enabled, the Swedbank ISIC card is free for students up to 25 years of age.</p>
<p>3.6. Does RISEBA offer support services for students?</p>	<p>RISEBA provides the following free support services to all RISEBA students:</p> <ul style="list-style-type: none"> ➤ Psychological consultations ➤ Supervisor consultations ➤ Career coaching ➤ RISEBA Alumni mentoring ➤ Support in case of study-related difficulties <p>More detailed information is available on our website.</p>

<p>3.7. What additional paid services does RISEBA provide in relation to the study process?</p>	<p>The list of <i>Additional Paid Services</i>, along with their pricing, is available in the following locations:</p> <ul style="list-style-type: none"> ➤ On the RISEBA website, under For Students ➤ In my.RISEBA, under the section Home/ Important Information ➤ On the RISEBA website, under For Students in the Library section, for library related paid services (such as book purchase, binding, copying, etc.)
<p>3.8. Do students receive public transport discounts?</p>	<p>If the public transport service provider offers such discounts, students are eligible to receive public transport discounts. To apply:</p> <ul style="list-style-type: none"> ➤ Request a <i>Reference</i> in my.RISEBA confirming that you are a RISEBA student. ➤ Consult the respective public transport provider for further instructions. <p>All RISEBA students are eligible for discounts offered by SIA Rīgas Satiksme.</p>
<p>3.9. Where can I park my car near RISEBA?</p>	<ul style="list-style-type: none"> ➤ In the courtyard of the RISEBA main building at Meža street 1/3, a 24-hour paid car park operated by Mobilly Automatic is available. To park your car: <ul style="list-style-type: none"> • Link your car's number plate to your Mobilly account (via the Mobilly app). • Drive up to the car park entrance. • The barrier will open automatically — the camera reads your number plate. • Park your car in a designated parking space. • Payment will start automatically through Mobilly Automatic. • When leaving, the camera will read your number plate again and the payment will stop automatically. <p>More detailed information is available on the Mobilly website.</p> <ul style="list-style-type: none"> ➤ At the Architecture and Media Centre H2O 6: <ul style="list-style-type: none"> • A limited number of free parking spaces are available in the courtyard. • Paid parking is available at Park Expert, Aisteres street 2 / Durbes street 4 (Tariff Zone H2). Payment can also be made via the Mobilly application. <p>NB! ! You may also park for free in the nearby streets, provided you comply with the Road Traffic Regulations.</p>
<p>3.10. Does RISEBA offer access to Microsoft office?</p>	<p>All RISEBA students are provided free access to M365 Copilot (formerly Microsoft Office 365) for the entire duration of their studies. The service can be used on up to 5 devices simultaneously (including smartphones, tablets, and other devices). With M365 Copilot students can:</p> <ul style="list-style-type: none"> • Use a 100 GB email account • Use Copilot chat • Store and manage Microsoft Office documents online • Download and install the latest desktop versions of Microsoft Office applications (Word, Excel, PowerPoint, Outlook, OneNote) <p>A user guide explaining how to activate the M365 Copilot service is available here. If you have any questions, please contact the IT Department by phone: +371 25620595 or email: tech@riseba.lv</p>
<p>3.11. Does RISEBA offer support in searching for jobs or internship placements?</p>	<ul style="list-style-type: none"> ➤ RISEBA Career Days are organised throughout the year, bringing together company representatives, industry professionals and experts. During Career Day events, students have the opportunity to meet employers, discuss career development or internship possibilities, and attend various guest lectures, masterclasses, seminars and similar activities. Some Career Day events can also be attended remotely via Zoom. ➤ Throughout the academic year, the RISEBA Career Development Centre regularly sends students information about current job and internship vacancies. In cooperation with companies and partners, also organises meetings with their representatives to discuss career development opportunities. ➤ In cooperation with the EFMD Global Network, students are offered the opportunity to create their own career portal, which provides access to information about job and internship opportunities on an international scale. <p>For more detailed information, please contact the RISEBA Career Development and Alumni Centre.</p>
<p>3.12. Are there any activities organised outside the study process?</p>	<p>RISEBA offers students various opportunities to become involved in extracurricular initiatives:</p> <ul style="list-style-type: none"> ➤ Student Council: the Student Council is an active organisation that supports and represents students' interests whilst contributing to the improvement of the study environment. By joining, you may represent the entire RISEBA student community, take part in organising events, build new friendships, and gain experience that will be valuable in your future professional career. To apply, please complete the application form.

