

APPROVED
at a RISEBA Senate meeting of 10.03.2021
Minutes No. 21/1.1-7/2

Listener Status Regulations

1. General Provisions

- 1.1. A Listener status at RISEBA can be obtained by any person, who wants to take any study course implemented at RISEBA. A Listener status is not obtained under the auspices of a study agreement.
- 1.2. Information about the study courses implemented at RISEBA is available on the RISEBA website.
- 1.3. Preconditions may be laid down for taking the study courses, which are specified in the relevant study course description, e.g. required preliminary knowledge, etc.
- 1.4. A person, who wants to obtain a Listener status must fill in an application (see Annex 2) and submit it to the Customer Service Centre. The application form is available on the RISEBA website and at the Customer Service Centre.
- 1.5. The price is set per credit point depending on the study course language, study level and other conditions in accordance with the price list. The price list is available on the RISEBA website and at the Customer Service Centre.

2. Application for a Study Course with Listener Status

- 2.1. A person, who wants to obtain a Listener status should submit an application to the Customer Service Centre. If preconditions for participating in the course are specified in the chosen study course description, together with the application (see Annex 2), the person should submit documents that attest to the fulfilment of preconditions, e.g. a certificate regarding language proficiency level, diploma copy, etc. The Customer Service Centre shall evaluate the validity of the submitted documents. The Customer Service Centre will register the application and contact the Study Department regarding options to take the chosen study course.
- 2.2. The Head of the Study Department will verify that the person concerned has the required preliminary knowledge. If so, the Head of the Study Department will inform the Customer Service Centre about the available study courses, fees for participating in the study courses and times, etc.
- 2.3. If the person does not meet the set requirements, the Head of the Study Department will inform the Customer Service Centre, who will inform the person accordingly.
- 2.4. The Customer Service Centre will send an offer to the person, in the offer specifying the place and time of the chosen study course, the price and other necessary information, as well as the offer validity term.
- 2.5. The person will send a confirmation to the Customer Service Centre of his or her wish to take course as a Listener. If the person does not provide an answer within the term during which the offer is valid, it will be considered that he or she has rejected the offer.

3. Obtaining Listener Status

- 3.1. If, after receiving an offer by the set deadline, the person has informed the Customer Service Centre of his or her consent to take the study course as a Listener, the Customer Service Centre will draw up the corresponding agreement (see Annex 3) and send it to the person.
- 3.2. Before sending the agreement, it will be signed by an authorised representative on behalf of RISEBA.
- 3.3. The person signs the agreement on its behalf and submits to the Customer Service Centre.
- 3.4. After receiving the agreement signed by both parties, the Customer Service Centre will inform the Accounting Department accordingly, which will prepare and send the invoice to the Person. The Agreement will be sent to the Head of the Study Department.
- 3.5. The Accounting Department will inform the Head of the Study Department as soon as the payment is received from the relevant person, in accordance with the sent invoice.

- 3.6. The Head of the Study Department will prepare an order (see Annex 4) regarding the awarding of a Listener status (hereinafter referred to as – the Listener).

4. Studies with Attendee Status

- 4.1. The Head of the Study Department will notify the Study Information System Administrator and the relevant Study Programme Administrator about the person awarded Listener Status, as well as about the study course to be taken by this person.
- 4.2. The Study Information System Administrator creates a user profile, user name and password for the Listener for the relevant study course. Information about the user name and password will be sent to the Study Programme Administrator.
- 4.3. The Study Programme Administrator shall prepare a class timetable, specifying when the Listener's study course classes will be held and send it to the Listener together with the information received from the Study Information System Administrator.
- 4.4. The Study Programme Administrator will include the Listener in the group and inform the relevant faculty member accordingly.
- 4.5. The Listener takes the study course in accordance with the requirements of the study course. The faculty member will monitor class attendance and evaluate the study results.

