

ADJUNCT AND VISITING FACULTY HANDBOOK



2024

Together we can create a motivating and supportive environment where you can grow both personally and academically. This handbook is a guide, providing guidance and will serve as a useful tool in the working process.



Dear colleagues!

You have joined one of Europe's leading universities of applied sciences - RISEBA University of Business, Arts and Technology, which prepares internationally competitive professionals and leaders in the fields of business management, architecture, and audiovisual media arts. Our strategic development priorities include high-quality education, scientific advancement, international cooperation, continuous professional development of academic staff, and lifelong learning.

RISEBA is grateful to you for joining our team, bringing your professionalism, experience, and collaboration.

I am confident that through joint efforts in educating students, supporting them, sharing experiences, and continuously embracing innovation, we will prepare competitive graduates for the labour market while finding personal fulfilment and joy in the achievements we reach together.

Rector, professor Lūcija Rutka

Content

1.	About RISEBA University of Business, Arts and Technology (RISEBA University)	5
1.1	Background information	5
1.2	Values	5
1.3	Accreditations and evaluations	5
1.4	Highest official	5
1.5	Strategy	5
1.6	Address	6
1.7	Location of faculties and departments	6
1.8	Structure	6
1.9	Study Directions and study programmes	6
1.10	Regulatory documents	7
2.	Contractual relations	7
2.1	Steps to initiate contractual relations	7
2.2	Types of contracts:	7
3.	Useful information	7
3.1	Contact information for day-to-day work	7
3.2	Communication with students	8
3.3	Parking	8
3.4	Faculty room/room of stay	8
3.5	Food options	8
3.6	Study material printouts and copies	9
3.7	Wi-Fi wireless internet	9
3.8	Auditorium keys and writing supplies	9
3.9	ZOOM access	9
3.10	Faculty publications	9
3.11	Code of Ethics	9
3.12	Suggestions and complaints	9
3.13	Additional offer for Faculty Members	9
4.	Working with RISEBA University's IT Systems	10
4.1	RISEBA University IT systems	10
4.2	Special Computer Programmes or Technical Support	10
4.3	e.riseba.lv system	10
4.3.1	Access for e.riseba.lv	10
4.3.2	Structure of the Course Site	11
4.3.3	Development of the e.riseba.lv website	11
4.3.4	Inserting materials on e.riseba.lv	11
4.3.5	Application for mobile phone	12
4.4	my.riseba.lv system	12
4.4.1	Access for my.riseba.lv	12
4.4.2	Using my.riseba.lv	12
4.4.3	My.riseba.lv system consultation	12
4.5	Assistance on the use of IT systems	12
5.	Preparation of study courses	13
5.1	Development of a new study course	13

5.2	Study Course Description	13
5.3	Process for updating <i>the Course Description</i>	13
5.4	Contact hours.....	13
5.5	Study course assessments	13
5.6	Intellectual Property Copyright.....	13
6.	Lectures	14
6.1	Lecture Planning and Coordination	14
6.2	Availability of the Lecture Schedule.....	14
6.3	Lecture times	14
6.4	Monitoring Lecture Times.....	14
6.5	Attendance Tracking	14
6.6	Changes to Scheduled Lectures	14
6.7	Study Materials for Students	15
6.8	Preparation of Study Materials	15
6.9	First Lecture	15
6.10	Consultations	15
6.11	Organisation of Remote Lectures	15
6.12	Etiquette for Video Recordings and Remote Lectures.....	15
6.13	Lecture Video Recordings	16
6.14	Quality Assurance Tools	16
7.	Technical Equipment in Auditoriums	16
7.1	Before and after lecture.....	16
7.2	Issues with Audio, Video, or Computer Equipment	16
7.3	Provision of Specialized Audio or Video Equipment	16
7.4	Computer classroom rules	16
8.	Assessments and grading	16
8.1	Grading system	16
8.2	Assessment Grading Deadlines	17
8.3	Student Assessments After Completion	17
8.4	Justification of the Assessment (feedback).....	17
8.5	Unsuccessful Assessment Grade.....	17
8.6	Academic Debt	17
8.7	Failure to complete Compulsory Assessments	17
8.8	Plagiarism.....	17
8.9	Rules for Student Research Papers (Course Papers, Bachelor's, and Master's Theses)	18
9.	RISEBA University and its resources	18
9.1	General Overview of the Library.....	18
9.2	Library Services	18
9.3	Registration.....	18
9.4	Ordering information resources required for a study course.....	18
9.5	Data bases.....	19
9.6	Access to Electronic Databases	19

1. About RISEBA University of Business, Arts and Technology (RISEBA University)

1.1 Background information

RISEBA University is a privately funded university of applied sciences, established in 1992. It implements study programmes at the bachelor's, master's, and doctoral levels and delivers licensed study programmes in five accredited fields, allowing RISEBA to award nationally recognised higher education diplomas upon programme completion. Since 2008, RISEBA has incorporated its founded professional secondary school "Victoria," which provides secondary vocational education programmes.

RISEBA operates with the mission to prepare competent professionals capable of thriving in a dynamic and competitive international business environment, ensuring the integration of study programmes across various fields and achieving a high level of synergy between business and art. RISEBA's slogan, "**The place where business meets art,**" highlights the essence conveyed in its full name: "RISEBA University of Business, Arts, and Technology."

1.2 Values

Openness. We operate in an open-minded and morally healthy environment based on mutual trust and respect. We remote openness to innovations and creativity with an entrepreneurial spirit and attitude. We cooperate and share knowledge and experience with all our stakeholders from students, faculty, and alumni to business and the local community.

Diversity. We ensure a diverse, inclusive and multicultural environment by offering various study programmes, forms of study and training in different languages. We facilitate the continuous personal and professional development of our students, partners, and ourselves irrespectively of age, gender or socio-cultural background.

Excellence. We deliver excellence in whatever we do. Therefore, we relentlessly improve the excellence of our service and quality performance across all our activities, we act as a socially responsible organisation and develop socially responsible leaders and professionals. This is our way to positively impact the rapid and sustainable development of society.

1.3 Accreditations and evaluations

- RISEBA is accredited by the Ministry of Education and Science of the Republic of Latvia.

Accredited fields of study	Accreditation Periods
Architecture and Construction	02.02.2029.
Economics	05.08.2027.
Information and Communication Sciences	06.06.2030.
Arts	18.01.2026.
Management, Administration and Management of Real Property	14.10.2027.

NB! More information is available on the Higher [Education Quality Agency platform](#).

