

Note : This internal RISEBA working document has been translated into English with AI support for EFQM assessment purposes, to provide a general overview of its content. Minor terminological inaccuracies may occur.

RISEBA Internal Control Plan for the 2026/2027 academic year

No.	Task	Responsible staff member (position)	Deadline	Basis for the task	Person responsible for monitoring implementation	Comments for 2026/2027
1	Teaching staff schedule examination dates for distance-learning students and inform the students (entering the details in e.riseba under each specific course – before the start of the semester)	Lecturer	01.09.2026.	PR 0026-01 “The Planning Process for Distance Learning Study Work”	Administrator	
2	Formalising employment relationships (and entering information into the HORIZON system) with lecturers who commence, terminate or amend their employment relationships from 1 September	Head of Human Resources	01.09.2026.	Labour Law, Article 40, first paragraph	Head of HR and University Office	
3	Updating of course descriptions in accordance with the new course description template	Lecturer	01.09.2026.	Order No. 25/1.1-3/61 of 10 May 2025 “On the creation of the course catalogue”	Programme director	<i>A new, separate control task has been introduced regarding the updating of course descriptions.</i>
4	Updating information on study course websites	Lecturer	03.09.2026.	PR0012 Process for updating course descriptions; MN0009 Requirements for the development of courses in the MOODLE environment (eRISEBA) for full-time on-campus, part-time on-campus and distance learning programmes	Quality Department (on a random basis)	
5	Refresher (annual) occupational health and safety training	Head of Human Resources	15.09.2026.	10 August 2010. Cabinet of Ministers Regulation No. 749 “Procedures for Training on Occupational Safety and Health Issues”, paragraph 23	Head of HR and University Office	
6	Fire safety training for students and staff (at least once every six months)	Head of Human Resources	15.09.2026.	19 May 2016 Cabinet of Ministers Regulation No. 238 “Fire Safety Regulations” (Clause2.8. ¹ ; Clause 190)	Head of HR and University Office	
7	Informing students about study or placement opportunities and application deadlines under the Erasmus+ programme (for the spring semester)	ERASMUS+ coordinator	15.09.2026.	PR0033 “Procedures for organising mobility under the ERASMUS+ programme at RISEBA University of Applied Sciences” Section 4.1	Head of External Relations	
8	Consideration of applications for the award of discounts for the autumn semester of the academic year and adoption of the Discounts Committee’s decision on the award of discounts	Head of the Study Department	18.09.2026.	RISEBA Regulations on the Allocation of State-Funded Places and Tuition Fee Discounts, Clause 6.4.1	Rector	
9	Teaching staff shall schedule examination dates for distance-learning students and inform the Head of the Studies Department, the administrator and the students, as well as enter the details into e.riseba under each specific course	Lecturer	18.09.2026.	PR 0026-01 “The Planning Process for Distance Learning Study Work”	Administrator	

10	Updating data in the register of students and graduates – the weighted average mark for all study modules scheduled for the semester or academic year (in the programme) (in accordance with the student’s study plan) for full-time on-campus students enrolled in a first-cycle higher education programme.	Head of the Study Department	18.09.2026.	Article 46. ¹ (2) of the Higher Education Act. Cabinet of Ministers Regulation No. 276, ‘Regulations on the State Education Information System’, Articles 12.2.9.1 and 39.1.	Rector	
11	Assessment of applications submitted for the ‘Studēt gods’ scholarship, verification of the student’s eligibility criteria, decision-making, issuing an order, and entering the decision into VIIS	Head of the Study Department	30.09.2026.	Regulations on the Award of “Studēt gods” Social Support Scholarships (NL0085), Articles 3.1, 4.7, 5.3 and 5.5	Rector	
12	Processing of personal files for enrolled students (the administrator electronically takes over the student’s file created by staff in the Admissions and Customer Service Department; if the contract has been signed manually, the signed contract is forwarded to the administrator)	Administrator	30.09.2026.	Paragraph 7 of the Cabinet of Ministers’ Regulations “Procedure for the Preparation and Updating of Student Personal Files”	Head of the Study Department	
13	Preparation and submission of the field of study progress report (for the 2025/2026 academic year) to the Head of quality management and the Rector, as well as its presentation.	Head of the academic field	20.09.2026.	16 June 2026. Rector’s Order No. 26/1.1-3/115	Head of quality management	<i>In addition to preparation and submission, a presentation of the report is required, and the report is also submitted to the Rector.</i>
14	Preparation and submission of the study programme self-assessment report (for the 2025/2026 academic year) to the Head of quality management and the Head of the academic field	Programme director	30.09.2026.	16 June 2026. Rector’s Order No. 26/1.1-3/115	Head of quality management	
15	Checks students’ academic progress – determines whether a student has more than 3 outstanding academic debts	Administrator	01.10.2026.	Procedure PR0031 “Working with students with academic arrears”	Head of the Study Department	
16	Compilation of student statistics (from the UNIMETIS system)	Study Information Systems Administrator	01.10.2026.	Ensuring the quality management system	Head of the Study Department	
17	Submission of data for EHES0 monitoring of higher education institutions	Head of External Relations (in collaboration with the Head of Human Resources, the Director Of Finance and the Head of Quality Management)	01.10.2026.	Agreement on best practice in attracting international students and the need to obtain an objective external comparison of RISEBA’s results with those of higher education institutions in other countries	Head of quality management	<i>A new task has been added – it is essential for us to appoint a single person responsible for submitting data so that we can obtain benchmarking data. I will be coordinating the dates with Galina, so the deadline is subject to change</i>
18	Updating data in the register of students and graduates – information on students who have arrived from abroad for a short-term study period as part of a cooperation or exchange programme (‘credit mobility’) and information on students’ short-term study periods at a foreign higher education institution as part of a cooperation or exchange programme (‘credit mobility’), as well as carrying out the activities referred to in paragraphs 39, 40 and 49 of the Cabinet of Ministers’ Regulations in respect of persons who have not been assigned a personal identification number	Study Information Systems Administrator	01.10.2026.	Cabinet of Ministers Regulation No. 276 “Regulations on the State Education Information System”, Articles 12.4, 12.5 and 41	Head of the Study Department	