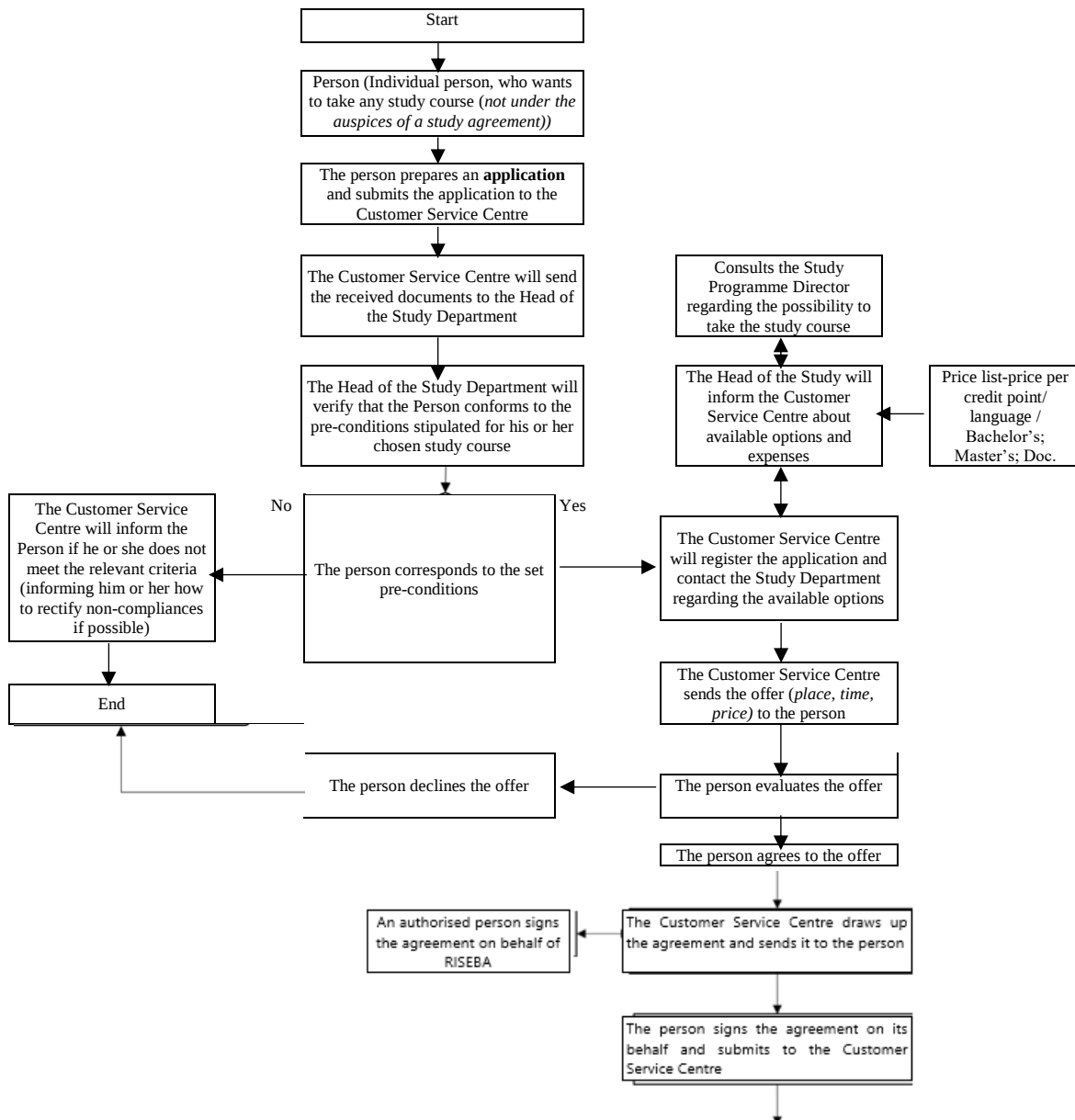
5. Termination of Attendee Status

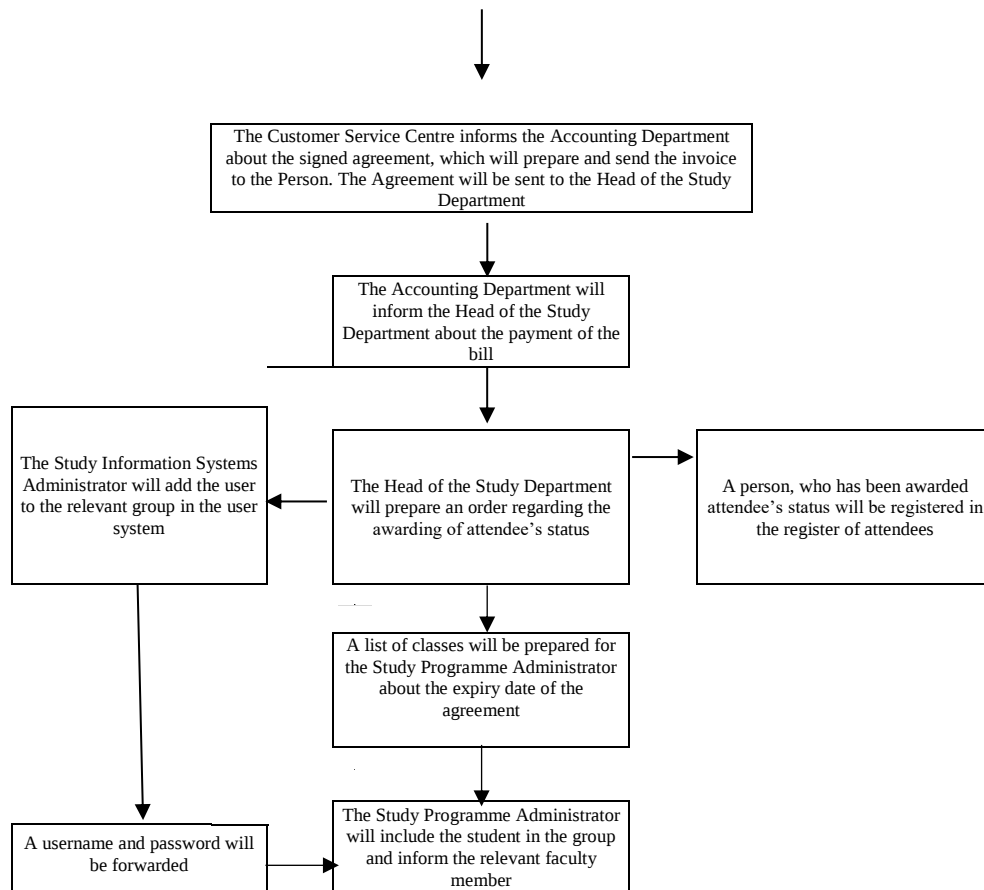
- 5.1. The Head of the Study Department will obtain the information concerning the Listener's attendance and study results and prepare an order regarding the termination of the Listener status (see Annexes 5, 6 and 7). The Study Information System Administrator will be informed about the termination of the Listener status, who will annul the Listener's access to RISEBA systems.
- 5.2. If the Listener has fulfilled the study course requirements and obtained a grade, the Head of the Study Department will prepare the corresponding certificate (see Annex 8).
- 5.3. If the Listener has attended classes (in conformity with the study course requirements), but has not obtained a grade, the Head of the Study Department will prepare a statement (see Annex 9).