- [European Foundation for Management Development \(EFMD\)](#) business programme accreditation EPAS. RISEBA University has obtained this prestigious accreditation, which certifies compliance with international education standards.

RISEBA is proud of:

- The Bachelor's programme *European Business Studies*;
 - The Master's programme *International Business*.
- Repeatedly awarded the International Quality Accreditation (IQA) by the International Association for Management Development in Dynamic Societies ([CEEMAN](#))
- RISEBA University has been awarded 4 Palms in the [Eduniversal](#) ranking of the world's best business schools.

1.4 Highest official

The Rector is the highest-ranking official responsible for the overall administrative management and representation of RISEBA University, as established by the Constitution and the procuration issued on May 20, 2023. In April 2023, Professor **Dr. psych. Lūcija Rutka** was elected as Rector during the Constitutional Council meeting.

RISEBA University Rector, Dr. Lūcija Rutka, holds master's degrees in both mathematics and human resource management, as well as a doctorate in psychology. She is the author of more than 50 scientific publications in internationally recognized databases, covering fields such as psychology, human resource management, pedagogy, and education. Additionally, she is the author of several methodological tools and the book "*Pedagoga psiholoģiskā kompetence*" (*The Psychological Competence of an Educator*). Dr. Rutka is also a member of the Latvian Association of Professional Psychologists, the American Educational Research Association, and an expert in educational sciences for the Latvian Council of Science.

1.5 Strategy

In June 2022, the new [RISEBA University strategy for 2022–2027](#) was approved, envisioning the development of RISEBA into an internationally recognized university of applied sciences. In addition to business and management programmes, the strategy

aims to provide students with opportunities to study communication science, audiovisual media arts, and architecture, establishing the university as "The place where business meets art."

The main strategic cornerstones of RISEBA University's development strategy are:

- sustainable growth;
- international competitiveness;
- digital transformation;
- business impact;

1.6 Address

- The address of RISEBA University's main building (RISEBA Main Building): Meža Street 3, Riga, LV-1048 (also the legal address);
- The address of RISEBA University's Architecture and Media Center H2O 6 (Architecture and Media Center H2O 6): Durbes Street 4, Riga, LV-1048.

In each of the aforementioned buildings, on the first floor near the main entrance, there is a Customer Service Centre (CSC), operated by the Department of Studies.

1.7 Location of faculties and departments

Lectures primarily take place within the respective faculty premises, but there is also the option to use facilities in both RISEBA University buildings:

- **Faculty of Business and Economics** – RISEBA main building;
- **Faculty of Architecture and Design** – Architecture and Media Center H2O 6;
- **Faculty of Media and Creative Technologies** – Architecture and Media Center H2O 6.

Information about the locations of the departments is available on the [RISEBA website](#) under the "Contacts" section.

1.8 Structure

[The governance structure of RISEBA University](#) has been approved by the RISEBA Senate and is based on the Law on Higher Education Institutions and the Adizes methodology. In accordance with the functions and powers outlined in the Law on Higher Education Institutions, RISEBA University has four main decision-making bodies:

- Constitutional Council;
- Senate;
- Rector;
- Academic Arbitration Court.

Several collegial decision-making bodies have been established, including the Student Council, the Programme Committee, the Ethics Committee, the Appeals Committee, the Methodological Council, the Admissions Committee, the Quality Council, and others.

1.9 Study Directions and study programmes

Faculty	Direction	Level of Study Programme	Type of Study Programme	Name of Study Programme
Faculty of Business and Economics	Economics Direction	Bachelor	Academic	Start-up Economics and Finance
		Master	Academic	Big Data Analytics
		Master	Professional	International Finance
	Management Direction (The Direction Management, Administration and real estate management)	Bachelor	Professional	European Business Studies
		Bachelor	Professional	Business Management
		Bachelor	Academic	Business Psychology
		Master	Professional	Strategic Business Management
		Master	Professional	Human Resource Management
		Master	Academic	Health Management
		Master	Professional	International Business
		Master	Professional	Project Management
		Master	Professional	Business Management
		Master	Professional	Management Psychology and Supervision
		Master	Professional	Sports Management
		Doctoral		Business Management
	Information and Communication Sciences Direction	Bachelor	Professional	Public Relations and Advertising Management
Faculty of Media and Creative Technologies	Arts Direction	Bachelor	Academic	Media Arts and Creative Technologies
		Master	Academic	New Media and Audiovisual Art
		Doctoral		Media Arts and Creative Technologies
Faculty of Architecture and Design	Architecture and Construction Direction	Bachelor	Academic	Architecture
		Master	Professional	Architecture

1.10 Regulatory documents

RISEBA University's regulatory documents are a collection of internal documents that define and regulate the operations and study processes of RISEBA University. The regulatory documents are available at: [e.riseba.lv/ Regulatory documents](http://e.riseba.lv/Regulatory%20documents).

2. Contractual relations

2.1 Steps to initiate contractual relations

- Alignment and updating of the course content, as well as approval of the course description in collaboration with the programme director – please contact the specific programme director. Their contact information is available on the [RISEBA website](http://e.riseba.lv).
- Access to information technology (IT) systems - you will receive a username and password for 2 platforms related to the study process: e.riseba.lv and my.riseba.lv by contacting the programme director or by writing to the IT department at tech@riseba.lv.
- Documents to be Submitted to the Programme Director:
 - CV (mandatory in [Europass format](#)) in Latvian and English (for foreigners – in English only);
 - Copy of the Passport (if a copy has been submitted previously and there have been no changes since, resubmission is not required), or upon presenting the original passport, the following information must be provided: passport number, place and date of issue, personal identification number (for foreigners: date of birth);
 - Copy of Educational Qualification Document (if a copy has been submitted previously and there have been no changes since, resubmission is not required);
 - Bank Details (bank name, IBAN account number, SWIFT code);
 - Information on Declared and Actual Place of Residence;
 - Work Permit for Foreigners, if the lecturer is not a citizen of the European Union (European Economic Area);
 - Copy of the Statement from the Academic Information Centre (AIC) regarding the recognition of education in Latvia, for persons who:
 - obtained their degree and professional qualification in Latvia before the legal framework entered into force on 26 December 2000;
 - received an education document issued abroad;
 - Copy of a State Language Proficiency Certificate for Level 1 or 2 of the highest level (except for those who have completed primary, secondary, or higher education in accredited programmes conducted in Latvian).

2.2 Types of contracts:

- *Service Contract* with an Individual;
- *Contract on Author's Remuneration* with an Individual

NB! Work performance is documented by signing a mutual act of acceptance and delivery. Payment is made in accordance with the procedure specified in the contract.