19	Prepares and submits a report on the previous academic year to the Rector's Office	Heads of Structural Units	01.10.2026.	PR 0037-01 APPROVED: 17 August 2018 Rector's Order No. 18/.1.1-11/193	Head of HR and University Office	<i>In 2026, the date was moved from 30 October to 1 October – the aim is to collect all key operational data by 1 October so that we can assess the results and agree on future objectives</i>
20	Preparation and submission of a proposal for the study programme portfolio (language, format and type of study programmes) for the 2027/2028 academic year to the Senate for approval	Dean	01.10.2026.	Process planning	Rector	
21	Submission of progress reports on fields of study and self-assessment reports on study programmes to the Senate for approval.	Heads of the academic fields and programme directors	01.10.2026.	16 June 2026. Rector's Order No. 26/1.1-3/115	Chair of the Senate	<i>Added as a new task</i>
22	Submission of the "1-PROF" report via electronic form to the Central Statistical Bureau	Chief Accountant	09.10.2026.	Request from the Central Statistical Bureau of the Republic of Latvia in accordance with the requirements of Article 14(1) of the Statistics Act	Director Of Finance	
23	University or college report on the start of the .../... academic year " <i>I-University, College</i> "	Study Information Systems Administrator, in collaboration with the Head of Human Resources and the Director Of Finance	09.10.2026.	Request from the Central Statistical Bureau of the Republic of Latvia in accordance with the requirements of Article 14(1) of the Statistics Act	Head of HR and University Office	
24	Assessment of applications submitted by students for study or placements under the Erasmus+ programme (for the spring semester) and decision-making	Chair of the Selection Committee	15.10.2026.	PR0033 "Procedures for organising mobility under the ERASMUS+ programme at RISEBA University of Applied Sciences" Section 4.5	Head of External Relations	
25	Submission of electronic forms to the Central Statistical Bureau: '1-f'; '2-work'; '6-investments';	Chief Accountant	15.10.2026.	Request from the Central Statistical Bureau of the Republic of Latvia in accordance with the requirements of Article 14(1) of the Statistics Act	Director Of Finance	
26	Calculation of student drop-out rates by study programme (based on data recorded as at 1 October 2026)	Head of quality management	15.10.2026.	Ensuring a quality management system	Rector	<i>The dropout rate calculation is to be carried out based on data as at 1 October; however, this deadline does not apply to programme directors for the preparation of self-assessment reports, so the process has been divided into two parts – on 1 October we carry out the calculation of the student dropout rate, whilst as at 1 August we compile the reasons for changes in study progress as stated in students' applications</i>
27	Submission of CSP data (at individual level (personal code, full-time studies, part-time studies)) on students who obtained a degree or qualification at RISEBA in the previous calendar year (personal identification number, study programme code, study sub-programme) – in accordance with the structure set out in Annex 3 to the Agreement and the procedure set out in Annex 1 to the Agreement) – for the purpose of obtaining information on employment	Head of the IT Department	30.10.2026.	AGREEMENT No. 1701-02.5/2023/6 to the Cooperation Agreement of 8 June 2016 between RISEBA and CSP No. 1701-2/16/81 'On the Exchange of Information'	Head of quality management	