- 5.4. The Head of the Study Department will include the information about the Listener and his or her passing the study course and include the issued certificate or statement in the Register of Listeners.

Annexes:

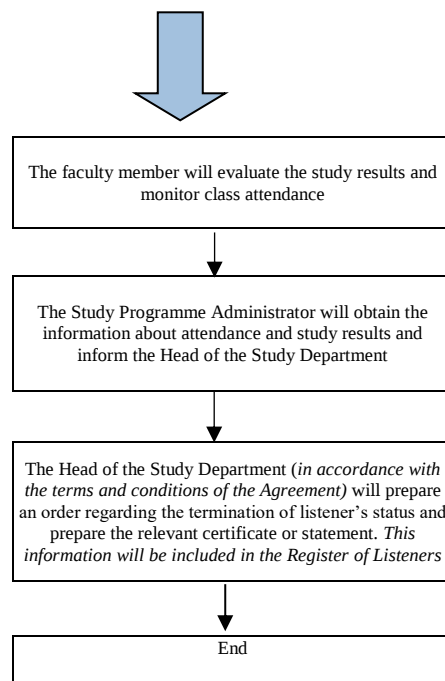
1. Listener Status Regulation Block Scheme
2. Application for registration for studies at the University with Listener status
3. Study Course Attendance with Listener Status Agreement (Special and General Terms and Conditions)
4. Order regarding Awarding of Listener Status
5. Order regarding Termination
6. Order regarding Termination of Listener Status and Statement Issuance
7. Order regarding Termination of Listener Status based on Non-fulfilment of Obligations
8. Certificate
9. Statement