3. Useful information

3.1 Contact information for day-to-day work

All necessary contact information is available on the RISEBA University website under the "Contacts" section.

- [Programme Director](#) – ensures effective implementation, organization, and development of the study programme, coordinates the course content, and approves the *course description*.
- [Study Programme Administrator \(Administrator\)](#) – organizes the study process, plans, adjusts, and maintains the lecture schedule, and provides support to students and lecturers.
- [Human Resources Specialist](#) – provides support in establishing contractual relationships, organizes, and finalizes contracts.
- [Head of direction](#) – who is responsible for the academic delivery of the assigned course, provides methodological assistance, invites to methodological seminars and other RISEBA University events, and monitors lecture quality.
- [IT Department Information System Engineer](#) – ensures the operation of RISEBA University's internal and external (internet) computer systems, networks, and technical equipment (including laser pointers, headphones, speakers, etc.). If you have questions regarding access rights to RISEBA's IT systems (e.riseba.lv, my.riseba.lv), please contact tech@riseba.lv.

In urgent cases, please call:

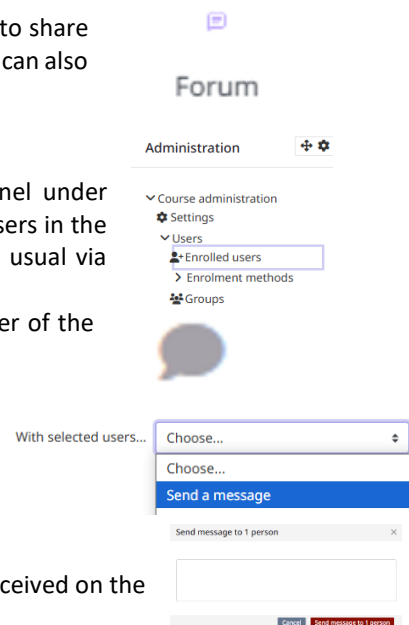
- RISEBA main building: +371 25620595;
- RISEBA Architecture and Media Centre H2O 6: +371 22013413.
- [Tehrical Support Department Tehnician](#) – ensures that the university's audio and/or visual equipment is in working order and available for use by lecturers and students. For questions about equipment availability, please contact tehnika@riseba.lv.

- [Accountant](#) – ensures the verification of signed work delivery-acceptance acts and processes payments. For any questions, please contact akti@riseba.lv.
- [Librarian](#) – provides information resources to support study and research processes. For any questions, please contact bibl@riseba.lv.
- [Customer Service Specialist](#) – provides information and services to current and prospective students regarding the study process, as well as general information about RISEBA University, its departments, their locations, and contact details.

3.2 Communication with students

We recommend using e.riseba.lv to send news or messages.lv to:

- the specific course site for all enrolled participants: Use **the Forum activity**, designed to share any type of announcements or to organize discussions. Through this forum activity, you can also attach files (images, documents, etc.) to your messages;
- a specific student:
 - Finding contact information: In the course site, go to the right-hand panel under "**Administration/Settings / Users / Enrolled Users.**" This will open a list of users in the course site, where you can find their email address. Send the message as usual via email;
 - Starting a **text-based chat**: This activity can be found in the top-right corner of the course interface;
- a specific student, a specific group of students, or all users enrolled in the course site: send a message using the participant list of the course site. You can find this in the right-hand panel under "**Administration/Settings / Users / Enrolled Users.**" Select the desired student or group of students, and click "Send a message."



NB! When using the e.riseba.lv platform as a communication tool, the sent message will be received on the e.riseba.lv site and a duplicate of the message will also be sent to the recipient's email.

3.3 Parking

RISEBA main building:

- The courtyard at Meža Street 1/3 features a 24-hour automated paid parking lot Mobilly Automatic, zone MEZ:
 - Link your car's license plate to a Mobilly account;
 - Drive up to the parking barrier; the camera will read your license plate and automatic payment will begin;
 - The barrier will open, and you can park your car in the lot;
 - Upon leaving, the camera at the barrier will read your license plate, and the payment will automatically stop.

Detailed information is available on the [Mobilly website](#).

- Park your car for free in the nearby area while adhering to [Road Traffic Regulations](#).

RISEBA Architecture and Media Centre H2O 6:

- The courtyard has a limited number of free parking spaces;
- Park your car in the nearest area, while adhering to [Road Traffic Regulations](#).

3.4 Faculty room/room of stay

Each faculty has its own dedicated room for faculty members. The location can be confirmed with the programme director or a staff member at the Customer Service Centre. We encourage you to use the shared staff kitchens and lounge areas, which are equipped with a refrigerator, electric kettle, microwave oven, and drinking water:

- 4th floor room 401 at RISEBA main building;
- 2nd floor room 211 at RISEBA Architecture and Media Centre H2O 6.

3.5 Food options

RISEBA main building:

On the 1st floor, behind the Customer Service Centre, there are snack and hot/cold beverage vending machines. Additionally, there is an automated food vending station, CUCUPOINT, offering a menu that includes hot meals, soups, salads, snacks, desserts, and drinks.

RISEBA Architecture and Media Centre H2O 6

On the 1st floor, between auditorium 103 and auditorium 104, there is an automated food vending station, CUCUPOINT, offering a menu that includes hot meals, soups, salads, snacks, desserts, and drinks.

NB! Around RISEBA main building, there are plenty of options to find other public dining establishments. Within walking distance, you will also find a vegetarian café.

3.6 Study material printouts and copies

In the study process, course materials must be used exclusively in electronic format, uploaded to the course site on e.riseba.lv. Teaching materials required for classroom use, which cannot be uploaded to the e.riseba.lv system, can be scanned or copied in the library located at RISEBA main building or the RISEBA Architecture and Media Center H2O 6 Customer Service Centre (CSC). If the material to be copied is available electronically, send it at least one working day in advance to bibl@riseba.lv. The prepared materials can be collected from the Library or CSC by prior arrangement.

NB! If the study material to be copied is only available in paper format, it must be submitted to a Customer Service Centre staff member no later than one working day in advance.

3.7 Wi-Fi wireless internet

Wireless internet is available in all RISEBA premises. To connect to RISEBA WI-FI:

- RISEBA main building:
 - network name: RISEBA-WIFI
 - password: Students@RISEBA
- RISEBA Architecture and Media Centre H2O 6
 - network name: H2O6_WIFI
 - password: h2o6riseba

3.8 Auditorium keys and writing supplies

Keys and whiteboard markers can be obtained from the Customer Service Centre. At the end of the work, keys and issued whiteboard markers must be returned. The receipt and return of keys must be recorded with a signature in the logbook.