28	Provision of information on RISEBA as specified in sub-paragraph 11.2 of the Regulations on the National Scientific Activity Information System	Head of Academic Processes	30.10.2026.	Section 40(2) of the Scientific Activity Act; Section 12 of the Regulations on the National Scientific Activity Information System (Cabinet of Ministers Regulation No. 381)	Vice-Rector	<i>The title of the responsible position has been changed: “Head of Research Department” → “Head of Research Processes”.</i>
29	Submission of a systematised list of documents /nomenclature/ from organisational units to the records management administrator, in order to develop a common RISEBA document classification scheme for the coming records management year	Records management administrator	30.10.2026.	7 May 2024. Cabinet of Ministers Regulation No. 282 “Regulations on the Management of Documents and Archives”, paragraph 3	Head of HR and University Office	
30	Organisation of the employer survey	Head of the Career Centre and Alumni Programme	30.10.2026.	Ensuring the quality management system	Head of quality management	<i>Once every three years. The most recent centrally organised employer survey took place in the summer of 2023</i>
31	Development and submission of the admissions regulations for the 2027/2028 academic year and the examination syllabus to the Senate for approval (to ensure publication on the RISEBA website by 30 November)	Head of the Admissions and Customer Service Department	30.10.2026.	Section 46(5) of the Higher Education Act	Rector	
32	Development and coordination of the admissions process plan (dates of supplementary examinations, etc.)	Head of the Admissions and Customer Service Department	30.11.2026.	Process planning	Rector	
33	Development and approval of the academic calendar for the 2027/2028 academic year	Head of the Study Department	30.11.2026.	Process planning	Rector	
34	Development of the structure of study programmes for the 2027/2028 academic year and submission for approval by the Senate	Programme director	30.11.2026.	Process planning	Dean	
35	Development and submission of a proposal for study programme fees for the 2027/2028 academic year to the Senate for approval	Director Of Finance	30.11.2026.	Process planning	Rector	<i>Last year, this took place in February, shortly before the ‘Skola’ exhibition</i>
36	Annual performance appraisal of general staff and heads of departments; upcoming KPIs	Heads of departments, Vice-Rector, Rector	30.11.2026.		Head of HR and University Office	<i>New deadline</i>
37	Submission of the annual report (financial statements and management report) to the Chairman of the board for approval and, no later than seven months after the end of the reporting period (together with the certified auditor’s report), submission to the State Revenue Service	Chief Accountant	30.11.2026.	The Annual Accounts and Consolidated Annual Accounts Act	Director Of Finance	
38	Compiles reports from the heads of departments and prepares the annual academic year review presentation for the Constitutional Council	Rector	10.12.2026.	PR 0037-01 APPROVED: 17 August 2018 Rector’s Order No. 18/.1.1-11/193	Chairman of the board	
39	Sending information to students (who had more than three academic debts at the start of the autumn semester) regarding exam dates and the opportunity to sit the autumn semester exams	Administrator	10.12.2026.	Procedure PR0031 “Working with students with academic arrears”	Head of the Study Department	

40	The 'lecturer in charge' of a field of study or sub-field reviews the course descriptions and, if changes are required, submits them to the Dean of the Faculty for approval	The 'lead lecturer' for a field or sub-field of study	15.01.2027.	<i>Procedure for updating and maintaining the course catalogue, as well as for developing and updating course descriptions (not yet approved) Drawn up on the basis of the Rector's Order No. 25/1.1-3/61 of 10 May 2025</i>	Dean	<i>The procedure has not yet been approved, and this process will begin once the thematic group leaders have been appointed</i>
41	Electronic submission of forms to the Central Statistical Bureau: '1-f'; '2-work'; '6-investments';	Chief Accountant	15.01.2027.	Request from the Central Statistical Bureau of the Republic of Latvia in accordance with the requirements of Article 14(1) of the Statistics Act	Director Of Finance	
42	Submission of the "2-EK" report via electronic form to the Central Statistical Bureau	Chief Accountant	27.01.2027.	Request from the Central Statistical Bureau of the Republic of Latvia in accordance with the requirements of Article 14(1) of the Statistics Act	Director Of Finance	
43	Teaching staff shall schedule the dates of assessment tasks for distance-learning students and inform the students (by entering the information in e.riseba under each specific course – before the start of the semester)	Lecturer	25.01.2027.	PR 0026-01 "The Planning Process for Distance Learning Study Work"	Administrator	<i>I have brought it forward by a week compared to last year (so that it takes place before the start of the spring semester)</i>
44	Entering marks for autumn semester course examinations into the UNIMETIS system (no later than 5 working days after the end of the examination; for large group/cohort examinations – no later than 10 working days after the end of the examination)	Lecturer	31.01.2027.	12 August 2024. Order No. 24/1.1-3/88 on the number of compulsory examinations in a study module; 28 April 2026. Order No. 26/1.1-3/71 on the academic timetable for the 2026/2027 academic year	Administrator	
45	Updating course descriptions in accordance with the new course description template (spring semester)	Lecturer	31.01.2027.	<u>Order No. 25/1.1-3/61 of 10 May 2025 "On the creation of the course catalogue"</u>	Programme director	<i>A new, separate control task has been introduced regarding the updating of course descriptions.</i>
46	Updating information on study course websites	Lecturer	31.01.2027.	PR0012 Process for updating course descriptions; MN0009 Requirements for the development of courses in the MOODLE environment (eRISEBA) for full-time on-campus, part-time on-campus and distance learning programmes	Quality Department (on a random basis)	
47	The process owner reviews the regulatory documents governing the processes under their responsibility and, where necessary, draws up a proposal for their updating	Process owner	31.01.2027.	Ensuring the quality management system	Head of quality management	
48	Preparation of a report on the circulation of diplomas and diploma forms for the period from 1 January 2026 to 31 December 2026	Head of the Study Department	31.01.2027.	Cabinet of Ministers Regulation No. 202 'Procedure for the Issuance of State-Recognised Higher Education Qualification Documents', Article 40;	Head of quality management	
49	Assessment of documentation under the responsibility of heads and secretaries of collegial bodies and of departmental documents, organisation of document files and their transfer to the RISEBA archive (in accordance with the RISEBA file nomenclature)	Heads of structural units, heads and secretaries of collegial bodies	31.01.2027.	Article 5(1) of the Archives Act	Records management administrator	
50	Preparing and submitting the plan for the graduation ceremony to the Management Group	Head of the Marketing And Communications Department	01.02.2027.	Process planning	Rector	

51	The Yearbook (a review of RISEBA's activities for the 2025/2026 academic year) has been published on the RISEBA website	Head of the Marketing And Communications Department	01.02.2027.	Section 80. ¹ the Higher Education Act, as well as the fourth paragraph of Section 5, the second paragraph of Section 62, and the first paragraph of Section 63.3; PR 0037-01 APPROVED: 17 August 2018 Rector's Order No. 18/1.1-11/193	Head of HR and University Office	
52	Providing information to the programme director and the dean regarding lecturers who have not entered the marks for the autumn semester examinations in their respective courses	Administrator	03.02.2027.	12 August 2024. Order No. 24/1.1-3/88 on the number of compulsory examinations in a study module; 28 April 2026. Order No. 26/1.1-3/71 on the academic timetable for the 2026/2027 academic year	Head of the Study Department	<i>I have brought it forward by a week compared to last year (so that it takes place before the start of the spring semester)</i>
53	Assessment of autumn semester study results to determine which students are to be carried over to the spring semester, the number of academic debts, and the number of students who have passed on their first, second and third attempts (data to be obtained from the UNIMETIS system)	Programme director, in collaboration with the administrator	05.02.2027.	Procedure PR0031 "Working with students with academic arrears"	Head of the Study Department	<i>I have brought it forward by a week compared to last year (so that it takes place before the start of the spring semester)</i>
54	Renewal of the Student Council's membership (if necessary)	The Chair of the Student Council or the most senior of the current Board members	08.02.2027.	Clause 5.16.1 of the Student Council Regulations	Head of the Marketing And Communications Department	
55	Publish the Faculty's course catalogue for the coming academic year (NAMEJĀ)	Dean	15.02.2027.	<i>Procedure for updating and maintaining the course catalogue, as well as for developing and updating course descriptions (not yet approved)</i> <i>Drawn up on the basis of the Rector's Order No. 25/1.1-3/61 of 10 May 2026</i>	Rector	
56	Informing students about study or placement opportunities and application deadlines under the Erasmus+ programme (for the autumn semester)	ERASMUS+ coordinator	15.02.2027.	PR0033 "Procedures for organising mobility under the ERASMUS+ programme at RISEBA University of Applied Sciences" Section 4.1	Head of External Relations	
57	Consideration of applications for the award of discounts for the second half of the academic year and the Discounts Committee's decision on the award of discounts	Head of the Study Department	18.02.2027.	RISEBA Regulations on the Allocation of State-Funded Places and Tuition Fee Waivers, Clause 3.3.2.6	Rector	
58	Teaching staff shall schedule examination dates for distance-learning students and inform the students (by posting the information on e.riseba under each specific course – before the start of the semester)	Lecturer	19.02.2027.	PR 0026-01 "The Planning Process for Distance Learning Study Work"	Administrator	
59	Updating data in the register of students and graduates – the weighted average mark for all study modules scheduled for the semester or academic year (in the programme) (in accordance with the student's study plan) for full-time on-campus students enrolled in a first-cycle higher education programme.	Study Information Systems Administrator	19.02.2027.	Article 46. ¹ (2) of the Higher Education Act. Cabinet of Ministers Regulation No. 276, 'Regulations on the State Education Information System', Articles 12.2.9.1 and 39.1.	Head of the Study Department	
60	Assessment of applications submitted for the "Studēt gods" scholarship, verification of students' compliance with the criteria set out in the Regulations, decision-making, issuing an order, and entering the decision into VIIS	Head of the Study Department	26.02.2027.	Regulations on the Award of "Studēt gods" Social Support Scholarships (NL0085), Articles 3.1, 4.7, 5.3 and 5.5	Rector	

61	Prepare and send information to programme directors regarding the marks achieved by students (who had more than three academic debts at the start of the autumn semester) in the autumn semester examination period	Administrator	26.02.2027.	Procedure PR0031 “Working with students with academic arrears”	Head of the Study Department	
62	Publish the RISEBA course catalogue for the coming academic year (NAMEJĀ)	Study Information Systems Administrator	01.03.2027.	<i>Procedure for updating and maintaining the course catalogue, as well as for developing and updating course descriptions Drawn up on the basis of Rector's Order No. 25/1.1-3/61 of 10 May 2026</i>	Head of the Study Department	
63	Compilation of autumn semester course evaluation questionnaires (by programme) and forwarding of information to Programme directors	Quality Administrator	15.03.2027.	Ensuring a quality management system	Head of quality management	
64	Compilation of monitoring data on assessment results for autumn semester courses and forwarding of information to Programme directors	Quality Administrator	15.03.2027.	Ensuring a quality management system	Head of quality management	
65	Compilation of student statistical data as at 1 March (from the UNIMETIS system; in accordance with the specified format by programme and field of study; publication on NAMEJS)	Head of the Study Department	15.03.2027.	Ensuring the quality management system	Head of quality management	
66	Fire safety training for students and staff (at least once every six months)	Head of Human Resources	15.03.2027.	19 May 2016 Cabinet of Ministers Regulation No. 238 “Fire Safety Regulations” (Clause2.8. ¹ ; Clause 190)	Head of HR and University Office	
67	Analyses the marks of students (who had more than 3 academic debts at the start of the autumn semester) in the autumn semester examination period and takes appropriate action in accordance with the procedure	Programme director	15.03.2027.	Procedure PR0031 “Working with students with academic arrears”	Dean	
68	Assessment of applications submitted by students for studies or placements under the Erasmus+ programme (autumn semester) and decision-making	Chair of the Selection Committee	15.03.2027.	PR0033 “Procedures for organising mobility under the ERASMUS+ programme at RISEBA University of Applied Sciences” Section 4.5	Head of External Relations	
69	Prepares and publishes the study programme plan for the coming academic year NAMEJS	Programme director	01.04.2027.	PR 0023-05 APPROVED 14 May 2024 ORDER NO. 24/1.1-3/53	Dean	<i>Deadline in accordance with the PR0023-06 draft</i>
70	Conducting the annual student survey	Quality Administrator	01.04.2027.	Ensuring a quality management system	Head of quality management	
71	Updating data in the register of students and graduates – information on students who have arrived from abroad for a short-term study period as part of a cooperation or exchange programme (‘credit mobility’) and information on students’ short-term study periods at a foreign higher education institution as part of a cooperation or exchange programme (‘credit mobility’), as well as carrying out the activities referred to in paragraphs 39, 40 and 49 of the Cabinet of Ministers’ Regulations in respect of persons who have not been assigned a personal identification number	Study Information Systems Administrator	01.04.2027.	Cabinet of Ministers Regulation No. 276 “Regulations on the State Education Information System”, Articles 12.4, 12.5 and 41	Head of the Study Department	

72	Provision of information on RISEBA as specified in sub-paragraph 11.2 of the Regulations on the National Scientific Activity Information System	Head of Academic Processes	01.04.2027.	Section 40(2) of the Scientific Activity Act; Section 12 of the Regulations on the National Scientific Activity Information System (Cabinet of Ministers Regulation No. 381)	Vice-Rector	<i>The title of the responsible position has been changed: “Head of Research Department” → “Head of Research Processes”.</i>
73	Submission of the report on scientific activity for the previous calendar year to the National Scientific Activity Information System, in accordance with sub-paragraph 11(1) of Cabinet Regulation No. 381	Head of Academic Processes	01.04.2027.	Section 40(2) of the Scientific Activity Act; Section 11.3 of the Regulations on the National Scientific Activity Information System (Cabinet of Ministers Regulation No. 381)	Vice-Rector	<i>The title of the responsible position has been changed: “Head of Research Department” → “Head of Research Processes”.</i>
74	Compiling the autumn semester graduate programme evaluation questionnaires and forwarding the information to Programme directors	Quality Administrator	15.04.2027.	Ensuring a quality management system	Head of quality management	
75	Submission of electronic forms to the Central Statistical Bureau: '1-f'; '2-work'; '6-investments';	Chief Accountant	15.04.2027.	Request from the Central Statistical Bureau of the Republic of Latvia in accordance with the requirements of Article 14(1) of the Statistics Act	Director Of Finance	
76	Sending a reminder to students who had more than three academic debts at the start of the autumn term regarding their obligation to fulfil their academic commitments	Administrator	15.04.2027.	Procedure PR0031 “Working with students with academic arrears”	Head of the Study Department	
77	Compiling the annual student survey and publishing the summary	Head of quality management	01.05.2027.	Ensuring a quality management system	Rector	
78	Preparing and submitting the plan for the graduation ceremony to the Management Group	Head of the Marketing And Communications Department	01.05.2027.	Process planning	Rector	
79	Sending information to students (who have more than three outstanding academic obligations) regarding exam session dates and the opportunity to sit spring semester exams	Administrator	10.05.2027.	Procedure PR0031 “Working with students with academic arrears”	Head of the Study Department	
80	Approval of the study programme plan for the coming academic year in NAMEJS	Dean	15.05.2027.	PR 0023-05 APPROVED 14 May 2024 ORDER NO. 24/1.1-3/53	Head of the Study Department	<i>Deadline in accordance with the PR0023-06 draft</i>
81	Students are invited to apply by 31 May for elective courses for the coming academic year	Administrator	16.05.2027.	Study programme descriptions	Programme director	
82	Submission of proposals regarding RISEBA’s most significant events planned for the 2027/2028 academic year – conferences; methodological seminars; staff meetings (including the RISEBA plan for the start of the 2027/2028 academic year)	Heads of departments, heads of collegial bodies	01.06.2027.	Process planning	Head of HR and University Office	
83	Submission of electronic forms to the Central Statistical Bureau: '1-DVV (1-year)'; '1-year'; '1-expenditure';	Chief Accountant	10.06.2027.	Request from the Central Statistical Bureau of the Republic of Latvia in accordance with the requirements of Article 14(1) of the Statistics Act	Director Of Finance	
84	Graduate survey – satisfaction with the quality of studies in the completed study programme	Quality Administrator	10.06.2027.	RISEBA’s system for conducting surveys of students, graduates, applicants and employers	Head of quality management	

85	Entry of assessment results for spring semester courses into the UNIMETIS system (no later than 5 working days after the end of the assessment; for large-group/cohort assessments – no later than 10 working days after the end of the assessment)	Lecturer	18.06.2027.	12 August 2024. Order No. 24/1.1-3/88 on the number of compulsory examinations in a study module; 28 April 2026. Order No. 26/1.1-3/71 on the academic timetable for the 2026/2027 academic year	Administrator	
86	Provision of information to the programme director and the dean regarding lecturers who have not entered the marks for the spring semester examinations in their study courses	Administrator	21.06.2027.	12 August 2024. Order No. 24/1.1-3/88 on the number of compulsory examinations in a study module; 28 April 2026. Order No. 26/1.1-3/71 on the academic timetable for the 2026/2027 academic year	Head of the Study Department	
87	Compilation of the results of the spring semester course evaluation surveys for courses taught by academic staff and submission to the Deans (provided that data is exported on 18 June 2027)	Quality Administrator	02.07.2027.	Ensuring a quality management system	Head of quality management	<i>A new control task has been introduced, as in the 2025/2026 academic year, deans and Heads of the academic fields were unable to carry out the annual assessment by 30 June, as the results of the spring semester course evaluation surveys were not yet available</i>
88	Assessment and improvement of the occupational safety and health system, including the planning of internal monitoring of the working environment	Head of Human Resources	12.07.2027.	2 October 2007 Cabinet of Ministers Regulation No. 660 “Procedures for the Internal Monitoring of the Working Environment”, Paragraph 11	Head of HR and University Office	
89	Planning and submission of academic staff teaching workloads for the 2027/2028 academic year to the Vice-Rector, the Director Of Finance and the Human Resources Department	Dean	12.07.2027.	Process planning and PR 0026-01 “The process of planning distance learning coursework”	Vice-Rector	
90	Annual performance appraisal of lecturers holding academic posts	Dean	12.07.2027.	Point 3.2.2 of the ‘Academic Staff Policy’	Rector	<i>Shifting responsibility from the Head of the academic field to the dean; and should we set a later date? (so that we have time to compile the results of the spring semester evaluation survey for courses taught by academic staff, which we can begin compiling after the end of the semester)</i>
91	Submission of requests for material and technical support to the Rector (technical equipment, software, library resources, etc.). Programme directors shall submit requests for the necessary material and technical support, justifying the need for it – both in terms of the development of the study programme, including the implementation of development needs identified in self-assessment reports and other relevant external factors, and in terms of the maintenance, renewal or technological obsolescence of existing resources.	Programme director	12.07.2027.	Resource and budget planning	Director Of Finance	<i>The addressee for submission has been clarified and the range of resources to be listed has been expanded.</i>
92	Inclusion of the study record in the student’s personal file /de-registration of students upon completion of the study programme/ (graduates)	Administrator	15.07.2027.	Cabinet of Ministers Regulations: Procedure for the Preparation and Updating of Student Files	Head of the Study Department	
93	Entry of spring semester examination results for the 2026/2027 academic year into student records	Administrator	15.07.2027.	Cabinet of Ministers Regulations: Procedure for the Preparation and Updating of Student Files, Article 8	Head of the Study Department	