Prepared by:
Head of the Study Quality Centre Ivars Javaitis





Study process



APPLICATION

Please register me for **studies at the university with Listener status**

Title or guidelines of the study course(-s), which I want to take: _____

Desired study level: _____

Desired study form: _____

Study language: _____

Personal data

Name, surname: _____

Personal ID number: _____

Declared place of residence: _____

Postal address: _____

E-mail: _____

Mob. no. _____

Prior education and documents certifying preliminary knowledge

Educational institution (graduation year, country): _____

Education level: _____

Education field: _____

Other documents certifying preliminary knowledge: _____ (to be attached to this application)

If the studies with Listener status are paid for by a legal entity:

Company name: _____

Registration No. _____

Personal data processing rules:

1. *Personal Data Supervisor: SIA "Biznesa, mākslu un tehnoloģiju augstskola "RISEBA"" (Reg. No. 40003090010), Meža Street 3 and its structural units and related companies ("RISEBA"). RISEBA Data Protection Specialist: dpo@riseba.lv.*
2. *Data processing objective: data usage for preparation and fulfilment of a attendees' agreement. Data processing basis: conclusion of an agreement.*
3. *RISEBA may process attendees' phone number and e-mail, based on RISEBA's legitimate interests in order to maintain communication and send information related to the teaching process, interest education, RISEBA events and activities and to conduct surveys.*
4. *Access rights to attendees' personal data may be awarded in accordance with the purpose for which personal data is used. RISEBA employees' access rights are strictly regulated in the internal data processing regulations. RISEBA ensures that Attendees' data is only passed on to such data processors, who help RISEBA to implement its activity and provide the necessary services to RISEBA. Such third persons may only process personal data in accordance with RISEBA's instructions, which arise from the agreement concluded between the parties, and cannot use them for other purposes or pass them to other persons without RISEBA's consent. RISEBA only collaborates with third persons that ensure secure data personal data processing and data protection in conformity with the requirements of applicable laws and regulations.*
5. *Attendees' personal data are processed and saved in accordance with the requirements of laws and regulations, as well as while grounds exist for the storage and processing of such personal data. Attendees' data, which is processed, based on RISEBA's legitimate interests, will be saved for 2 years after the end of the relationship with the attendee.*
6. *The Attendee is entitled to ask RISEBA for access to personal data and for them to be corrected, as well as being entitled to object to their processing.*
5. *In the event of a data processing violation, the data subject is entitled to submit a complaint to the Data State Inspectorate (Blaumaņa Street 11/13-15, Riga, LV-1011).*

I confirm that I have studied the personal data processing rules:

Date _____ Signature _____ / _____ /
 /signature/ Name Surname

List of documents attached to the submission:

[illegible]

To be completed by RISEBA Study Department:

Study course/module name	Study level	CP	Study course duration (from..to...)	Study course fees	Comment/decision

Date _____ Signature _____ / _____ /
/signature/ Name Surname

Agreement No. _____
Regarding Taking a Study Course with Listener Status
Special Terms and Conditions

Riga

_____ 2021

Contractual Parties:

1. UNIVERSITY	
1.1. Name	RISEBA UNIVERSITY OF BUSINESS, ARTS AND TECHNOLOGY
1.2. Register of Educational Institutions Registration No.	3343802029
1.3. Registered address:	Meža Street 3, Riga, LV-1048
1.4. University accreditation	Accreditation Sheet Nr.006; issued on 02.05.2000, accreditation term: indefinite
1.5. University Representative	Tatjana Vasiljeva, Rector
1.6. Payment details:	SIA Biznesa, mākslas un tehnoloģiju augstskola RISEBA Uniform Registration No. 40003090010 AS SEB banka, code: UNLALV2X, Account No. LV08UNLA0050018224485
1.7. Phone and e-mail:	+ 371 67 500 265 ; + 371 26465351, riseba@riseba.lv
2. ATTENDEE	
2.1. Name, surname	
2.2. Personal ID number:	
2.3. Declared place of residence:	
2.4. Postal address:	
2.5. Passport / ID card data	Document No. _____ issued _____ issuing body _____
2.5. Contact information	Phone: _____ E-mail: _____
3. STUDY COURSE	
3.1. Study course/module name:	
3.2. Study course/module duration:	
3.3. Attendance form:	
3.4. No. of credit points:	
3.5. Document to be submitted	
4. STUDY COURSE FEE PAYMENT PROCEDURE	
4.1. Total study fees	
4.2. Currency in which payments are to be made	EUR (euro)
4.3. Study fee payment procedure	In accordance with the invoice specification

