

APPROVED:
RISEBA rector on 20.03.2000
(with amendments)
At RISEBA Senate meeting
31.05.2007

INTERNAL RULES AND REGULATIONS

1. General provisions

1.1. These regulations (hereinafter – IRR) define obligations, rights and responsibility of **RISEBA** academic and general staff, students (hereinafter – staff), as well as visitors staying in **RISEBA** buildings and territory – 3 Meža Street and 1/6 Meža Street, Riga, and using **RISEBA** material and educational base.

2. Rights

Students have the right:

- 2.1. to obtain higher education in selected study programme.
- 2.2. to use **RISEBA** premises, library, equipment, cultural, sports and other objects that are intended for study process.
- 2.3. to receive information on **RISEBA** study process, internal regulations, social arrangements and events.
- 2.4. to request rector in writing to reconsider decisions of responsible officials that the student disagree with.
- 2.5. to inform **RISEBA** officials or other employees about observed maintenance defects, faults, violation of these rules and regulations in **RISEBA** premises, parking lot and territory, if necessary, to record them in the log of proposals, which is kept by the person on duty.

3. Obligations

- 3.1. To comply with these rules and regulations, as well as with other **RISEBA** regulatory documents of internal regulations.
- 3.2. To use **RISEBA** premises, equipment and other **RISEBA** objects for intended purpose and only within the framework of study process.
- 3.3. To use **RISEBA** premises, equipment, facilities and others accurately and carefully. **RISEBA** objects that are put in operation within the study process should not be damaged and actions that can decrease their quality are forbidden. This Clause does not apply to usual quality loss of objects due to using objects for intended purpose, to economize on energy resources and public services.
- 3.4. To show student identity card upon request.
- 3.5. Upon request of any **RISEBA** employee to explain the reason of presence in **RISEBA** territory.
- 3.6. To attend lessons according to study plan.
- 3.7. Within the framework of study process:

- 3.7.1. to meet requirements of labour safety precautions and fire safety;
 - 3.7.2. to be deferential to academic and general staff, as well as other students;
 - 3.7.3. to obey instructions of academic staff precisely and on time;
 - 3.7.4. to meet requirements of personal hygiene at **RISEBA**;
 - 3.7.5. using **RISEBA** internet, to observe traditional concepts of academic environment in selection of web sites;
 - 3.7.6. pursuant to provisions of concluded contract to pay tuition fee, as well as fulfil all financial liabilities with **RISEBA** if such occur, to pay for use of **RISEBA** paid services on time;
 - 3.7.7. to compensate for losses that occurred due to fault of a student to **RISEBA** or other legal or natural persons.
- 3.8. Fire arms, ammunition, explosives, daggers or other cold steel, as well as chemicals, narcotic drugs and psychotropic substances are forbidden to be carried (brought) in **RISEBA** territory without securing approval of administration as they can be dangerous.
- 3.9. Do not bring animals in **RISEBA** territory and premises.
- 3.10. Smoking is forbidden in **RISEBA** premises and within 10 m of them.
- 3.11. Alcoholic drinks and other inebriating substances are forbidden to be used in **RISEBA** territory.
- 3.12. Before taking away **RISEBA** owned inventory from **RISEBA** buildings or territory thereof the administration permit is required.
- 3.13. Within study process to refrain from usage of any kind of electronic or digital means of communication if the permit of academic staff is not received. During lessons the mobile phone should be turned off or silent mode should be turned on.

4. Procedure of defining of IRR violation and applying sanctions

- 4.1. Non-fulfilment of obligations specified in Clause 3 under these rules and regulations is considered IRR violation, wherefore the reproof is given or a protocol is drawn up to violator. The right to define IRR violation is granted to any representative of **RISEBA** staff.
- 4.2. If violation is defined, the scope of committed violation should be explained, the violator should be informed on possible responsibility.
- 4.3. Protocol shall include violator's name, surname, violation place, time, nature, IRR clause that was violated, name, surname of person who drew up a protocol. The protocol is signed by both compiler and violator.
- 4.4. If person for whom the protocol is drawn up refuses to sign it, three persons make relevant note in the protocol certifying IRR violation. Persons who do not have contractual liabilities with **RISEBA** and who refuse to sign the protocol are required to leave the **RISEBA** territory immediately.
- 4.5. If person for whom the protocol is drawn up disagree with violation defined in protocol, the relevant note is made in the protocol. The person for whom the protocol is drawn up can submit written explanation addressed to **RISEBA** administration within 3 (three) days.
- 4.6. Sanctions on violation are applied by order of the rector.

5. Responsibility

- 5.1. Types of person responsibility are as follows:
- 5.1.1. civil liability;

- 5.1.2. disciplinary responsibility.
- 5.2. The basis of student disciplinary responsibility is non-observance of valid legal norms within the territory of the Republic of Latvia, these rules and regulations, Study set of rules or other **RISEBA** internal normative acts and **RISEBA** administrative documentation.
- 5.3. The basis of person disciplinary responsibility is non-observance of valid legal norms within the territory of the Republic of Latvia, these rules and regulations, Study set of rules or other **RISEBA** internal normative acts and **RISEBA** administrative documentation.
- 5.4. Types of person disciplinary responsibility on IRR violation are as follows:
- 5.4.1. remark;
 - 5.4.2. reprimand;
 - 5.4.3. exmatriculation in line with established procedures under study contract or termination of employment contract according to Article 101 of Labour Law of the Republic of Latvia.
- 5.5. The basis and amount of person civil liability is set according to valid legal norms within the territory of the Republic of Latvia. A guilty person shall compensate for financial losses to **RISEBA**, **RISEBA** employees, students, lessees and visitors in full. Losses should be compensated within 7 (seven) days of the moment of loss amount is announced to guilty person.

6. Procedure of processing, addressing and submission of applications, complaints and proposals

6.1. Applications, complaints and proposals are to be processed in writing in line with Regulations of the Cabinet of Ministers No. 154 of April 23, 1996 "Regulations on Document Development and Processing".

7. Safety measures

- 7.1. **RISEBA** evacuation plans and information on calling procedure of emergency services (emergency medical services, fire brigade, gas services) are located in each building and floor, including near the exit staircase on each floor.
- 7.2. During **RISEBA** working hours the presence of the university staff, visitors of library, conferences, education courses and other persons is acceptable if they obey common rules of conduct, they are not in a state of alcoholic, narcotic, toxic or psychotropic intoxication and do not constitute a menace to life, health or property of other people. **RISEBA** security has the right to expel from **RISEBA** premises those persons who violate above regulations. If necessary, presence limit, additional safety requirements and rights to expel from **RISEBA** premises are set by order of **RISEBA** rector.
- 7.3. All staff is obliged to get familiar with safety instructions that can be found in **RISEBA** Human resource department and observe them.
- 7.4. Students and audience are obliged to perform vaccination, health check under normative acts and provide information on own state of health if it is necessary within study process to prevent the threat to student or other person health or life. **RISEBA** has the right to debar the students to certain lessons if the student has not met the above requirements. **RISEBA** ensures confidentiality of information received.