3.9 ZOOM access

The ZOOM link for the whole course and for individual events can be obtained by contacting zoom@riseba.lv.

3.10 Faculty publications

RISEBA University greatly values its lecturers and regularly shares their achievements by publishing articles and news on social media. To enhance your professional visibility in the academic community, please inform your [programme director](#) or the [Marketing and Communication Department](#) about your accomplishments.

3.11 Code of Ethics

All members of RISEBA University staff and students are encouraged to adhere to the fundamental principles and norms of ethical behaviour. It is important for all lecturers to set uniform standards of conduct for students. The ethical requirements are outlined in RISEBA's regulatory documents: [NL0004 Code of Ethics](#), [NL0078 Code of Academic Integrity](#).

3.12 Suggestions and complaints

RISEBA University takes into account every suggestion or complaint submitted, as it helps to enhance and develop its processes more effectively. We encourage you to share your suggestions and complaints with [the RISEBA Head of Quality](#) or any other RISEBA staff member.

According to the PR008 Complaints and Suggestions Procedure, the following are divided into:

- informal complaint – by informing a RISEBA staff member verbally or in writing, a quick and mutually acceptable solution is offered (assessed within 5 days);
- formal complaint - if the complaint was not resolved informally, is complex or requires further investigation, inform the Quality Manager in writing (preferably using [the RISEBA Complaint/Suggestion Form](#)). A plan to resolve the complaint will be prepared as soon as possible (assessed within 30 days);
- suggestion – you may express the essence of your suggestion verbally or in writing to any RISEBA University staff member.

RISEBA University also has a Whistleblowing System, established in accordance with the Whistleblowing Law, to provide employees, students, and other involved parties with a safe and confidential way to report observed violations in the work or study environment. For more detailed information, please refer to Procedure PR056 - Whistleblowing System.

3.13 Additional offer for Faculty Members

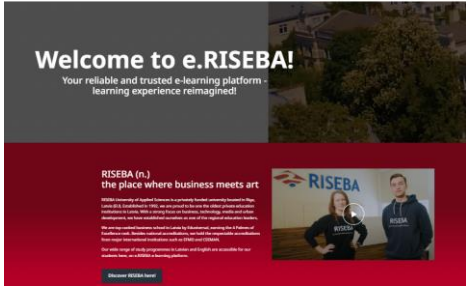
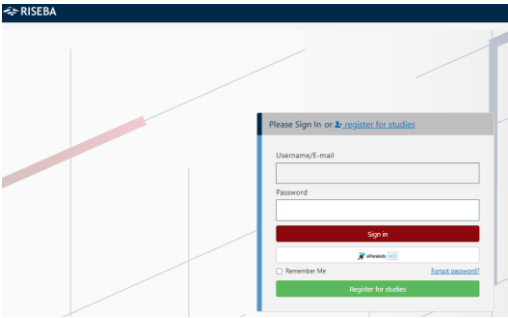
To promote the development of the academic environment and collaboration, RISEBA University offers:

- Participate in Methodological Seminars and access video recordings of the sessions;
- Utilize the resources available in the RISEBA library;
- Participate in conferences organized by RISEBA University;
- Publish your scientific articles in the RISEBA journal;
- Engage and collaborate in various projects.

4. Working with RISEBA University's IT Systems

4.1 RISEBA University IT systems

- RISEBA uses **2 IT systems for study and organizational processes**:

e.riseba.lv	my.riseba.lv
electronic study environment	electronic student information system
	

NB! The assessments entered in the two systems are not synchronised with each other (see 8.1.).

- Tools for Remote and Distance Learning Sessions, including **Live Streaming and Video Broadcasting**:
 - Zoom: a communication and collaboration tool;
 - Panopto: a video streaming platform and recording system;
- Various IT systems and platforms are being used in the **study process** such as IBM SPSS programme, a statistical data processing system that allows users to input and analyze research data, perform basic statistical analyses, and draw statistically valid conclusions.

NB! For the full range of services, please contact the IT department at tech@riseba.lv

4.2 Special Computer Programmes or Technical Support

If special computer programmes are required, this must be discussed with the programme director **before** scheduling lectures, but no later than two weeks before the course starts.

If a computer classroom or additional equipment (e.g., flip charts, sticky notes, etc.) is needed, the administrator must be informed in advance when coordinating the lecture schedule, specifying the time and type of equipment required.

4.3 e.riseba.lv system



The e.riseba.lv system (Moodle 4.4) is an electronic learning platform used for academic purposes. Moodle stands for Modular Object-Oriented Dynamic Learning Environment, which refers to a modular, object-oriented, and dynamic study environment. This platform is used for uploading study materials, communicating with students, conducting assignments, midterm exams, and tests, as well as other academic activities essential to the learning process.

NB! You can find useful links for work on the homepage of e.riseba.lv:

A wealth of resources, tools and opportunities at your fingertips!

We are committed to your personal growth and excellence.

This is why we support you with hands-on access to valuable resources for your studies, research and creative endeavours. Explore just a few opportunities below and ask for more - we are here to assist you!

International opportunities

Explore new opportunities and engage into international exchange programs!

Scholarships and grants

We offer a wide range of support to promote and reward study excellence!

Free Microsoft Office 365

All RISEBA students get MS Office 365 suite for free - boost your productivity!

Euromonitor Passport

Unrivalled consultant-level market intelligence - free access for students!

4.3.1 Access for e.riseba.lv

The e.riseba.lv address is <http://e.riseba.lv>. Additionally, a navigation section is available on the [RISEBA University website](http://riseba.lv).

- To obtain a username and password, please contact your program [E-RISEBA](#) director or email the IT department at tech@riseba.lv.

- For technical issues (system malfunctions, access rights), reach out to the IT department at tech@riseba.lv.
- For questions regarding the organization and design of the course site, please contact the [Quality Department](#).

4.3.2 Structure of the Course Site

- **Header (General Information):** Includes RISEBA University logo, faculty, programme, course titles, lecturer's contact information, course description, and other essential details.
- **Right-Side Panel:** Contains the course content index, settings, latest news, upcoming events, activities, calendar, and other customizable blocks that can be modified or supplemented.
- **Main Course Area:** Used for uploading study materials, activities, and other relevant content, following the course description and methodological guidelines ([MN009 Requirements for the study courses in the MOODLE environment \(eRISEBA\)](#)).