	<ul style="list-style-type: none"> ➤ Extracurricular events: all RISEBA students are encouraged to participate in a range of activities organised outside the study process, such as charity initiatives, community projects, seasonal celebrations, and other social events. Please follow current information on the website and social media channels.
<p>3.13. What meal options are available?</p>	<p>RISEBA Main Building</p> <ul style="list-style-type: none"> ➤ On the 1st floor, behind the CSC, there is an automated food vending point offering hot meals, soups, salads, snacks, desserts, and drinks. Snack and hot/cold drink machines are also available in the same area. ➤ In the basement (0th floor) you will find the Community Lounge- a space designed for relaxation and everyday needs. It includes snack and drink vending machines, as well as an automated food outlet with a refrigerator offering heat-and-eat meals (both fresh and frozen). The room is equipped with a microwave, allowing you to heat your meal and enjoy food purchased on site or brought from home. <p>Architecture and Media Centre H2O 6</p> <ul style="list-style-type: none"> ➤ On the 1st floor, between Auditoriums 103 and 104, there is an automated food vending point offering hot meals, soups, salads, snacks, desserts, and drinks. ➤ On the 1st floor, in Auditorium 105, there is the Student Kitchen, where you can heat and enjoy your own meal and drinks. <p>NB! ! There are many additional public dining options available in the vicinity of the RISEBA Main Building.</p>
<p>3.14. Is drinking water available at RISEBA?</p>	<p>You are welcome to refill your water bottles or cups free of charge at the following locations:</p> <p>RISEBA Main Building</p> <ul style="list-style-type: none"> ➤ 1st floor (behind the CSC) ➤ 3rd floor (behind Room 318) ➤ Basement / 0th floor – in the Community Lounge <p>Architecture and Media Centre H2O 6</p> <ul style="list-style-type: none"> ➤ 1st floor – Auditorium 105 in the Student Kitchen
<p>3.15. Does RISEBA offer student dormitories?</p>	<p>RISEBA does not have its own dormitories; however, students are encouraged to explore a variety of accommodation options, including several located near the university:</p> <ul style="list-style-type: none"> ➤ Co-living and co-working (shared living and creative spaces). <ul style="list-style-type: none"> • <u>SHED</u> – offers stylish, newly built living and co-working spaces for students and young professionals, with the possibility to rent single or double apartments in Riga according to your preferred rental option. • <u>Duck Republik</u> - Revolutionary Student Hotel, offers single or double rooms with access to four fully equipped kitchens. The building also provides shared study areas with high-speed internet, a gym, a yoga room, a lounge area, and entertainment options such as billiards, board games, and a Sony PlayStation. ➤ Hotels <ul style="list-style-type: none"> • <u>Best Hotel</u> – single and double rooms with a shared kitchen. • <u>Hotel Janne</u> – single and double rooms, as well as apartments. To receive a special offer, indicate that you are a RISEBA student when making your reservation. • <u>Bridge Hotel</u> – accommodation in furnished rooms with bed linen, equipped kitchen facilities, and a laundry room. <p>Other useful resources for finding suitable accommodation You may also explore: real estate agencies, rental and property platforms such as <u>ARCO REAL ESTATE</u>, <u>Latio</u>, <u>Rent Riga</u>, <u>City Real Estate</u>, <u>Airbnb</u>, <u>SS.COM</u>, and similar sites. These platforms offer a wide range of options to help you find accommodation that best fits your needs.</p>
<p>3.16. Do students have the opportunity to rent specialised audio and/or video equipment?</p>	<p>Students of the Faculty of Media and Creative Technologies may receive specialised audio and/or video equipment for faculty-related work. To do so, please follow these steps:</p> <ul style="list-style-type: none"> ➤ Check equipment availability and make a reservation, send an email to <u>technika@riseba.lv</u> to confirm availability and reserve the necessary equipment. ➤ Request approval from the programme director. If the equipment is available, contact your programme director and request approval. Please attach the completed <i>Equipment Reservation Form</i>, available in: <u>e.RISEBA/ Regulatory documents / Application forms</u> <p>NB! ! To receive the equipment, you must present a personal identification document.</p>
<p>3.17. What are the options for using specialised</p>	<p>The Faculty of Media and Creative Technologies provides access to several specialised study rooms, such as the Video Editing Studio, Photo Studio, and others. These rooms</p>

study rooms?	are available 24/7, but advance reservation is mandatory. To reserve a room: <ul style="list-style-type: none"> ➤ Complete the <i>Room Reservation Request</i>. You will find it in: e.RISEBA/Regulatory documents/ Application forms ➤ Send the completed application to info@riseba.lv and wait for confirmation.
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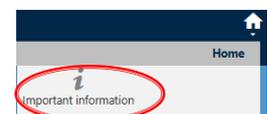
4. Working with RISEBA IT Systems

4.1. How to use my.RISEBA?	 The my.RISEBA system is an electronic student information platform used to access: <ul style="list-style-type: none"> ➤ your class timetable; ➤ grades for mandatory tests; ➤ the Finance section (paid and outstanding invoices); ➤ your administrator's contact information; ➤ instructions for the most frequently used functions. You can also use my.RISEBA to submit requests for: <ul style="list-style-type: none"> ➤ an <i>Academic Record</i>; ➤ an <i>Order to Retake</i>; ➤ an <i>Internship Agreement</i>. <p>NB!</p> <p>! The visual layout of the electronic environment may vary.</p> <p>! If your contact information changes, please inform your administrator.</p> <p>After signing the <i>Study Contract</i> and making the first payment, you will be matriculated, and your user's name and password, generated by the IT Department, will be provided by your administrator. If you have any questions, please contact: tech@riseba.lv</p> <p>A video tutorial on how to use my.RISEBA is available here, and a detailed user guide is accessible within the my.RISEBA/Help.</p>
4.2. How to use e.RISEBA?	 The e.RISEBA is the electronic study environment (Moodle platform), where you will find the study course pages for the current semester. Each course page contains: <ul style="list-style-type: none"> ➤ the <i>Course Description</i>; ➤ study course materials; ➤ links to remote classes (including dates and times), if such activities are included in the study plan; ➤ test submission deadlines, schedules, and calendar; ➤ submission areas for study tests and examinations; ➤ the online test area (where applicable); ➤ all tests an examinations grades and feedback (if such is provided for); ➤ a forum for communication with the faculty member and fellow students; ➤ the faculty member's contact information; ➤ the option to send a direct message to the faculty member. <p>After signing the <i>Study Contract</i> and making the first payment, you will be matriculated, and your user's name and password, issued by the IT Department, will be provided by your administrator.</p> <p>For any questions, please contact: tech@riseba.lv</p> <p>NB!</p> <p>! We strongly recommend downloading all study course materials from the e.RISEBA course page in good time. Once the study course has concluded in my.RISEBA (after all final grades have been published), access to the course page and its materials will no longer be available.</p>
4.3. Who can provide guidance on using RISEBA information systems?	Please contact the appropriate support channel depending on the issue: <ul style="list-style-type: none"> ➤ If you have questions about using e.RISEBA or my.RISEBA, contact your administrator, by writing an email or calling; ➤ If your user name or password does not work, or you cannot upload your examination assignment in e.RISEBA, contact IT support at: tech@riseba.lv ➤ If you require IT assistance and/or guidance on using computer hardware or software, please contact: <ul style="list-style-type: none"> • RISEBA main building's IT department: tech@riseba.lv, mobile: +37125620595

	<ul style="list-style-type: none"> Architecture and Media Centre H2O 6 by writing to tehnika@riseba.lv or calling +371 25749009 <p>NB! ! IT support is also available in the evenings and on Saturdays during class hours. A video tutorial on how to use my.RISEBA can be found in the video “Practical information, how to use my.RISEBA platform?”</p>
4.4. Is There an e.RISEBA mobile application?	 The Moodle system has a mobile application that allows you to easily access study course content, communicate with course participants, upload images, audio, video, and other files directly from your mobile device, and perform various other study-related activities. You can download the free Moodle app to your phone or tablet from the App Store or Google Play.

