

APPROVED
at RISEBA Senate meeting on
07.02.2014
Minutes No. 1.1-07/

COORDINATED
at RISEBA
Methodological session on 04.02.2014
Minutes No.

STUDY REGULATIONS FOR ATTENDEES

1. General Provisions

- 1.1. These Regulations determine the general rules for a separate course or module mastering on an audit basis (as a listener) in Riga International School of Economics and Business Administration (hereinafter – RISEBA).
- 1.2. Any person, including RISEBA students, has the rights to apply for separate course or module of any study programme (including distance learning) implemented by RISEBA or introductory module that is not included into study programme (hereinafter – course). For admission in separate course, applicant's education or work experience is evaluated, if necessary, an examination must be passed. It is required to have basic knowledge of the language in which the course is instructed.
- 1.3. Introductory module consists of several courses that provide the student with all the necessary basic knowledge for particular study programme.
- 1.4. Student on an audit basis (listener) is a person who has signed the Listener contract and made the payment according to the contract, as well as registered in the RIS system for mastering a separate course.
- 1.5. The Listener contract is a contract concluded between RISEBA and applicant for mastering a particular course on an audit basis.
- 1.6. Course is available for auditing if there are unfilled study places.
- 1.7. Course is linked to a particular plan of study programme that is prepared by the programme director and approved by pro-rector within the time frame of study work and in correspondence with the RISEBA regulations.
- 1.8. These Regulations come into force after being approved by the RISEBA Senate.

2. Application for mastering a course on an audit basis

- 2.1. The Programme Director indicates courses and faculty within the academic year plans that are offered to be mastered on an audit basis.
- 2.2. The list of courses that are possible to master on an audit basis is published on the university's web site under the specific study programme in a separate chapter.
- 2.3. To apply for course on an audit basis an application must be filled (see Appendix 1 or Appendix 2), copy of Education/Degree certificate of Diploma, passport copy, CV (preferable) must be attached and submitted to RISEBA Information Centre. Preferable course and theme must be indicated in the application.

- 2.4. Programme Administrator shall review the application within 5 working days and prepare a response (offer) in accordance with the schedule, specify the course, study duration, study days and time. Course fees and discounts are applied in accordance with RISEBA regulations. Programme Administrator informs the applicant telephonically about the opportunities to master the course.
- 2.5. If the applicant has agreed to master the course on an audit basis, then within 2 working days after the answer is received Information Centre employee enters the personal data in the RIS system and prepares the Listener contract in accordance with the application and Program Administrator's resolution.
- 2.6. Information Centre employee informs the applicant about the prepared Listener contract.
- 2.7. Information Centre employee scans and adds the signed contract to the contact card of RIS system, then sends an e-mail to Study department and IT department about the information addition to the contact card.
- 2.8. Within 2 working days after the tuition fee is transferred into RISEBA account the accountancy informs the Study department by sending an e-mail to the corresponding Programme Administrator.
- 2.9. Programme Administrator within 2 working days prepares an order (see Appendix 3) about the listener status.
- 2.10. The order is submitted to the accountancy for approval and then to IT department for execution.
- 2.11. Within 1 working day IT department prepares the access to the RIS system for the corresponding course materials in accordance with the order and contract and sends information on login and password to the e-mail, indicated in the application.
- 2.12. Programme Administrator prepares individual orders for test(s) and exams.
- 2.13. All the RISEBA internal regulations are binding to a person who has the status of listener.

3. Certificate for mastering the course

- 3.1. The listener is issued a certificate (see Appendix 4) after fully mastering the course and successfully passing all the tests required.
- 3.2. The information in the certificate is prepared and issued in the state language, in accordance with Article 59.² (part 3) of the Law on Institutions of Higher Education.
- 3.3. The certificate and notice is prepared by the executive of Study department.
- 3.4. The certificate is signed by the Programme Director of the corresponding programme and Head of the Study Department.
- 3.5. The executive of the Study Department is responsible for maintaining a certificate register that is kept according to the Law on Institutions of Higher Education.
- 3.6. If the tests are not kept or passed, a notice is issued (on the RISEBA form) upon a request. (see Appendix 5)
- 3.7. After expiry date of the studies, according to the contract IT department closes the listener's access to course material on RIS system.

4. Closing issues

- 4.1. The course mastered (certificate obtained) can be equated to previous education results.
- 4.2. Financial director establishes the listener's tuition fee list for academic year, system of discounts and payment procedures; they are approved by the rector.

- 4.3. Specific and general provisions of the Listener contract are approved by the rector for particular academic year.
- 4.4. Listener's records are kept in the Study department.

Appendices:

1. Application form (for separate course or module within the frame of study programme);
2. Electronic application form (for introductory module);
3. Sample of the order for granting a status;
4. Sample of certificate;
5. Sample of notice.

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