4.3.3 Development of the e.riseba.lv website

In accordance with the Course Description and RISEBA University requirements outlined in guidelines ([MN009 Requirements for the study courses in the MOODLE environment \(eRISEBA\)](#)), the lecturer must create and add the following to the course site for the current semester:

e.riseba.lv website blocks	Components of the e.riseba.lv Course Site	Mandatory for Distance Learning Course Site	Mandatory for Full-Time and Part-Time Course Site
Header: general information	RISEBA University logo, faculty, programme, study course title	x	x
	Lecturer's photo	x	x
	Lecturer's contact information	x	x
	<i>Study course description</i>	x	x
	Study course final grade system	x	x
	Description of the consultation process	x	x
	Online access to lectures (if applicable)	x	x
	Study course learning guidelines	x	
Main Course Area: Study Materials, Activities, etc., According to the <i>Course Description</i>	Study course topic breakdown in Moodle (aligned with subsection titles)	x	x
	Topic materials, presentations, additional materials	x	x
	Video lectures	x	
	Self-assessment tests	x	
Main Course Area: Description of Mandatory and Other Assessments and Grading Criteria, according to the <i>Course Description</i>	Information about course assessments, including grading criteria for each assessment, as well as deadlines, times, formats and submission locations	x	x
	Information about exam tasks, grading criteria, and deadlines, times, formats, and submission locations	x	x
	Grades and feedback on submitted test and exam papers	x	x

4.3.4 Inserting materials on e.riseba.lv

You can find supporting materials, including instructions for lecturers' daily work, on the e.riseba.lv website under the [Studiju kvalitātes centrs / Study Quality Center](#) section. We recommend contacting the Quality Department at RISEBA main building (contact details available on the university [website](#)) for assistance with uploading materials to e.riseba.lv. The basic requirements for course creation are outlined in the methodological guidelines [MN009 Requirements for the study courses in the MOODLE environment \(eRISEBA\)](#), along with [MN0009 Sample of study course website at e.riseba](#) template available on e.riseba.lv.

4.3.5 Application for mobile phone




Use the advantages of the Moodle application to access e.riseba.lv more easily and quickly. The Moodle application allows you to conveniently access your course content, communicate with course participants, upload images, audio, video, and other files from your mobile device, and more. Download the free [Moodle application](#) on your phone or tablet using the App Store or Google Play.

4.4 my.riseba.lv system



The [my.riseba.lv](#) system is an electronic student information system (platform) based on the Microsoft Dynamics CRM platform, ensuring the administration of the study process and supporting the entire student lifecycle, from the application process to graduation.

4.4.1 Access for my.riseba.lv

The my.riseba.lv address is <http://my.riseba.lv>, and a navigation section  is also available on the [RISEBA website](#).

- To obtain a username and password, please contact [your program director](#) or email the IT department at tech@riseba.lv.
- For system issues or assistance with using the system, please reach out to the IT department at tech@riseba.lv.

4.4.2 Using my.riseba.lv



Modules:

- Time table – Calendar, list of courses for the current semester, information on class locations (address, classroom, ZOOM), attendance entry section in the "Attendance Journal."
- Assessment plans – Section for entering the weighting of planned course assessments.
- Grades – Section for entering assessment results, including the entry of grades in the Individual Assessment Record (Assignment).
- Workload – Information on academic hours, lecture time, date, study type, format etc.
- Lecturer data – Details about the lecturer's position.
- Personal info – Section for updating and/or adding current contact information.

NB! The weight of the planned course assessments must be entered before entering grades. Lecturers are required to enter grades for all study forms in my.riseba.lv.



START:

- Dashboard – List of events, lectures;
- Important Information – Most often used instructions.



HELP:

- Manual – my.riseba.lv self-service portal manual.

4.4.3 My.riseba.lv system consultation

Support materials, including instructions for lecturers' daily work, can be found on e.riseba.lv under the [Studiju kvalitātes centrs / Study Quality Center](#) section. For assistance with using this system, we recommend contacting the IT department by emailing tech@riseba.lv or at Meža Street 3, Room 203, or Durbes street 4, Room 307 (contact details available on the university [website](#)).

4.5 Assistance on the use of IT systems

- For any issues related to RISEBA IT systems and their usage, or in case of technical problems, please contact the IT department by emailing tech@riseba.lv. For urgent matters, call:
 - RISEBA Main Building (Room 203): +371 25620595
 - RISEBA Architecture and Media Centre H2O 6 (Room 307): +371 22013413
- We also recommend contacting the [Quality Department administrators](#) to familiarize yourself with e.riseba.lv and the course site development requirements.

5. Preparation of study courses

5.1 Development of a new study course

The lecturer develops a new course in accordance with the Course Description, coordinating its content with the programme director.

5.2 Study Course Description

Study Course Description is a mandatory document before the start of any course. It defines the goal of the course implementation and the expected learning outcomes, outlines the course content necessary to achieve those outcomes, lists the required and additional literature, provides other sources of information, and describes the organisation and tasks of students' independent work. Additionally, it establishes the criteria for evaluating learning outcomes and the structure of course assessment for obtaining the final grade.

A new Course Description is developed by the lecturer in collaboration with the programme director. The Course Description must be created using RISEBA university form VV008 in Latvian or VV009 in English. These forms can be found on e.riseba.lv under the [Studiju kvalitātes centrs / Study Quality Center](#).

The programme director may provide a previously developed Course Description as a template for the specific programme. The lecturer can update this Course Description and submit it for approval to the programme director. The final version of the Course Description must be coordinated with the programme director (by email). After receiving approval, the lecturer uploads the Course Description in PDF format to the respective course site on e.riseba.lv.

5.3 Process for updating the Course Description

In accordance with [PR0012 Process of Updating the Course Module Specification](#), the course description is required to be updated and agreed each semester if the course is included.

5.4 Contact hours

The basic unit of measurement for a course's scope is the number of credit points (CP). This determines the number of contact hours and subsequently the number of assessments. The contact hours per CP vary depending on the programme, study format (full-time or part-time), and level (bachelor's or master's). Information about the number of contact hours for a course is provided by the programme director.

1 CP corresponds to 25 hours of student work, which includes both contact hours (lectures, laboratory work, practical work, seminars) and independent study.

5.5 Study course assessments

At RISEBA University, there are two types of assessments: mandatory assessments and other assessments.

- **Mandatory assessments:** These include tests/mid-term exams and the final exam. RISEBA has established the required number of mandatory assessments, which are defined according to the course credit points (CP/ECTS). The total weight of mandatory assessments must be 100%. Students are required to complete these assessments; failure to do so means that a final course grade cannot be assigned. If a mandatory assessment deadline is missed, the student must obtain *Order to retake* the assessment.

The most common study courses by volume and number of assessments in them:

Study course volume	Mandatory assessments All full-time and part-time studies	
	Number of Tests / Mid-term Assessments	Number of exams
3 KP	1	1
4 KP	1	1
5 KP	1	1
6 KP	2	1

- **Other assessments** do not affect the final course grade and are in addition to the mandatory assessments. The lecturer may choose to include assignments such as homework, tests, seminars, etc. at their discretion. The type and number of these assessments are determined by the lecturer and must be specified in the Course Description.

5.6 Intellectual Property Copyright

It is a mandatory requirement to respect intellectual property copyright. According to the Copyright Law, protected works include, regardless of their form of expression: books, brochures, speeches, lectures, scripts, musical works, design works, audiovisual works, and others. When using works by other authors for educational and research purposes, it is only allowed within the limits defined by law ([Copyright Law, Article 21](#)). This article states that the use of works or excerpts is permitted only for illustrative purposes in the study process, provided that it supports, enriches, or complements the study process, it is

accessible only to students and authorized individuals in a restricted educational environment and it is used for research purposes.

For copyright-protected works, it is **mandatory** to indicate:

- The title of the used work,
- The source,
- The author's name.

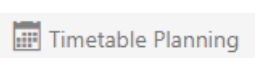
6. Lectures

6.1 Lecture Planning and Coordination

The programme director proposes the courses to be taught in the upcoming academic year, along with a preliminary agreement on the expected lecture times (which semester, daytime or evening, weekdays or weekends, etc.). Once you have confirmed your acceptance to teach a course, the administrator creates a detailed lecture schedule, including exact times and classrooms. A finalized and approved lecture schedule cannot be changed, and modifications are only made in exceptional cases.

6.2 Availability of the Lecture Schedule

The administrator sends the approved schedule via email, and the lecture schedule is also available on my.riseba.lv under Timetable (module) / Timetable Planning.



6.3 Lecture times

Work days	Saturdays
08:20 - 09:50	09:00-10:30
10:00 - 11:30	10:40 - 12:10
12:00 - 13:30	12:40 - 14:10
13:40 - 15:10	14:20 - 15:50
15:10 - 16:50	16:00 - 17:30
18:00 - 19:30	17:40 - 19:10
19:40 - 21:10	19:20 - 20:50

NB! The indicated times are for informational purposes and may vary for certain study programmes. The exact schedule can be found in the Schedule Planning section on my.riseba.lv.

6.4 Monitoring Lecture Times

Adherence to the lecture schedule is mandatory for both students and lecturers. Changes are not permitted. Lectures start and end times must be strictly followed. RISEBA University periodically conducts inspections to ensure compliance with lecture times. Additionally, student surveys include a question about whether the lecturer follows the scheduled start and end times.

6.5 Attendance Tracking

Attendance tracking is done electronically by entering it into my.riseba.lv within two days, but no later than within the same calendar week. For in-person classes, attendance can be recorded using printed attendance sheets, which the lecturer later inputs into my.riseba.lv. Instructions can be found on the Study Quality Centre website under the "my.riseba.lv" section. A more detailed description is available in the [PR0046 Procedure for monitoring student attendance](#).

6.6 Changes to Scheduled Lectures

Each lecturer must strictly follow the lesson schedule, and changes are only allowed in exceptional cases:

- If you **know in advance** that you will be unable to teach a scheduled lesson due to important and objective reasons, then:
 - Inform the programme administrator as soon as possible. If using email, ensure that your message has been received.
 - Follow the principle that lessons should not be cancelled. If the administrator cannot reschedule the lesson, propose an alternative solution, such as inviting another lecturer to give a lecture, inviting an industry professional, providing a pre-recorded video lecture, assigning a film or an assessment task, etc.
- If you **unexpectedly** (less than 24 hours before the lesson starts) realize that you cannot attend, you must immediately inform the relevant [programme administrator by phone](#).
- In case of **long-term illness**, the programme director and department head may look for a substitute lecturer to continue teaching the course.

More detailed information can be found in the procedure [PR0028 Procedures for Making Planned Changes to Classes](#).

6.7 Study Materials for Students

Study materials are uploaded to the e.riseba.lv platform. Printed materials may only be used in exceptional cases if distributing them electronically is not possible.

6.8 Preparation of Study Materials

In all study courses, especially in distance learning courses, all study materials must be uploaded to the course site on e.riseba.lv. To ensure a consistent structure, RISEBA University has developed methodological guidelines [MN009 Requirements for the study courses in the MOODLE environment \(eRISEBA\)](#) along with a visual template [MN 0009 Sample of study course website at eRISEBA](#). We encourage lecturers to contact [the Quality Department administrators](#) at RISEBA main building to familiarize themselves with this system.

The priority is the creation of high-quality study materials that are up-to-date and motivate students to learn (helping to maintain and increase student engagement). Well-prepared materials enhance the lecturer's professionalism, so we expect study materials to be:

- Properly formatted, following RISEBA's templates:
 - Presentation templates can be found on e.riseba.lv under the [Studiju kvalitātes centrs / Study Quality Centers](#) section.
 - Logos and backgrounds for online communication platforms are available on [RISEBA website](#).
- Linguistically and grammatically correct.
- Updated, ensuring:
 - The inclusion of current dates for mandatory assessments.
 - The use of verified and functional information (e.g., working internet links).
 - Presentations and other study materials are relevant and accurate.
- In compliance with intellectual property copyright, meaning that for supplementary materials, the title, source, and author's name must be cited.

6.9 First Lecture

During the first lecture, the lecturer:

- Introduces themselves and their professional experience in the relevant field.
- Reviews the Course Description in detail, which has been uploaded to e.riseba.lv before the lecture.
- Explains the requirements for successfully completing the course, including exam, test/mid-term, and other assessment criteria, as well as their weight in the final grade.
- Provides information about consultation hours and the preferred communication method with students (e.riseba.lv, direct email, or phone).
- Identifies the group leader to facilitate communication for group-related matters when needed.

6.10 Consultations

The contract with the visiting lecturer specifies the number of consultation hours to be provided to students during the course. The available consultation times must be indicated on e.riseba.lv and additionally communicated during the first lectures. It is acceptable practice for students to register in advance for a consultation at the specified time, but this requirement must be clearly communicated to them. The availability of consultations is one of the criteria by which students evaluate lecturers in surveys.

6.11 Organisation of Remote Lectures

Lecturers have the option to use RISEBA University facilities to conduct remote lectures via Zoom platform. Most classrooms at RISEBA are equipped with a computer, camera, and microphone. To confirm availability and technical requirements, please contact the IT department at tech@riseba.lv. Alternatively, lecturers may conduct lessons from home, providing their own workspace and necessary equipment (such as a computer, camera, and appropriate video background). They must also adhere to remote teaching etiquette.

6.12 Etiquette for Video Recordings and Remote Lectures

- Prepare the technical setup in advance:
 - Check your microphone and headphones.
 - Turn on your camera and position it at eye level.
 - Pay attention to lighting—avoid direct light on your face or sitting with your back to a window.
 - Ensure there are no background noises (radio, pets, family members, etc.) that could distract from the lesson.
 - Test your equipment and software beforehand.
- Use:
 - RISEBA-branded virtual backgrounds for online communication, available on [the RISEBA website](#).
 - Structured presentations formatted using the official [RISEBA template](#).
- Speak clearly and slightly slower than usual, avoiding filler words.
- Dress and present yourself as you would for an in-person lesson.

6.13 Lecture Video Recordings

For guidance on this matter, please contact the [IT department](#). Video recordings can also be made using Zoom's recording functionality. For distance learning programmes, it is recommended to use the Panopto video streaming tool.

6.14 Quality Assurance Tools

- Peer Review Procedure: authorized personnel may attend any lesson without prior notice to the faculty. Planned peer review procedures also take place. Each faculty has both the right and responsibility to observe other faculty lectures. The purpose of peer review procedure is to learn from one another and to provide suggestions for improving study quality. After the lecture, the faculty discuss the session and its content, and both sign a form. The forms are then submitted to the department head and used for faculty evaluation and study process improvement. For more detailed information, refer to [PR0021 Procedures for Peer Review of Teaching](#).
- The Quality Department conducts a course audit in accordance with the course development requirements on e.riseba.lv. The results of the audit are communicated to the respective programme director.
- At the end of each course, before students receive their exam grades, they are sent a course evaluation survey, where they provide feedback on the quality of the faculty's lectures. The survey results are confidential and are shared only with the programme director, Head of Study Direction, and the faculty upon request.

7. Technical Equipment in Auditoriums

7.1 Before and after lecture

The lecturer is responsible for maintaining the order of the room and the proper use of equipment upon receiving the classroom key. After the lesson, the lecturer must turn off all equipment, clean the whiteboard, switch off the lights, and lock the classroom, ensuring that the room is left in the same condition as it was received.

7.2 Issues with Audio, Video, or Computer Equipment

The IT department staff provides support during scheduled lectures, including evenings and weekends. If IT support or consultation is needed regarding computer hardware or software usage, please contact the IT specialists:

- RISEBA Main Building: +371 25620595
- RISEBA Architecture and Media Centre H2O 6: +371 22013413

NB! At RISEBA Main Building, rooms 218 and 217, instructions on how to use the interactive whiteboards can be found on e.riseba.lv under the [Studiju kvalitātes centrs / Study Quality Center](#) section, in the "IT Equipment Usage Instructions in Classrooms" category.

7.3 Provision of Specialized Audio or Video Equipment

Specialized audio or video equipment for audiovisual media arts and other lectures can be requested in advance by making a reservation at least two working days before the lecture. To book equipment, please contact the [Technical Support Department](#) by emailing tehnika@riseba.lv.

7.4 Computer classroom rules

In addition to the general requirements that apply to all classrooms, please also follow these additional rules:

- Do not change the computer configuration.
- Ensure that all computers and equipment are turned off at the end of the lecture.
- Do not consume food or drinks in the computer classroom.

8. Assessments and grading

8.1 Grading system

Students' knowledge is assessed through examinations (tests/mid-term assessments, final exams) in accordance with the Course Description. The total weight of mandatory assessments must be 100%, and the weight of planned assessments must be entered in my.riseba.lv before entering grades. The lecturer must enter all mandatory assessment grades in my.riseba.lv using the 10-point grading system. For distance learning courses, grades must be recorded in e.riseba.lv. Instructions for entering grades can be found on e.riseba.lv under the [Studiju kvalitātes centrs / Study Quality Center](#) section, in the "my.riseba.lv" category.

Student results are assessed by:

LEVEL OF ACQUIRING	ASSESSMENT %	10 POINT SCALE	EXPLANATION
very high	95-100	10	With distinction
	85-94	9	Excellent
high	75-84	8	Very good
	65-74	7	Good
satisfactory	55-64	6	Almost good
	45-54	5	Satisfactory
	35-44	4	Almost satisfactory
low	25-34	3	Bad
	15-24	2	Very bad
	1-14	1	Very, very bad

The evaluation system of RISEBA can be found in more detail in the [NL005 Study Regulations](#).

NB! The number of examinations and the weight of the marks for each examination must be the same as specified in the Course Description.

8.2 Assessment Grading Deadlines

The assessment grade must be entered within 5 working days after the assessment. If the group has more than 50 students, the deadline is 10 working days.

8.3 Student Assessments After Completion

Graded student work, including feedback and comments, must be returned to students. Some of the best and weakest works should be copied or saved electronically and submitted to the programme director upon course completion. Samples of assessments with the lecturer's comments are required for programme accreditation.

8.4 Justification of the Assessment (feedback)

When preparing the Course Description, the faculty defines the criteria for assessing students' knowledge and describes them precisely. These assessment criteria must also be explained during the first lecture of the course. Once a student has submitted an assessment or exam, the faculty evaluates it by assigning a percentage-based grade. Providing a justification and comments for the assessment is mandatory and should be as detailed as possible. The lecturer can choose the format of the feedback—either written in e.riseba.lv or directly on the graded work. For distance learning students, the grade justification (feedback) must be provided in the designated section on e.riseba.lv.

8.5 Unsuccessful Assessment Grade

If a student receives a failing grade, they must retake the assessment with an *Order to retake*, which in this case will be a [paid service](#). The retake date must be coordinated in advance with the faculty.

8.6 Academic Debt

An academic debt occurs when a student does not receive a final course grade or receives a failing grade. In this case, the student must retake the required assessment with an *Order to retake*, after coordinating the possible dates with the faculty.

8.7 Failure to complete Compulsory Assessments

If a student has not completed all mandatory assessments but attends the exam, the faculty may, at their discretion, allow the student to take the exam. However, the final grade can only be assigned once all mandatory assessments and the exam have been successfully completed.

8.8 Plagiarism

A preliminary check for plagiarism can be conducted by searching the work in an internet search engine (e.g., Google). Starting from 2024, RISEBA University uses the anti-plagiarism platform Turnitin, which allows content comparison against publicly available texts as well as academic publications from scientific publisher databases. This platform is integrated into e.riseba.lv, enabling automated plagiarism checks for all student submissions uploaded there. To verify final versions of thesis papers, send them via email to thesis@riseba.lv. RISEBA University participates in Latvia's Unified Computerized Plagiarism Control System, where all final thesis papers are checked for plagiarism before students' defence presentations. Students are required to submit their final thesis electronically. All submissions are centrally checked and compared against theses from 14 Latvian universities. [The NL0050 RISEBA Regulation on the Control and Prevention of Plagiarism](#) define the process for identifying plagiarism in the academic and research papers of RISEBA students and faculty, as well as the sanctions applicable in cases of plagiarism.

8.9 Rules for Student Research Papers (Course Papers, Bachelor's, and Master's Theses)

The rules for research paper development are established in the respective regulations for course papers, bachelor's theses, and master's theses. These regulations and other normative documents are available in the "Regulatory Documents" section on e.riseba.lv.

The following documents outline the requirements for formatting and development:

- [*NL0100 Study paper layout regulation*](#)
- [*MN0010 M010-01 Using the MS Word Toolbar References*](#)
- [*NL0094 Course paper preparation regulation: Economics, Management, Administration*](#)
- [*NL0090 Bachelor thesis preparation regulation for the Fields of Economics, Management, Administration, and Real Estate Management*](#)
- [*NL0091 Master thesis preparation regulation for the Fields of Economics, Management, Administration, and Real Estate Management*](#)
- [*NL0092 Bachelor thesis preparation regulation for the Arts Field*](#)
- [*NL0093 Master thesis preparation regulation for the Arts Field*](#)
- [*NL0095 Bachelor thesis preparation regulation for the Architecture Field*](#)
- [*NL0096 Master thesis preparation regulation for the Architecture Field*](#)

9. RISEBA University and its resources

9.1 General Overview of the Library

Since 2016, RISEBA University Library has been accredited by the Latvian Ministry of Culture and has obtained the status of a local significance library. The library's collection includes 16,000 information sources, including monographs, reference literature, periodicals in Latvian and foreign languages, as well as a digital and video archive. The library's working hours are weekdays from 10:00 to 18:00. For the convenience of students and faculty, RISEBA University Library has two branches:

- **RISEBA Main Building – the main branch**, which features a spacious reading room with 32 workstations and a computer lab with 14 computer-equipped workstations.
- **RISEBA Architecture and Media Centre H2O 6** – to access information resources from this branch, users must first register at the main branch in the RISEBA Main Building.

9.2 Library Services

RISEBA University Library provides students, lecturers, and staff with:

- Access to information resources necessary for the study process.
- The ability to search independently for required resources in catalogs and electronic databases.
- The option to borrow study-related materials.
- Free internet access and WiFi.
- The ability to bind qualification, bachelor's, and master's theses (paid service).
- Copying and laminating services.
- Access to the Interlibrary Loan Service (SBA), allowing users to request materials from other Latvian libraries, including the National Library of Latvia.
- Access to the International Interlibrary Loan Service (SSBA), which enables users to obtain materials from foreign libraries (postal costs may apply).
- The ability to use the open-access collection of the library.
- Various study-related games, such as Emotion Cards and the Design Thinking Toolkit.
- Access to previous years' bachelor's and master's theses, as well as dissertations. Since 2020, these are available electronically in the Thesis Database (instructions on how to use it can be found [here](#)).

A video guide about the [RISEBA Library in the digital environment is also available](#).

9.3 Registration

To register at the RISEBA Main Building Library (Main Branch), users must:

- Present a valid identification document.
- Provide their contact information.
- Read the [*NT003 Library terms and conditions*](#) and confirm compliance with a signature.

9.4 Ordering information resources required for a study course

The purchase of information resources (including books) required for a study course must be approved by the programme director. Before making a request, it is necessary to check whether the resource is already available in the library. The programme director submits a request to the library manager, specifying the required resources, including details such as author, title, number of copies, e-book ISBN, and other relevant information needed for the study program.

9.5 Data bases

RISEBA University Library provides access to various subscribed databases covering multiple scientific disciplines. Additionally, trial databases and open-access e-resources are available.

Annually [Subscribed Databases](#) for Academic Support:

- [EBSCO](#) Academic Search Complete – Full-text publications in humanities and social sciences.
- [Web of Science](#) – Full-text publications in natural sciences, social sciences, humanities, and arts.
- [Emerald](#) (available until 31.12.2024.) – One of the world's leading online publishers, offering over 200 journals and books in strategic management and social sciences, with 4,116 full-text scientific publications available for download.
- [Scopus](#) – A multidisciplinary bibliographic and citation database for scientific publications.
- [ScienceDirect](#) – A database covering natural and technical sciences, life sciences, medicine, humanities, and social sciences.
- [Passport \(Euromonitor International\)](#) – Information on international business, marketing, economics, international relations, tourism, and social sciences.
- [LETA](#) – The National Information Agency of Latvia, offering a comprehensive archive of news, press releases, photos, videos, morning press, and economic reports, along with search options for articles, statistics, and other archived information from Latvian press sources.
- [Nozare.lv](#) – A business portal by LETA, covering the most important business topics across 20 industries, dating back to 2001.

The following databases: Nozare.lv, LETA, EBSCO, and Web of Science are also accessible remotely, allowing usage outside RISEBA University premises. For more details, please contact the library.

We also encourage the use of [open-access electronic resources](#), including reference materials, e-journals, and e-book databases. A video guide and detailed information on how to use these resources can be found [here](#).

Additionally, RISEBA Library offers access to the Harvard Business School Publishing (HBSP) – “European Course Materials” programme. The materials can be accessed via the [HBSP website](#). For detailed information on database usage, inquiries, or consultations, please visit the Main Branch Library or contact us via email at bibl@riseba.lv

9.6 Access to Electronic Databases

RISEBA University students and staff can obtain individual access codes for subscribed databases by sending a request to bibl@riseba.lv with the subject line: "Access Data for Subscribed Databases", in the email, please include: full name, study programme, faculty. For detailed information on database usage, visit the RISEBA Library or watch the video guide available [online](#).

We hope this information will help you understand the study process at RISEBA University and successfully fulfil your duties as a faculty within our team. We wish you success and a creative study process!

Thank you for choosing **RISEBA University of Applied Sciences!**