This Agreement consists of Special and General Terms and Conditions. In the event of contradictions between the Special and General Regulations, the Parties are bound by the provisions in the Special Terms and Conditions Terms and definitions in the General Provisions of the Agreement have the same meaning as in the Special Provisions of the Agreement

UNIVERSITY**LISTENER**_____
Rector_____
/ signature/_____
/Name Surname/

**Agreement regarding Study Course Attendance with
Listener Status
General Terms and Conditions**

1. Subject of the Agreement

- 1.1. The university conducts Listener's study process in the Study course specified in Clause 3 of the Special Terms and Conditions of the Agreement.
- 1.2. The number of credit points obtained during studies is specified in the Special Terms and Conditions of the Agreement.
- 1.3. After the completion of the Study course, the document to be issued is specified in Clause 3.5 of the Special Terms and Conditions of the Agreement.
- 1.4. The study time is specified in the Special Terms and Conditions of the Agreement.

2. Rights and Duties of the Parties

2.1. Listener's rights:

- 2.1.1. to take the Study course on condition that the Listener fulfils all the duties arising from this agreement in full;
- 2.1.2. In accordance with the University's set procedures, to use the University's study base including library resources and computer systems, etc.;
- 2.1.3. To take the final examination specified in the Study course programme if the study course plan has been fulfilled in full;
- 2.1.4. After passing the final examination in the Study course programme, to receive the number of credit points referred to in Clause 3.4 of the Special Terms and Conditions of the Agreement, as well as the certificate referred to in Clause 3.5.

2.2. The Listener's duties are as follows:

- 2.2.1. To fulfil all the duties and obligations arising from the Agreement;
- 2.2.2. To adhere to the University's Constitution, to fulfil the decisions and orders issued by the University's executive institutions, to comply with the University's internal procedural rules and the University's internal rules and regulations;
- 2.2.3. To comply with the University's study class regulations, to attend lectures, practical classes and seminars, and to complete study assignments, to pass planned tests and examinations within the set timeframe;
- 2.2.4. To treat the University's property with due care and attention and to compensate the University without delay for all losses, which the Listener has caused to the University's property;
- 2.2.5. To notify the University within 3 (three) business days about any changes in his or her place of residence or passport data, and in the event of change of passport, to submit the following information to the University: passport copy, and in the event of a change of surname - documents justifying this fact;
- 2.2.6. By the end of the studies, to keep the payment documents that certify payment of study course fees;
- 2.2.7. To observe timely payment of study course fees independently without receiving additional notifications from the University;
- 2.2.8. In cases when the Study course fee is paid for the Listener by a third party who needs an invoice for the payment of the Study Course Fee, or the invoice is required by the Listener himself, to submit a written application to the University, specifying the invoice recipient and his or her details;
- 2.2.9. In accordance with the University's approved price list, to make all additional payments that arising during the course of studies (including payments for taking examinations repeatedly, etc.).

2.3. The rights of the University are as follows:

- 2.3.1. To stipulate Study course fee payment procedures and deadlines;
- 2.3.2. To independently determine the contents of the Study course programme contents and the order in which study subjects are to be taken, as well as teaching methodology, verification of preliminary knowledge and compatibility assessment, in accordance with the requirements of the laws and regulations regulating the study process;
- 2.3.3. Without sending additional notifications, to unilaterally withdraw from this Agreement early and to strike the Listener from the roll of students if:
 - 2.3.3.1. The Listener has violated the University's internal procedural rules, the regulations and the University's other internal rules and regulations;
 - 2.3.3.3. The Listener has provided false information to the University;
 - 2.3.3.4. The Listener has not completed the study programme in accordance with the study course description;
 - 2.3.3.5. The Listener has not attended classes in accordance with the Study course requirements without justification;
 - 2.3.3.6. The Listener has caused losses or damage to the University;
 - 2.3.3.7. The Listener harms the University's reputation;

2.4. The Duties of the University are as follows:

- 2.4.1. After the date of the conclusion of the Agreement and the receipt of the Study course fees in full, to include the Listener in the roll of students;