5. Internship and Course Paper

5.1. Do I have to complete an internship?	Internship is planned and compulsory for higher professional education study programmes. If you study in an academic programme, internship is not required unless it is included in the study programme.
5.2. How can I complete an internship?	An internship may be completed in a company within the relevant field of the study programme, in a state or municipal institution, or in a company abroad, in accordance with the internship requirements of the study programme. It is recommended that the place of internship relates to the topic of your <i>Final Thesis</i> . NB! ! Please ensure that no conflict of interest arises, for example, an employer may not complete an internship under their own employee or subordinate.
5.3. What are the stages of the internship?	The stages of the internship are: <ul style="list-style-type: none"> ➤ coordination of internship tasks with the RISEBA and employer internship supervisors; ➤ completion of the <i>Internship Agreement</i> (apply in my.RISEBA under: Internship); ➤ completion of internship tasks; ➤ completion and submission of the internship diary; ➤ submission of the internship report; ➤ assessment of the trainee by employer internship supervisor; ➤ defence of the internship at the RISEBA commission More detailed information is available in MNO007 The Student Internship Guidelines or in the internship programme/description of the specific study programme.
5.4. Does RISEBA offer internship placements?	If a student is unable to secure an internship placement independently, they should contact the RISEBA Careers and Alumni Centre . Please note that you must first familiarise yourself with the internship requirements in e.RISEBA, as the conditions may differ between study programmes.
5.5. What is the aim of the <i>Course paper</i> ?	The aim of the <i>Course Paper</i> is to carry out independent research based on the results of critical analysis of literature, examining and addressing a defined business problem by applying the knowledge and skills acquired during the studies. It also aims to develop practical competencies in the application of research methods, including quantitative methods.
5.6. How can I choose the subject and supervisor for the <i>Course paper</i> ?	The student: <ul style="list-style-type: none"> ➤ selects the scientific supervisor of the <i>Course Paper</i>; ➤ together with the scientific supervisor formulates the <i>Course Paper</i> subject in accordance with the thematic field of the study programme and based on the relevance of the problem; ➤ completes and submits in my.RISEBA the <i>Application</i> for subject for the <i>Course paper</i> and designate a scientific supervisor. The supervisor for the <i>Course Paper</i> is approved by the director of the respective RISEBA study programme. NB! ! Instructions for completing the <i>Final Thesis/Course Paper</i> subject <i>Application</i> can be found in my.RISEBA/Important Information



5.7. What must be done to receive a grade for the <i>Course Paper</i> ?	<ul style="list-style-type: none"> ➤ You must prepare and submit the <i>Course Paper</i> in accordance with the completion requirements and submission deadlines. More detailed information is available in: <ul style="list-style-type: none"> • NL0094 Course Paper Preparation Regulation for the study fields Economics, Management, Administration and Real Estate Management; • NL0100 Study paper layout regulation; • MN0010 Creating References and Bibliography Using the MS Word Toolbar References; • the course page in e.RISEBA. ➤ You must prepare a presentation for the defence of the <i>Course Paper</i>. ➤ You must present and defend the <i>Course Paper</i> before the commission at the scheduled time according to the timetable. ➤ You must answer the commission's questions. <p>Course Papers are assessed by faculty members of the respective faculties (the commission) using a 10-point grading scale. A defence is considered successful if all requirements are met and the final grade is not lower than 4 points.</p>
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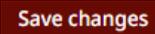
6. Final Thesis (Bachelor's and Master's Theses)

6.1. How does a student choose the <i>Final Thesis</i> subject and supervisor?	<p>Faculty of Business and Economics:</p> <ul style="list-style-type: none"> ➤ The student selects the research direction for the <i>Final Thesis</i> and a potential scientific supervisor from the list approved by RISEBA. ➤ The student individually agrees and coordinates with the scientific supervisor: <ul style="list-style-type: none"> • the subject; • the required tasks; • the development plan of the <i>Final Thesis</i>. ➤ Within the specified deadline, the student completes and submits the <i>Application</i> for the approval of the <i>Final Thesis</i> subject and the appointment of the scientific supervisor in my.RISEBA / Applications. <p>The subject of the <i>Final Thesis</i> is coordinated by the scientific supervisor and approved by the director of the study programme.</p> <p>Faculty of Media and Creative Technologies:</p> <ul style="list-style-type: none"> ➤ The student chooses the supervisor(s) proposed by the programme director or propose their preferred candidate(s); ➤ Independently chooses the subject of the theoretical part of the <i>Final Thesis</i>; ➤ Selects the format and duration of the artistic/practical part from the RISEBA-approved list; ➤ Coordinates with the scientific supervisor and artistic supervisor: <ul style="list-style-type: none"> • the subject and/or format, • the required tasks, • the development plan of the <i>Final Thesis</i>; ➤ submits to the programme director, within the deadline set by RISEBA, the completed <i>Application</i> for approval of the <i>Final Thesis</i> subject and format and assignment of the scientific and artistic supervisor. The <i>Application</i> is available in e.RISEBA/ Regulatory documents/Application forms; ➤ within 5 days after the pre-defence, enter in my.RISEBA/ Applications, the subject of the theoretical part and the format/title of the artistic/practical part. <p>The final version of the subject and/or format formulation is approved by the programme director.</p> <p>Faculty of Architecture and Design:</p> <ul style="list-style-type: none"> ➤ The student selects the research direction of the <i>Final Thesis</i> and the potential scientific supervisor(s) from the RISEBA-approved list; ➤ individually agrees and coordinates with the scientific supervisor(s): <ul style="list-style-type: none"> • the subject, • the required tasks, • the development plan of the <i>Final Thesis</i>; ➤ submits to the programme director, within the deadline set by RISEBA, the completed Application for approval of the <i>Final Thesis</i> subject and assignment of the scientific supervisor(s). <p>The chosen <i>Final Thesis</i> subject is approved by the study programme director.</p> <p>NB!</p> <ul style="list-style-type: none"> ! Each scientific supervisor has a limited number of <i>Final Theses</i> they can supervise, therefore, it is recommended to choose the scientific supervisor in a timely manner. ! In consultation with the programme director or faculty members of the respective field, the student may also propose their own relevant <i>Final Thesis</i> subject and indicate a potential supervisor.
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<p>6.2. What are the requirements for the development of the <i>Final Thesis</i>?</p>	<p>Before starting the development of the <i>Final Thesis</i>, each programme director organises a meeting regarding the <i>Final Thesis</i> process. Each study programme has a <i>Final Thesis</i> study course page in e.RISEBA, where you will find all the necessary information.</p> <p>The development of the <i>Final Thesis</i> and the process are determined by the regulations listed below, available in e.RISEBA / Regulatory Documents / 1. Regulatory Documents for Students / Document list for students (with links).pdf:</p> <ul style="list-style-type: none"> ➤ NL 0090 Bachelor's Thesis Preparation Regulation for the study fields: Economics, Management, Administration and Management of Real Property, Information and Communication Sciences; ➤ NL0091 Master's Theses Preparation Regulation for the study fields: Economics; Management, Administration and Management of Real Property; ➤ NL0092 Bachelor's Thesis Preparation Regulations for field of study: Arts; ➤ NL0093 Master's Thesis Preparation Regulations for field of study: Arts; ➤ NL0095 Bachelor's Thesis Preparation Regulations for field of study: Architecture; ➤ NL0096 Master's Thesis Preparation Regulations for field of study: Architecture; ➤ NL 0100 Study paper layout regulation; ➤ MN 0010 Creating References and Bibliography Using the MS Word Toolbar References.
<p>6.3. Do I have to attend the pre-defence in person?</p>	<p>Pre-defence is mandatory for all students and is available only to those who have no academic debt or financial debt.</p> <p>Students who do not participate in the pre-defence are not allowed to take part in the defence of the <i>Final Thesis</i>.</p> <p>Pre-defence is organised in person or as remote classes, as determined by the programme director. More detailed information is provided by the programme director on the study course page in e.RISEBA.</p>
<p>6.4. In which cases is a student allowed to take part in the defence of the <i>Final Thesis</i>?</p>	<p>To be admitted to the <i>Final Thesis</i> defence, the following requirements must be met:</p> <ul style="list-style-type: none"> ➤ there is no academic debt; ➤ there is no financial debt; ➤ a positive assessment has been obtained in the pre-defence; ➤ the <i>Final Thesis</i> is completed; ➤ all obligations towards RISEBA have been fulfilled (e.g., books returned to the library, rented equipment returned, etc.); ➤ the study programme director has issued a decision allowing the work to proceed to defence; ➤ a positive Review has been received.
<p>6.5. Can the <i>Final Thesis</i> be defended remotely?</p>	<p>The defence of the <i>Final Thesis</i> takes place in person. Only in unexpected or urgent situations, and with the dean's permission, it may be held remotely. Detailed information can be found in the regulations on the development of <i>Bachelor's</i> and <i>Master's Theses</i>.</p> <p>The form Application for permission to defend a thesis remotely can be found in e.RISEBA.</p> <p>NB!</p> <p>! The student is responsible for the quality of the connection during the defence and for ensuring adherence to the principles of professional communication.</p>