94	Submission of electronic forms to the Central Statistical Bureau: '1-f'; '2-work'; '6-investments';	Chief Accountant	15.07.2027.	Request from the Central Statistical Bureau of the Republic of Latvia in accordance with the requirements of Article 14(1) of the Statistics Act	Director Of Finance	
95	Submission of the RISEBA Draft Budget for 1 August 2027 – 31 July 2028 to the Management Group – for an opinion prior to its approval by the Board	Director Of Finance	20.07.2027.	Resource and budget planning	Rector	
96	Summary of student drop-out monitoring data (based on data recorded as at 1 October 2026 and summarising the reasons given for changes in study progress for the period 1 October 2024 to 30 September 2026)	Head of quality management	01.08.2027.	Ensuring a quality management system	Rector	<i>New deadline – to ensure data is available for the preparation of the PNZ by 1 October (we will calculate dropout rates based on data as at 1 October, but this is too late to include the analysis of results in the PNZ)</i>
97	Provision of information on RISEBA as specified in sub-paragraph 11.2 of the Regulations on the National Scientific Activity Information System	Head of Academic Processes	01.08.2027.	Section 40(2) of the Scientific Activity Act; Section 12 of the Regulations on the National Scientific Activity Information System (Cabinet of Ministers Regulation No. 381)	Vice-Rector	<i>The title of the responsible position has been changed: “Head of Research Department” → “Head of Research Processes”.</i>
98	Compilation of spring semester course evaluation questionnaires (by programme) and forwarding of information to Programme directors	Quality Administrator	01.08.2027.	Ensuring a quality management system	Head of quality management	<i>Previously, the deadline was 20 August</i>
99	Compilation of monitoring data on spring semester course examination results and forwarding of information to Programme directors	Quality Administrator	01.08.2027.	Ensuring a quality management system	Head of quality management	<i>Previously, the deadline was 20 August</i>
100	Compiling the spring semester graduate programme evaluation questionnaires and forwarding the information to Programme directors	Quality Administrator	01.08.2027.	Ensuring a quality management system	Head of quality management	<i>Previously, the deadline was 20 August</i>
101	Setting rates of pay for visiting lecturers; approval/review of academic staff salary rates for the coming academic year	Head of HR and University Office	13.08.2027.	Resource and budget planning	Rector	<i>Previously in June</i>
102	Assessment of study results for the spring semester to determine which students are to be carried over to the autumn semester, the number of academic debts, and the number of students who have passed on their first, second and third attempts (data to be obtained from the UNIMETIS system)	Programme director, in collaboration with the administrator	16.08.2027.	Procedure PR0031 “Working with students with academic arrears”	Head of the Study Department	
103	Agreement with lecturers on timetables for the coming academic year	Administrator	16.08.2027.	PR 0023-05 APPROVED 14 May 2024 ORDER NO. 24/1.1-3/54	Head of the Study Department	<i>A new monitoring task has been introduced – the deadline is in accordance with the draft of project PR0023-06</i>
104	Development, coordination and approval of the internal control plan for the coming period	Head of quality management	20.08.2027.	Ensuring the quality management system	Rector	

105	Review of the composition of collegial decision-making bodies (the Senate, the Constitutional Council, the Programme committee, the Methodological Council, the Exemption Committee, the Committee for the recognition of prior learning and of learning outcomes achieved in previous education, Selection Committee (ERASMUS+)) and, where necessary, renewing their membership	Head of HR and University Office	21.08.2027.	Rules of Procedure for RISEBA's collegial bodies	Rector	
106	Preparation and submission of a report to the Deans of the Faculties and the vice-chancellor on the composition of academic staff in the faculties, including terms of office, specifying those lecturers and Researchers elected to academic posts whose terms of office expire in the coming academic year	Head of Human Resources	21.08.2027.	Process planning	Head of HR and University Office	
107	Lecture timetables for the coming academic year have been published in the UNIMETIS system	Administrator	25.08.2027.	PR 0023-05 APPROVED 14 May 2024 ORDER NO. 24/1.1-3/54	Head of the Study Department	<i>I am setting the deadline in accordance with the draft of project PR0023-06</i>
108	Preparation and submission of the study programme self-evaluation report (for the 2026/2027 academic year) to the Head of quality management and the Dean	Programme director	31.08.2027.	Rector's Order	Head of quality management	<i>Data must be submitted in time for it to be collated so that the Management Group can review the KPIs for the next period in October (a different form will be used)</i>
109	Faculty report on the faculty's results for the 2026/2027 academic year, in accordance with the objectives set out in the strategy and its action plans	Dean	31.08.2027.	Ensuring the quality management system	Rector	<i>New! Data must be submitted in time for it to be collated so that the Management Group can review the KPIs for the next period in October (a specific data collection form will be provided)</i>
110	Report by heads of departments on the annual implementation of the strategy and its action plan	Heads of Structural Units	31.08.2027.	Ensuring the quality management system	Rector	<i>New! Data must be submitted in time for it to be collated so that the Management Group can review the KPIs for the next period in October.</i>
111	The head of a department reviews the regulations of their department and staff job descriptions and, where necessary, draws up proposals for updating them	Heads of Structural Units	31.08.2027.	Ensuring a quality management system	Head of quality management	
112	<i>Working with students during a break in studies</i>	<i>Administrator</i>	<i>on a regular basis (in accordance with Procedure PR0030 "Working with students during study breaks")</i>	<i>Procedure PR0030 "Working with students during a break in studies"</i>	<i>Head of the Study Department</i>	
113	<i>Working with students during a break in studies</i>	<i>Programme director</i>	<i>on a regular basis (in accordance with Procedure PR0030 "Working with students during study breaks")</i>	<i>Procedure PR0030 "Working with students during a break in studies"</i>	<i>Dean</i>	

114	Updating the academic staff register with details of persons holding academic posts at higher education institutions and of persons employed as visiting professors, associate visiting professors, visiting senior lecturers, visiting lecturers, visiting assistants, senior visiting researchers and visiting researchers	Head of Human Resources	regularly (within 10 working days)	Article 87 of the Higher Education Act and Cabinet of Ministers Regulation No. 276 "Regulations on the State Education Information System", paragraphs 15. ¹ and 45. ¹	Head of HR and University Office	
115	Updating of information in the register of persons elected to academic posts at scientific institutions	Head of Academic Processes	regularly, within 1 month of any changes	Section 26. ¹ (3) of the Scientific Activity Act	Vice-Rector	The title of the responsible position has been changed: "Head of Research Department" → "Head of Research Processes".
116	Updating information in the RISEBA Register of Scientific Institutions	Head of Academic Processes	regularly, within 1 month of any changes	Section 29(3) of the Scientific Activity Act	Vice-Rector	The title of the responsible position has been changed: "Head of Research Department" → "Head of Research Processes".
117	Verification of information regarding teaching staff to ensure they are not subject to any restrictions on working as teachers	Head of Human Resources	regularly, prior to election to an academic post or the commencement of an employment relationship	Section 50 of the Education Act	Head of HR and University Office	
118	Educational institutions, on the basis of documents submitted by the individual and information contained in the student's file, shall, within 10 working days of the relevant information becoming available or of any changes thereto, enter and update it in the system in accordance with Cabinet of Ministers Regulation No. 276 "Regulations on the State Education Information System", Articles 12.1.3, 12.1.9, 12.1.10, 12.2.1, 12.2.3, 12.2.4, 12.2.5, 12.2.6, 12.2.7, 12.2.7. ¹ , 12.2.8, 12.2.9, 12.3 and 12.7 of Cabinet Regulation No. 276 "Regulations on the State Education Information System". The educational institution shall enter and update the information referred to in sub-paragraph 12.6 of these regulations in the system within 10 working days of the relevant information arising or changing, but no later than in the same calendar month in which the person has been de-registered.	Head of the Study Department	Within 10 working days of the relevant information becoming available or of any changes thereto	Cabinet of Ministers Regulation No. 276 "Regulations on the State Education Information System", Article 39	Rector	
119	Updating the academic staff register to include data on the academic staff and the workload of persons included in the academic staff register for the previous year, expressed in astronomical hours	Head of Human Resources	To come into force on 1 January 2028	Cabinet of Ministers Regulation No. 276 "Regulations on the State Education Information System", paragraphs 15.114 and 45. 3.	Head of HR and University Office	
120	Annual Management Group meeting on the implementation of RISEBA's development strategy and its action plan for the previous period	Head of quality management	It will be in October 2027	Ensuring the quality management system	Rector	

121	<i>Preparation of the annual report to the Board on: risk management measures and the implementation of the risk management policy; the effectiveness of the governance model; the effectiveness of the internal control system; and the operational effectiveness of the quality management system</i>	<i>Head of quality management</i>	<i>It will be in October 2027</i>	<i>Ensuring the quality management system</i>	<i>Rector</i>	
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