- 2.4.2. At the start of the Study course referred to in Clause 3.4 of the Special Terms and Conditions of the Agreement, to provide the Listener with the Study course programme implementation plan and the list of Study course classes for the whole Study course.
- 2.4.3. To provide the opportunity to take the Study course;
- 2.4.4. To organize the study process in accordance with the requirements of the Study course programme and the Law on Higher Education Institutions of the Republic of Latvia;
- 2.4.5. To provide the Listener with the conditions appropriate for studies;
- 2.4.6. To review the Listener's submissions, applications and complaints and provide replies to the them;
- 2.4.7. To provide the Listener with opportunities to get acquainted with the University's internal documents, which apply to the study process or the Listener's rights and duties;
- 2.4.8. To issue the document referred to in Clause 3.5 of the Special Terms and Conditions of the Agreement only after both Study course has been completed in full and the Study course fees has been paid in full;
- 2.4.9. To award the Listener with the number of credit points referred to in Clause 3.2 of the Special Terms and Conditions of the Agreement.

3. Study Course Fees and Payment Procedures

- 3.1. After completing the Study course, the Listener has a duty to pay the Total Study course fee referred in the Special Terms and Conditions of the Agreement in full before commencing his or her studies by the deadline specified in the invoice.
- 3.2. The Listener has a duty to pay the Study course fees in accordance with the procedures stipulated in Clause 4.3 of the Special Terms and Conditions of the Agreement.
- 3.3. The Study course fees and any other payments will be considered to have been paid as and when the relevant payment has been deposited into the University's bank account.
- 3.4. In the event of the Listener being struck from the roll of students and the early termination of this Agreement, the Listener will not be reimbursed with the Study course fees received from him or her.

4. Agreement Term.

- 4.1. This Agreement comes into force at the time of its signing and will operate until the end of the Study course.
- 4.2. The Agreement may be terminated early:
- 4.2.1. Subject to mutual written agreement between the Parties;
 - 4.2.2. On the basis of a written application from the Listener;
 - 4.2.3. In the cases referred to in Clauses 2.3.3 of the General Terms and Conditions of this Agreement.

5. Personal Data Processing.

- 5.1. In signing the Agreement, the Listener attests that he or she has studied the personal data processing terms and conditions, which the University provides him/her with at the time of the signing the Agreement and are always available here: <http://doc.riseba.lv/dp/k1.pdf>
- 5.2. Information about the processing of the Listener's personal data to which the Listener has given his or her consent, by signing the consent form at the time of signing the Agreement, can be found here: <http://doc.riseba.lv/dp/k2.pdf>

6. Other Terms and Conditions.

- 6.1. All disputes arising from this Agreement shall be passed for resolution to the University's Arbitration Court. In the event that either Party does not agree with the ruling of the Arbitration Court, it is entitled to appeal the referred to decision in a court with the relevant jurisdiction.
- 6.2. Any amendments to this Agreement may only be made with the written agreement of the Parties.
- 6.3. In matters not covered by this Agreement, the Parties are bound by the provisions of the laws and regulations of the Republic of Latvia.
- 6.4. In signing this Agreement, the Listener attests that he or she has studied the terms and conditions of this Agreement and that he/she understands them. The Listener attests that he or she consents to the additional prices of the University's services.
- 6.5. In signing this Agreement, the Listener agrees that the University is entitled to provide all data referred to in this Agreement to its employees, shareholders and related enterprises, partners under the auspices of ERASMUS and other exchange programmes, to other third persons if this is required to provide a quality of a study process and the fulfilment of this Agreement, as well as to the Ministry of Education and Science and other governmental bodies in the instances stipulated in laws and regulations.
- 6.6. The Agreement consists of Special and General Terms and Conditions, which are integral components of the Agreement and should be assessed in context with it. This Agreement has been drawn up on four pages in two copies, the Parties shall each receive one copy.