7. Submission of Study Tests, Assessment System, Plagiarism

<p>7.1. What should I do if I miss the deadline for a test?</p>	<p>Study tests must be completed within the established deadlines. If the deadline for a mandatory test has been missed, an Order to Retake must be obtained. If the work has not been completed by the specified deadline:</p> <ul style="list-style-type: none"> ➤ apply for the <i>Order to Retake</i> in my.RISEBA; ➤ contact the faculty member to agree on the possible dates and conditions for taking the test. <p>You will find detailed information about the tests for each study course on the study course page in e.RISEBA.</p> <p>To receive the final grade for the study course, all mandatory tests of that study course must be passed.</p> <p>NB!</p> <p>! Without a justified reason, taking a test after the deadline set in the study year plan is an additional paid service, and the fee is applied according to the Additional paid service price list.</p>
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7.2. Where can I see the deadlines for the study course tests?	The faculty member informs students about the deadlines and dates of the study course tests, and students can also see them in: <ul style="list-style-type: none"> ➤ my.RISEBA ➤ the study course page in e.RISEBA (if the test is required to be submitted on the study course page in e.RISEBA).
7.3. What are the conditions for advancing to the next year?	Advancing to the next study year takes place automatically if: <ul style="list-style-type: none"> ➤ there is no financial debt, and ➤ there are no more than 3 academic debts. If the above criteria are not met then you may be offered to take a study leave and complete the academic debts according to the <i>Individual Study Plan</i> , or to repeat the entire semester or study year.
7.4. What should I do if I receive a failing grade in a mandatory test?	The test must be retaken and the grade must be improved. Until the failing grade is corrected, the study course will be considered an academic debt, as the final grade cannot be issued. To correct the grade: <ul style="list-style-type: none"> ➤ for tests of the current semester, contact the administrator, who will issue the <i>Invoice</i> and the <i>Order to Retake</i> in my.RISEBA; ➤ for previous semesters, apply in my.RISEBA for a paid <i>Order to Retake</i> for the specific test; ➤ contact the faculty member. <p>NB!</p> <p>! Taking a test after the deadline set in the study year plan is an additional paid service, and the fee is applied according to the Additional paid service price list.</p>
7.5. How to upload test or examination assignments in e.RISEBA?	If a study course requires submitting a test in e.RISEBA, two submission methods are most commonly used. These are added by the faculty member on the study course page in e.RISEBA. <p> Assignment module / activity - this module/activity allows you to submit any type of digital content (files), such as text documents, Word documents, Excel spreadsheets, images, small audio or video clips, etc. The assignment module/activity is a convenient and effective tool for receiving more personalised and detailed feedback. Each assignment is assessed individually by the faculty member.</p> To submit your work: <ul style="list-style-type: none"> ➤ open the assignment module/activity for the  Test no.1 (15.10.2026.) ➤ click Add submission;  ➤ upload  or drag  and drop the required file;  ➤ save the changes; ➤ submit the assignment (after this step, no further changes can be made).  <p>NB!</p> <p>! Make sure the assignment is fully submitted. Otherwise, it may appear as a draft, which is not considered the final version and will not be assessed.!</p> <p> Test module / activity: a test module/activity is a test created in the Moodle environment to check knowledge using various question types. It may include single-choice or multiple-choice questions, numerical questions, open-ended/essay questions, etc.</p> The faculty member may set the number of attempts, shuffle the order of questions or select them randomly from a question bank, and define a time limit. Therefore, make sure to review the requirements set by the faculty member before attempting the test. Each attempt is evaluated automatically, except for essay questions or individual task solutions. To complete the test: <ul style="list-style-type: none"> ➤ review the test requirements on the study course page in e.RISEBA; ➤ open the specific test module/activity; ➤ start the test and answer all questions/tasks;  ➤ finish and submit for assessment. 
7.6. How quickly will the faculty member check my test or examination?	The faculty member evaluates mandatory tests within 5 working days, or within 10 working days if the group has more than 50 students, counting from the date of the test, the grades will be displayed in my.RISEBA..

7.7. If I am not satisfied with the grade of a mandatory test, can it be improved?	Yes, but only in exceptional cases. To do so, it is necessary to: <ul style="list-style-type: none"> ➤ apply for and pay for a paid <i>Order to Retake</i> in my.RISEBA; ➤ coordinate this in advance with the faculty member. NB! ! When awarding a <i>Diploma</i> with distinction, only the grades obtained on the first attempt are taken into account.																																						
7.8. What grade is required for a study test to be passed?	A minimum grade of 4 (almost satisfactory) is required for the work to be accepted. The requirements for completing each study course can be found in the <i>Course Description</i> , available on the study course page in e.RISEBA.																																						
7.9. Do all tests within the study course have to be completed in order to receive the final grade?	To receive the final grade, the student must complete all mandatory mid-term tests and exam specified in the <i>Course Description</i> . If even one mandatory test has not been taken, or if the student has received a negative grade (below 4 (almost satisfactory)), the final grade for the study course will not be issued. A study course may also include other tests (e.g., self-assessment tests, homework) that are not mandatory and may not affect the final grade. The requirements for successfully completing each study course can be found on the study course page in e.RISEBA, in the attached <i>Course Description</i> .																																						
7.10. What is considered plagiarism?	Plagiarism is the use of another author’s work (published or unpublished) or ideas without providing an appropriate reference to that author, specifically: the use of 6 or more consecutive words or ideas without permission or citation. All student works are checked by comparing them with other works, including those created by students from other higher education institutions. If the submitted work is recognised as plagiarism, sanctions are applied in accordance with NL0050 Regulation on the Control and Prevention of Plagiarism .																																						
7.11. Can AI be used?	By following the principles of ethics and academic integrity, RISEBA supports the use of AI. When using AI-generated content, you must take full responsibility for the use of this information. You must include a reference (or references) indicating: <ul style="list-style-type: none"> ➤ the name of the AI tool; ➤ the date of use; ➤ the author input (prompt). For example: “On {date}, in response to the prompt {prompt text}, {AI tool name} provided the following answer: {AI-generated content}.” More detailed information is available in NL0078 Academic Integrity Code .																																						
7.12. When are examinations held?	The examination scheduled in the study course takes place according to the study year plan, as communicated by the faculty member. The scheduled examination date and time can be found in my.RISEBA.																																						
7.13. Are there any requirements to be admitted to the exam?	A student is allowed to take the exam if they have fully met the study course requirements as specified in the <i>Course Description</i> . If the student has not completed all mandatory tests and other assessments required in the study course, it is up to the faculty member to decide whether to allow the student to take the exam. However, the final grade can only be issued after all mandatory tests have been passed successfully.																																						
7.14. Where can I see my grades?	All grades for mandatory tests are available in my.RISEBA section Study Plans / Grades. NB! ! The final and official grade is recorded in the my.RISEBA system, while the grades shown in e.RISEBA are for information only.																																						
7.15. What is the RISEBA student knowledge assessment system?	<table border="1" data-bbox="528 1756 1401 2123"> <thead> <tr> <th>Competence level</th> <th>Assessment %</th> <th>10-point scale</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td rowspan="2">very high</td> <td>95-100</td> <td>10</td> <td>With distinction</td> </tr> <tr> <td>85-94</td> <td>9</td> <td>Excellent</td> </tr> <tr> <td rowspan="2">high</td> <td>75-84</td> <td>8</td> <td>Very good</td> </tr> <tr> <td>65-74</td> <td>7</td> <td>Good</td> </tr> <tr> <td rowspan="3">average</td> <td>55-64</td> <td>6</td> <td>Almost good</td> </tr> <tr> <td>45-54</td> <td>5</td> <td>Satisfactory</td> </tr> <tr> <td>35-44</td> <td>4</td> <td>Almost satisfactory</td> </tr> <tr> <td rowspan="3">low</td> <td>25-34</td> <td>3</td> <td>Poor</td> </tr> <tr> <td>15-24</td> <td>2</td> <td>Very poor</td> </tr> <tr> <td>1-14</td> <td>1</td> <td>Extremely poor</td> </tr> </tbody> </table> <p>See NL0005 Study Regulations (Annex 1) for details of the RISEBA assessment system.</p>	Competence level	Assessment %	10-point scale	Explanation	very high	95-100	10	With distinction	85-94	9	Excellent	high	75-84	8	Very good	65-74	7	Good	average	55-64	6	Almost good	45-54	5	Satisfactory	35-44	4	Almost satisfactory	low	25-34	3	Poor	15-24	2	Very poor	1-14	1	Extremely poor
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8. Study Leave

<p>8.1. How can I obtain study leave?</p>	<p>A student has the right to take study leave provided there is no financial debt. If a student wishes to formalise study leave, the full tuition fee for the current semester must be paid. The electronically signed <i>Application</i> for study leave must be submitted to the administrator by email (contacts are available in my.RISEBA/Contacts), the <i>Application</i> form is available in e.RISEBA.</p> <p>When resuming studies, all study course grades received before the leave are aligned with the current study year's programme in accordance with the regulatory document NL0074 The Regulations on the Preparation of the Study Course Recognition Protocol and the Individual Study Plan.</p> <p>NB! ! By using study leave, your overall duration of studies will be extended accordingly.</p>
<p>8.2. What must be done to complete academic debt during study leave?</p>	<p>To complete your academic debt while on study leave, please follow the steps below:</p> <ul style="list-style-type: none"> ➤ Contact: <ul style="list-style-type: none"> • the administrator by writing an e-mail (contacts are available in my.RISEBA/Contacts); • the faculty member (contact details are available on the study course page in e.RISEBA); ➤ Submit an <i>Order to Retake</i> in the my.RISEBA system; ➤ Pay the <i>Invoice</i> (see the Financial Data section in my.RISEBA) in accordance with the Additional paid service. <p>NB! ! Faculty members are on annual leave in July and August.</p>
<p>8.3. How can I return from / interrupt study leave?</p>	<p>When returning after the end of your study leave, or when interrupting study leave, you must submit the appropriate <i>Application</i> to the administrator by email (contact details are available in my.RISEBA/Contacts).</p> <p>The <i>Application</i> form is available in e.RISEBA.</p> <p>NB! ! If the number of academic debts is high, the study programme director has the right, after a study leave, to allow the student to be reinstated in one of the previous stages (semesters) of the programme. This ensures that (together with completing the academic debt) the total number of CP to be obtained does not exceed 60 ECTS per year.</p>
<p>8.4. What should you pay attention to when returning from study leave?</p>	<p>When resuming your studies after study leave, and based on your submitted <i>Application</i>, the programme director will prepare <i>The Study Course Recognition Protocol and the Individual Study Plan</i>. This document will reflect:</p> <ul style="list-style-type: none"> ➤ your academic debts, and ➤ any new study courses included in the current study programme (study course difference). <p>NB! ! All academic debts and the study courses arising from the study course difference must be studied and completed in parallel with the study courses of the current semester.</p>
<p>8.5. How can academic debts or study course differences be completed after study leave?</p>	<p>In accordance with <i>The Study Course Recognition Protocol and the Individual Study Plan</i>:</p> <ul style="list-style-type: none"> ➤ Study course differences that have arisen during a study leave may be completed free of charge by submitting an <i>Order to Retake</i> via my.RISEBA. ➤ For academic debt: <ul style="list-style-type: none"> • Submit a paid <i>Order to Retake</i>: <ul style="list-style-type: none"> ○ for previous semesters – apply through the my.RISEBA system; ○ for the current semester – apply to the administrator; • Pay the <i>Invoice</i> (see the Financial Data section in my.RISEBA) according to the Additional paid service; • Contact the faculty member. <p>NB! Faculty members are on annual leave in July and August.</p>
<p>8.6. Is it possible to extend study leave?</p>	<p>Study leave may be extended by sending the appropriate <i>Application</i> to the administrator by e-mail (contacts are available in my.RISEBA/Contacts). The <i>Application</i> form is available in e.RISEBA.</p> <p>NB! ! The total duration of study leave may not exceed two years.</p>

9. References, Orders to Retake, Applications

<p>9.1. How can I obtain a proof of enrolment at RISEBA?</p>	<p>To receive such a <i>Reference</i>:</p> <ul style="list-style-type: none"> ➤ Request the <i>Reference</i> in my.RISEBA, request path: My Actions / Applications / Create Application / Reference in Latvian. The Reference will be prepared, and you will receive a notification by email. ➤ Receiving the <i>Reference</i>: <ul style="list-style-type: none"> • electronically by email, or • at the RISEBA CSC.
<p>9.2. What should I do to receive a <i>Reference</i> that includes my grades?</p>	<p>In this case:</p> <ul style="list-style-type: none"> ➤ Request an <i>Academic Record</i> in my.RISEBA. Request path: My Actions / Applications / Create Application / <i>Academic Record</i> in Latvian. ➤ The preparation of an <i>Academic Record</i> is a paid service, in accordance with the Additional paid service. The Invoice for preparing the <i>Academic Record</i> can be found in the Financial Data section of my.RISEBA. ➤ After the payment is received and processed (within 5 working days), the <i>Academic Record</i> will be prepared, and you will receive a notification by email. ➤ Receiving the Reference: <ul style="list-style-type: none"> • electronically by email, or • at the RISEBA CSC. 
<p>9.3. How can I submit an <i>Order to Retake</i>?</p>	<p>An <i>Order to Retake</i> can be submitted in the my.RISEBA system, under the Applications section. The instruction is available in my.RISEBA, under Important Information.</p>
<p>9.4. What should I know about <i>Orders to Retake</i>?</p>	<p><i>Orders to Retake</i> are divided into two categories:</p> <ul style="list-style-type: none"> ➤ Free of charge - applicable if you were unable to take the test for justified reasons and submitted the <i>Application</i> together with supporting documents before the test: <ul style="list-style-type: none"> • due to health reasons – supporting document: <i>Certificate of Incapacity for Work</i> (sick leave certificate); • due to work circumstances – supporting document: <i>Employer's Certificate</i> (confirmation from the employer). <p>NB! ! A free <i>Order to Retake</i> may be submitted only within the current academic year.</p> <ul style="list-style-type: none"> ➤ Paid - a paid <i>Order to Retake</i> is required if: <ul style="list-style-type: none"> • the mandatory test was not taken within the assigned deadline without justification; • the mandatory test was failed; • you wish to improve your grade (with prior agreement from the faculty member). <p>The fee is determined according to the price list available on the RISEBA website under: For Students / Payments / Additional paid service.</p> <p>NB! ! Each Order to Retake has a limited validity period. After it expires, you must submit a new paid Order to Retake. ! The validity period is indicated in my.RISEBA/ Applications. ! The price for a paid Order to Retake is higher if it concerns the completion of academic debt from the previous academic year.</p>
<p>9.5. How can I submit the <i>Application</i>?</p>	<p>For Applications related to the study process:</p> <ul style="list-style-type: none"> ➤ complete the appropriate <i>Application</i> (the Application form is available in e.RISEBA) and sign it with a secure electronic signature; ➤ send it to the administrator by email (contacts are available in my.RISEBA/ Contacts). <p>NB! ! The <i>Applications</i> related to the <i>Final Thesis</i>, <i>Course Paper</i> subject and/or supervisors must be submitted in my.RISEBA/Applications</p>
<p>9.6. Where can I find the <i>Application</i> forms?</p>	<p>All <i>Application</i> forms are available in e.RISEBA/Regulatory Documents/ Application Forms.</p>

10. Studies Abroad

<p>10.1. What opportunities are available for studying abroad?</p>	<ul style="list-style-type: none"> ➤ We encourage you to apply for the Erasmus+ programme. The programme enhances both the study process and your understanding of the host country, while also fostering a sense of community among students from different countries. Each study programme has established cooperation agreements with partner universities specialising in the relevant field. ➤ We offer double degree programmes, which provide students with the opportunity to obtain two <i>Diplomas</i>: a RISEBA <i>Diploma</i> and a <i>Diploma</i> from the partner university. ➤ We invite you to make use of the Erasmus+ internship opportunities abroad. Erasmus+ supports internships abroad for students who are already enrolled in a state-accredited higher education institution at the Bachelor's, Master's, or Doctoral level.
<p>10.2. What are the requirements for joining the Erasmus+ programme?</p>	<p>You may apply for the Erasmus+ programme if you:</p> <ul style="list-style-type: none"> ➤ are studying in a full-time or part-time study form (including distance learning) in a study programme; ➤ have completed at least one study year in a Bachelor's study programme, or one semester in a Master's study programme at RISEBA; ➤ have fulfilled all academic and financial obligations; ➤ have an average grade of at least 7; ➤ have English language proficiency that meets the requirements of the chosen partner university. <p>You can find more information about the programme on the RISEBA website, the Erasmus+ website, and/or by contacting the RISEBA External Relations Department.</p>
<p>10.3. When and where should I apply for the Erasmus+ programme?</p>	<p>Applications for the Erasmus+ study exchange programme take place twice a year:</p> <ul style="list-style-type: none"> ➤ in autumn – for studies in the spring semester; ➤ in spring – for studies in the fall semester. <p>To apply for Erasmus+, please complete the Application form.</p> <p>For the exchange programme, you may choose any foreign university participating in the Erasmus+ programme (a partnership agreement is signed with RISEBA). The list of partner universities is available here.</p>
<p>10.4. How long can you study under the Erasmus+ programme?</p>	<p>You may participate in the Erasmus+ programme multiple times during your studies, provided that the total mobility period does not exceed 12 months per study level (Bachelor, Master, Doctoral).</p> <p>The minimum duration of study mobility within the Erasmus+ programme is three months.</p>
<p>10.5. What is an Erasmus+ Student Buddy?</p>	<p>An Erasmus+ Student Buddy is a RISEBA contact person for incoming Erasmus+ students who:</p> <ul style="list-style-type: none"> ➤ helps them adapt to life at RISEBA; ➤ explores Latvia and Riga together with them (and recommends the best entertainment, leisure, and other activity venues); ➤ shares practical and everyday experience. <p>More detailed information is available on the RISEBA website or by contacting the External Relations Department.</p>
<p>10.6. What are the benefits of becoming an Erasmus+ Student Buddy?</p>	<p>You will:</p> <ul style="list-style-type: none"> ➤ receive support and gain advantages related to Erasmus+ mobility; ➤ enrich your intercultural experience; ➤ improve your language skills; ➤ expand your circle of friends, and more.
<p>10.7. Which study programmes offer the Double Degree option?</p>	<p>Bachelor's programmes:</p> <ul style="list-style-type: none"> ➤ European Business Studies ➤ Business Management <p>Master's programmes:</p> <ul style="list-style-type: none"> ➤ International Business ➤ International Finance
<p>10.8. What should be considered when applying for the Double Degree programme?</p>	<p>To apply for the Double Degree programme, you must meet the following requirements:</p> <ul style="list-style-type: none"> ➤ you are enrolled in, and have completed at least one study year of, a study programme that offers the Double Degree option; ➤ the <i>Application</i> has been approved by the programme director of the respective programme; ➤ all academic and financial obligations have been fulfilled;

	<ul style="list-style-type: none"> ➤ your average grade is at least 7; ➤ your English language proficiency meets the requirements of the partner university. <p>More detailed information is available on the RISEBA website or by contacting the RISEBA External Relations Department.</p>
10.9. Are there any limits to the duration of an Erasmus+ internship abroad?	An internship abroad may not be shorter than 2 months and longer than 12 months.
10.10. What are the requirements for applying for an Erasmus+ internship abroad?	<ul style="list-style-type: none"> ➤ The internship is available to all RISEBA students, including graduates, provided that you begin the internship no later than one year after receiving your <i>Diploma</i>. ➤ The internship must be relevant to your study programme. ➤ The place of internship may be any organisation in an Erasmus+ programme country (except institutions and agencies forming part of the institutional structures of the European Union). ➤ You may undertake an internship abroad at any time, as long as it does not interfere with your studies (e.g. a summer internship, or after completing your studies). <p>NB! ! This opportunity cannot be used during a study leave.</p>
10.11. When should you apply for an Erasmus+ internship abroad?	Applications are open all year round. To apply, you must complete the Application form . More detailed information is available on the RISEBA website or by contacting the RISEBA External Relations Department .
10.12. Do I have to pay the tuition fee while studying in the Erasmus+ or Double Degree exchange programmes?	You do not have to pay a tuition fee at the partner university. However, students must continue paying the RISEBA tuition fee. All Erasmus+ students receive a European Union scholarship together with co-funding from the Latvian state budget to partially cover living expenses.

11. Finances

11.1. How to make a payment for services?	<p>All payments can be made only via bank transfer. You can find the RISEBA bank details here.</p> <p>In the payment purpose/description field, you must include at least one of the following details:</p> <ul style="list-style-type: none"> ➤ invoice number; ➤ contract number (available in my.RISEBA, section Financial data); ➤ student's name, surname, and personal identification number. <p>For detailed information, please refer to the RISEBA website.</p>
11.2. What is the deadline for paying the tuition fee?	<p>The first payment, when starting your studies, must be made within 7 calendar days after signing the <i>Study Contract</i> (after both parties have signed it).</p> <p>Each subsequent tuition fee invoice is issued once per semester (before the semester begins) and is available in my.RISEBA, section Financial data.</p> <p>When completing your study application, you selected one of the following tuition fee payment options:</p> <ul style="list-style-type: none"> ➤ Payment by semester – tuition fee payments must be made by 15 August and 15 January each year. ➤ Monthly payments – tuition fee payments must be made by the 15th of each month, starting from 15 August. When starting your studies, the first payment must cover two months. In this case, the annual tuition fee is increased by 5%.
11.3 Is it possible to receive a state-guaranteed loan to cover the tuition fee?	<p>After signing the <i>Study Contract</i> and completing matriculation, a student may apply to a bank for a state-guaranteed study loan, intended to cover the tuition fee.</p> <p>The bank verifies the information provided by the higher education institution in the State Education Information System and assesses the student's (applicant's) credit history.</p> <p>The study loan for covering the tuition fee is transferred directly to the university's account. The loan payment for the first semester is made within 5 days after signing the loan agreement. For the following semesters, the loan is disbursed twice a year (in September and March).</p>

	<p>Additionally, students may apply to the bank for a state-guaranteed student loan, intended to cover daily living expenses. This loan is transferred to the student's personal account.</p> <p>For more detailed information, please visit: www.swedbank.lv; www.altum.lv</p>
11.4. What should I do if the tuition fee will be paid by my employer or another legal entity and an <i>Invoice</i> is required?	<p>If the tuition fee will be paid on behalf of the student by an employer or another legal entity and an <i>Invoice</i> is required, the student must send an email to riseba@riseba.lv, specifying the payer and the payer's billing details. The Invoice will be prepared electronically. If, during the course of studies, the payer or their billing details change, the student must inform RISEBA in writing within 7 calendar days.</p>
11.5. What should I do if I cannot pay by the deadline?	<p>In such a situation, please contact the RISEBA Accounting Department: payments@riseba.lv, Phone: +371 25618276</p>
11.6. What happens if the tuition fee is not paid on time?	<p>In accordance with the <i>Study Contract</i>, if the tuition fee is not paid by the deadline, RISEBA has the right to charge, and the student is obliged to pay, late payment interest of 0.2% of the outstanding amount for each delayed calendar day.</p> <p>The payment of late interest does not release the student from fulfilling all obligations arising from the <i>Study Contract</i>.</p> <p>RISEBA has the right to exmatriculate a student for failure to fulfil financial obligations. If you are unable to make the payment on time, you must contact the RISEBA Accounting Department: payments@riseba.lv, phone: +371 25618276</p>
11.7. Is it possible to receive a tuition fee discount?	<p>RISEBA offers tuition fee discounts, which students may apply for only if all financial and academic obligations have been fully met. To apply for a tuition fee discount:</p> <ul style="list-style-type: none"> ➤ review the eligibility criteria and conditions (see detailed information on the RISEBA website); ➤ complete and submit the <i>Application</i> form, (available in e.RISEBA) to your administrator by email, contact details can be found in my.RISEBA/Contacts: <ul style="list-style-type: none"> • for the Fall semester – by 12 September; • for the Spring semester – by 12 February; ➤ you will receive the decision by email, and the tuition fee adjustment will also be visible in my.RISEBA, section Financial data.
11.8. What should I do if there is an overpayment of the tuition fee?	<p>If a tuition fee overpayment has occurred (for example, due to an applied discount, a duplicated payment, etc.), you have two options:</p> <ul style="list-style-type: none"> ➤ Leave the overpaid amount as an advance payment for the next semester's tuition fee; ➤ Submit the <i>Application</i> to payments@riseba.lv requesting a refund of the overpaid tuition fee. RISEBA will refund the overpaid amount only to the person from whom the payment was received, and to the same bank account from which it was made. In the case of a study loan, the overpaid amount will be returned to the bank. <p>If you have any questions, please contact the RISEBA accountant: payments@riseba.lv.</p>

12. RISEBA Library Resources

12.1. What does the RISEBA Library offer?	<p>The RISEBA Library provides students and staff with a wide range of services and resources, including:</p> <ul style="list-style-type: none"> ➤ access to information resources required for the study process; ➤ the opportunity to independently search for information resources in catalogues and electronic databases; ➤ access to the information resources necessary for studies; ➤ free internet and WiFi access; ➤ the possibility to bind various printed works, including <i>Bachelor's</i> and <i>Master's Theses</i> (paid service); ➤ printing, copying, and scanning services (paid service); ➤ the option to use the IL service, which enables you to obtain information resources from other Latvian libraries, including the National Library of Latvia; ➤ access to the IIL service, which provides the opportunity to receive information resources from foreign libraries (postal costs apply if incurred); ➤ the opportunity to independently use of the library's open-access collection; ➤ access to <i>Bachelor's</i> and <i>Master's theses</i>, as well as dissertations from previous years. Since 2020, these are available electronically in the <i>Final Thesis</i> database. <p>You are invited to watch the video and learn more about the RISEBA Library in the digital environment.</p>
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<p>12.2. How to register with the RISEBA Library?</p>	<p>To register at the RISEBA Library (at the RISEBA main building), you must:</p> <ul style="list-style-type: none"> ➤ present a valid student ID/card; ➤ provide your contact information; ➤ review the NT0003 Library Terms and Conditions and confirm your agreement to comply with them by signing the form.
<p>12.3. How to contact the RISEBA Library?</p>	<p>To receive assistance with library-related questions — including support with IL and IIL services or help using catalogues and electronic databases — please contact the RISEBA Library:</p> <ul style="list-style-type: none"> ➤ Phone: +371 25618632 ➤ Email: bibl@riseba.lv
<p>12.4. What Should I Keep in Mind when Borrowing a Book from the RISEBA Library?</p>	<p>Books and other documents for borrowing are issued only to registered RISEBA Library users, and exclusively to RISEBA students, faculty members, and staff. Each book has its own loan period. The RISEBA Library user is responsible for returning the item within the specified deadline. The loan period may be extended either by visiting the RISEBA Library in person or by sending an email to: bibl@riseba.lv. If a user fails to return borrowed items on time, a late fee is applied in accordance with the Additional paid service rates. Outside Library opening hours, books may be returned at the CSC (1st floor) in the RISEBA main building by completing the return logbook and indicating:</p> <ul style="list-style-type: none"> ➤ your name and surname; ➤ your study programme. <p>For more detailed information, please refer to the document NT0003 Library Terms and Conditions.</p>
<p>12.5. What Does the Union Catalogue Offer?</p>	<p>The Electronic Union Catalogue of Latvian Libraries is an electronic catalogue jointly created by several major libraries. It allows users to search the information resources of all participating libraries. The RISEBA Library joined the Union Catalogue in 2011. Within the Union Catalogue, you will also find the collections of:</p> <ul style="list-style-type: none"> ➤ the National Library of Latvia; ➤ the Library of the University of Latvia; ➤ the Scientific Library of Riga Technical University; ➤ and other participating libraries.
<p>12.6. How Can I Access Electronic Databases?</p>	<p>RISEBA students and staff may obtain individual access credentials by sending a request to bibl@riseba.lv. Please include the following information:</p> <ul style="list-style-type: none"> ➤ Email subject line: Access data for subscribed databases ➤ Email body: <ul style="list-style-type: none"> • your name and surname; • study programme; • study course. <p>Detailed information on how to use the databases is available at the RISEBA Library, as well as in the instructional video.</p>
<p>12.7. Which Electronic Databases are Available?</p>	<p>Several subscribed databases across various fields of study are available through the RISEBA Library. In addition, trial databases and open-access e-resources are offered on a regular basis. Subscribed databases include:</p> <ul style="list-style-type: none"> ➤ Web of Science; ➤ Scopus; ➤ EBSCO; ➤ ScienceDirect; ➤ Leta.lv (news and archive); ➤ Nozare.lv ; ➤ Statista; ➤ Passport and others (for full information, please contact the library). <p>You are also encouraged to use open-access electronic resources, including reference materials, e-journals, and e-book databases. A video guide and additional information on how to use these resources are available here.</p>

We wish you a creative, purposeful, and professionally fulfilling study experience!