

APPROVED on 21.12.2022
rector's order No. 22/1.1-3/157

Procedure on Issuing State-Recognised Documents Confirming Completion of Higher Education and their Duplicates

1. Preparation and Issuance of Diplomas

Diplomas are prepared and issued pursuant to Cabinet Regulation No. 202 (Riga, 16 April 2013 (Minutes No. 20 § 13)) “Procedure on Issuing State-Recognised Documents Confirming Completion of Higher Education” and the Law on Notification.

2. Sample Diplomas of RISEBA

- 2.1. Once per year, an employee of the Quality Department surveys directors of study programmes (in August) regarding the need to update sample diplomas (including diploma supplements).
- 2.2. Directors of study programmes are responsible for informing about the need to update diploma contents and shall provide detailed information to the employee of the Quality Department about the required changes.
- 2.3. At the beginning of each academic year, the employee of the Quality Department prepares sample diplomas of study programmes, coordinates them with the Programme Director and has them approved by an order of the Rector.
- 2.4. If the content of the diploma should be changed during an academic year, the director of the study programme prepares and sends the changes to the employee of the Quality Department to amend the respective order and to introduce the required changes in diplomas.
- 2.5. The sample single diploma is approved by the Interuniversity Programme Board and approved by an order of the Rector.
- 2.6. After the Rector's order, an employee of the Rector's Office instructs the person who is responsible for receiving, keeping and storing diploma forms (hereinafter, the responsible person), programme directors and administrators of study programmes to read this document in *Namejs*.
- 2.7. The approved versions of diplomas are stored in the QAS folder, where they are placed by an employee of the Quality Centre.

3. Diploma Preparation and Issuance Deadline

Diplomas are prepared by the administrator of the study programme and are issued no earlier than in one month after the decision of the State Examination Commission on granting a degree.

4. Issuance of Diplomas in Person

Upon receiving his/her diploma, the respective individual or his/her notarially authorised person shall produce a proof of identity and sign the registration log to confirm that he/she has received the diploma or the diploma duplicate.

5. Remote Issuance of Diplomas

- 5.1. Mailing of diplomas is a paid service; and the payment shall be made according to RISEBA pricelist on extra paid services for courier mail.
- 5.2. The diploma is mailed pursuant to the Law on Notification, if the graduate has made a respective request (Annex 1).
- 5.3. The responsible person registers the request and sends a message to the Accounting Department asking to prepare an invoice.

- 5.4. The Accounting Department prepares and e-mails the invoice to the address indicated in the request of the graduate.
- 5.5. When the invoice is paid, the Accounting Department informs the responsible person about the received payment.
- 5.6. The responsible person prepares the diploma (in a sealed envelope) for mailing and hands it over to a courier, indicating the content of the package and the diploma number in the shipping note.
- 5.7. On the day of mailing, a message is e-mailed to the address indicated in the request of the graduate to inform that the diploma was handed over to the courier.
- 5.8. To confirm that the diploma was sent, a respective entry is made in a registration log according to the data indicated in the confirmation of the service provider provided in an electronic (a print-out from the service provider's system) or paper form (with the signature of the recipient of the diploma). The confirmation is also inserted in the registration log.

6. Issuance of Diploma Duplicates

A duplicate of a diploma (also the single diploma) and a diploma supplement are issued pursuant to the Procedures for Drawing up and Preparing Documents at the request of the respective individual (Annex 2) and a written order of the Rector on the issuance of a duplicate.

Annex:

1. Request to send the diploma by courier mail, document on 1 page;
2. Request to issue a diploma duplicate, document on 1 page.

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