UNIVERSITY

LISTENER

Rector:

signature

Name surname:

signature

RĪKOJUMS

Rīga

20__ . gada __ . _____

Nr. __/ __ - __/ __

Par klausītāja statusa piešķiršanu

Saskaņā ar Augstskolu likuma 59². pantu un RISEBA Senāta sēdē 20__ . gada __ . _____ apstiprināto „Nolikumu par klausītāja statusu” un pamatojoties uz 20__ . gada __ . _____ noslēgto klausītāja līgumu Nr. _____ nosaku:

Piešķirt _____ (*Vārds uzvārds, nominatīvā*), p.k. _____ - _____ klausītāja statusu no 20__ . gada __ . _____ līdz 20__ . gada __ . _____ šādā/-os studijuursos:

Studiju kursa nosaukums	Docētājs	KP	Kontaktstundu skaits	Grupās kods	Izglītības līmenis

Studiju departamenta vadītājs

Vārds Uzvārds

Sagatavoja:
Vārds Uzvārds
Telefons
E-pasts

Rīkojums

Rīga

20__ . gada __ . _____

Nr. __ / __ - / _____

Par klausītāja statusa izbeigšanu

Pamatojoties uz iegūtiem studiju rezultātiem un saskaņā ar 20__ . gada __ . _____ noslēgto klausītāja līgumu Nr. _____ nosaku:

- 1) Izsniegt _____ (*Vārds uzvārds, nominatīvā*), p.k. _____ - _____ apliecību par iegūtiem kredītpunktiem šādā/-os studijuursos:

Studiju kursa nosaukums	Docētājs	KP	Izglītības līmenis	Vērtējums

- 2) Izbeigt klausītāja statusu _____ (*Vārds uzvārds, nominatīvā*), p.k. _____ - _____ no 202__ . gada __ . _____.

Studiju departamenta vadītājs

Vārds Uzvārds

Sagatavoja:
Vārds Uzvārds
Telefons
E-pasts

Rīkojums

Rīga

20__ . gada __ . _____

Nr. __/ __ - / _____

Par klausītāja statusa izbeigšanu

Pamatojoties uz iegūtiem studiju rezultātiem un saskaņā ar 20__ . gada __ . _____ noslēgto klausītāja līgumu Nr. _____ nosaku:

1. Izsniegt _____ (*Vārds uzvārds, nominatīvā*), p.k. _____ - _____ izziņu par šādiem noklausītiem studiju kursiem:

Studiju kursa nosaukums	Docētājs	KP	Kontaktstundu skaits	Izglītības līmenis

2. Izbeigt klausītāja statusu _____ (*Vārds uzvārds, nominatīvā*), p.k. _____ - _____ no 20__ . gada __ . _____.

Studiju departamenta vadītājs

Vārds Uzvārds

Sagatavoja:
Vārds Uzvārds
Telefons
E-pasts

Rīkojums

Rīga

20__ . gada __ . _____

Nr. __/ __ - / _____

Par klausītāja statusa izbeigšanu

Pamatojoties uz Studiju departamenta datiem par 20__ . gada __ . _____ noslēgtā klausītāja līgumā Nr. _____ minēto saistību neizpildīšanu nosaku:

- 1) Izbeigt klausītāja statusu _____ (*Vārds uzvārds, nominatīvā*), p.k. _____ - _____ no 20__ . gada __ . _____.

Studiju departamenta vadītājs

Vārds Uzvārds

Sagatavoja:
Vārds Uzvārds
Telefons
E-pasts

Biznesa, mākslas un tehnoloģiju augstskola "RISEBA"

APLIECĪBA

Nr. ____/____/____

Rīga

20__ . gada __ . _____

Vārds Uzvārds

p.k. _____ - _____

par studiju kursa „_____” apgūšanu

Studiju kursa ilgums un apjoms kredītpunktos	_____ KP
Docētājs	Docētāja Vārds Uzvārds un kvalifikācija
Izpildītais darba apjoms	Darba vērtējums
Iegūtais vērtējums ballēs	_____ (_____)

Studiju rezultāti	

Studiju departamenta vadītājs

Vārds Uzvārds

STATEMENT**Riga**

_____ 20__

No. __/__/____

SIA "Biznesa, mākslas un tehnoloģiju augstskola "RISEBA"" attests that _____
(Name, Surname), Personal ID No. _____-_____, has attended the following study course:
"_____" worth _____ CP _____ under the auspices of the following
(professional / academic Bachelor's / Master's) study programme "_____".

Examinations provided for under the auspices of the study course have not been passed.

Statement issued upon demand.

Head of the Study Department

Name, Surname

Prepared by:
Name, Surname
Phone:
E-mail: