

INTERNAL REGULATORY ACTS OF RISEBA UNIVERSITY OF APPLIED SCIENCES

1	GENERAL DOCUMENTS.....	2
1.1	Academic integrity and research ethics.....	2
1.2	Document management.....	2
1.3	Budget, intellectual property and infrastructure management	2
1.4	Quality management	3
2	STUDY PROCESS DOCUMENTS.....	3
2.1	Design and planning of study content	4
2.2	Internship documents	4
2.3	Documents for course paper, bachelor's and master's theses	5
2.3.1	Faculty of Business and Economics.....	5
2.3.2	Faculty of Media and Creative Technologies.....	5
2.3.3	Faculty of Architecture and Design.....	5
2.3.4	PhD studies.....	6
3	EXCHANGE PROGRAMME (ERASMUS+) DOCUMENTS.....	6
4	TUITION FEE DISCOUNTS, ADDITIONAL PAID SERVICES AND SCHOLARSHIPS	6
5	LIBRARY AND INFORMATION SYSTEMS TERMS OF USE	6
6	ADMISSION AND ENTRANCE EXAM DOCUMENTS	6
7	FURTHER EDUCATION (LIFELONG LEARNING) DOCUMENTS	7
8	PERSONAL DATA PROTECTION	7
9	STAFF DOCUMENTS	7
9.1	Teaching staff.....	8
9.2	General staff.....	8
10	STATUTES OF DEPARTMENTS	8
11	RULES OF PROCEDURE OF DECISION-MAKING BODIES AND COMMISSIONS	9

Document number	1 GENERAL DOCUMENTS
NL0001	RISEBA Constitution
NL0004	Code of Ethics
Strategy 2022-2027	Strategy 2022-2027
RISEBA Structure	RISEBA Structure
	RISEBA Glossary
	1.1 Academic integrity and research ethics
NL0050	Regulation on the Control and Prevention of Plagiarism
NL0078	RISEBA University of Applied Sciences Academic Integrity Code
	1.2 Document management
PR0001	Document Management Procedure
PR0037	RISEBA Academic Year Report Preparation Process
NL0040	Archive Regulations (<i>only in Latvian</i>)
NL0041	Regulations of the Expert Commission (<i>only in Latvian</i>)
PR0004	Protocol Development Procedure (<i>only in Latvian</i>)
PR0039	Procedure for Transferring Records for Storage in the Archives (<i>only in Latvian</i>)
PR0040	Document Destruction Procedure (<i>only in Latvian</i>)
	1.3 Budget, intellectual property and infrastructure management
NL0049	Students' Intellectual Property Management Regulations
PR0053	RISEBA book publishing and distribution procedure (<i>only in Latvian</i>)

PR0054	Budget Management Procedure
NT0011	Regulations on the Implementation and Monitoring Procedure of Projects and Procurement Projects (<i>only in Latvian</i>)
NT0014	Regulations (Provisions) on Trade Secrets and Confidential Information (<i>only in Latvian</i>)
	1.4 Quality management
PL0002	RISEBA Quality policy
PR0014	Surveying Procedure RISEBA
PR0008	Procedure for Examination of Complaints and Proposals
PR0056	Whistleblowing System
	RISEBA Internal Control Plan for the 2025/2026 academic year (<i>only in Latvian</i>)
Document number	2 STUDY PROCESS DOCUMENTS
RG04	Student's Handbook
	RISEBA Study Program Register
RG02	Manual for Distance Learning Students
NL0005	Study Regulations
IN0008	Instructions for submitting assessment plans and grades
NT0001	Internal Regulations for Students
PR0047	Procedure for Organizing and Applying for optional Elective Courses
NL0060	Regulations on Recognition of Previous Education or Professional Experience Achieved Learning Outcomes
NL0074	Regulations on the Preparation of the Study Course Recognition Protocol and the Individual Study Plan
MN0011	Guidelines for Working in the PSPP Program (<i>only in Latvian</i>)
PR0025	Distance learning study work evaluation process
PR0027	Assessment Process for Distance Learning Study Assignments (Working with Students in Arrears) (<i>only in Latvian</i>)
PR0049	Procedure for the Issuance of State-Recognised Higher Education Qualification Documents and Their Duplicates

PL0003_students	Information Security Policy (Students) (Annex 2 to the RISEBA Information Security Policy). <i>(only in Latvian)</i>
NL0073	Regulation on Student Group Leaders
PR0030	Working with students during study breaks <i>(only in Latvian)</i>
PR0031	Working with students with academic debt <i>(only in Latvian)</i>
PR0046	Procedure for monitoring student attendance
IN0006	Attendance tracking of classes on the my.riseba.lv portal using a QR code
IN0007	Manual Student Attendance Registration in my.RISEBA
PR0051	Evaluation of the Objectivity of Study Assessments
PR0057	Procedure for Obtaining RISEBA Students' Pass Rates
	2.1 Design and planning of study content
NL0086	Regulation on the Procedure for Development, Approval and Supervision of a Study Programme
PR0023	Study plan approval process <i>(only in Latvian)</i>
PR0028	Procedures for Making Planned Changes to Classes
MN0002	Study Programme Mapping Methodological Material RISEBA University of Business, Arts and Technology
MN0009	Requirements for the study courses in the MOODLE environment (eRISEBA) for full time, part time, distance learning and remote studies
MN0009_sample	Sample of Study Course Website at e-riseba.(According MN0009)
MN0001	Methodological Guidelines for the Content of the Project Management Course <i>(only in Latvian)</i>
MN0012	Redefinition of the Credit Point and Its Alignment with the European Credit Transfer and Accumulation System (ECTS) <i>(only in Latvian)</i>
	2.2 Internship documents
MN0007	Student Internship Guidelines
NL0087	Regulations for the Internship of the Academic Bachelor's Study Program "Audiovisual Arts and Media Arts"

	2.3 Documents for course paper, bachelor's and master's theses
NL0075	Regulation on Graduation Examinations
MN0010	Creating References and Bibliography Using the MS Word Toolbar "References"
NL0100	RISEBA University of Business, Arts and Technology Study Paper Layout Regulation
	Template for bachelor's thesis defense presentation
	Template for master's thesis defense presentation
	2.3.1 Faculty of Business and Economics
NL0090	RISEBA University of Business, Arts and Technology BACHELOR THESIS PREPARATION REGULATION For academic directions: Economics; Management, Administration and Management of Real Property; Information and Communication Sciences
NL0091	RISEBA University of Business, Arts and Technology MASTER THESIS PREPARATION REGULATION For academic directions: Economics; Management, Administration and Management of Real Property
NL0094	RISEBA University of Business, Arts and Technology COURSE PAPER PREPARATION REGULATION For the following academic fields: Economics; Management, Administration and Real Estate Management
MN0005	RISEBA University of Applied Sciences Reviewer guidelines for Faculty of Business and Economics
	2.3.2 Faculty of Media and Creative Technologies
NL0092	Bachelor Thesis Preparation Regulation. Study direction ART
NL0093	Master Thesis Preparation Regulation. Study direction ART
	2.3.3 Faculty of Architecture and Design
NL0095	RISEBA University of Business, Arts and Technology Bachelor Thesis Preparation Regulation for Academic Direction: Architecture
NL0096	RISEBA University of Business, Arts and Technology MASTER'S THESIS PREPARATION REGULATION For academic direction: Architecture
MN0006	RISEBA University of Applied Sciences Reviewer Guidelines for Faculty of Architecture and Design

	2.3.4 PhD studies
NL0089	RISEBA University of Applied Sciences Doctoral School Regulations
NL0055	Promotion Council Regulation
NL0033	Joint Doctoral Programme in Business Management Study Provisions
NL0034	Regulations of the Council of the Joint Doctoral Study Programme “Business Management (<i>only in Latvian</i>)
Document number	3 EXCHANGE PROGRAMME (ERASMUS+) DOCUMENTS
PR0033	ERASMUS + Program mobility and organization arrangements
Document number	4 TUITION FEE DISCOUNTS, ADDITIONAL PAID SERVICES AND SCHOLARSHIPS
	Additional paid services
NL0026	Regulation on the Granting of RISEBA Tuition Fee Discounts
NL0085	Regulations on the Award of the “Studēt gods” Social Support Scholarship. (<i>only in Latvian</i>)
Document number	5 LIBRARY AND INFORMATION SYSTEMS TERMS OF USE
NT0003	Library Terms of Use
PL0003	Information Security Policy (<i>only in Latvian</i>)
Document number	6 ADMISSION AND ENTRANCE EXAM DOCUMENTS
NT0002	Admission Regulations 2025/2026
NT0002	Admission Regulations 2026/2027
PR0034	International Student Admission Process
PR0050	Information about entrance examinations and the procedure according to which persons are admitted, who have not taken centralised examinations
PR0035	RISEBA Admission Test Organisation Work Procedures
NL0024	Regulations on Admission to Advanced Stages of Study. (<i>only in Latvian</i>)

NL0056	Regulations on Entrance Examination in English
NL0057	Entrance Examination Regulation Bachelor's Programme Audiovisual Media Arts
NL0058	Drawing and Composition Entrance Examination Regulations for the Bachelor's Study Programme Architecture
Document number	7 FURTHER EDUCATION (LIFELONG LEARNING) DOCUMENTS
NL0083	Listener Status Regulations
NT0013	Regulations for Continuing Professional Development and Non-Formal Education Programmes. <i>(only in Latvian)</i>
Document number	8 PERSONAL DATA PROTECTION
PL0004	General Data Protection Regulation. <i>(only in Latvian)</i>
PL0004_2. Annex	Rules on Personal Data Processing. Accounting Department. <i>(only in Latvian)</i>
PL0004_3. Annex	Rules on Personal Data Processing. Human Resources Department. <i>(only in Latvian)</i>
PL0004_4. Annex	Rules on Personal Data Processing. Information Technology Department. <i>(only in Latvian)</i>
PL0004_5. Annex	Rules on Personal Data Processing. Study Department. <i>(only in Latvian)</i>
PL0004_6. Annex	Rules on Personal Data Processing. External Relations department. <i>(only in Latvian)</i>
PL0004_7. Annex	Rules on Personal Data Processing. Marketing and Communication Department <i>(only in Latvian)</i>
Document number	9 STAFF DOCUMENTS
PL0001	Academic Personnel Policy
NT0007	Work Procedure Provisions
NL0016	Regulations on Election of Academic Positions
NL0046	Honorary Professorship Regulations of RISEBA
NT0016	Rules on Employee Personal Data Processing
PL0003_employee	Information Security Policy. Employee <i>(only in Latvian)</i>

PL0003_adjunct	Information Security Policy. (Annex 1 to the RISEBA Information Security Policy. Guest Experts and Adjunct Lecturers). <i>(only in Latvian)</i>
RG05	Performance Management System Manual (Planning, Evaluation, and Performance Review Process Management). <i>(only in Latvian)</i>
	9.1 Teaching staff
RG01	Adjunct and Visiting Faculty Handbook
NL0071	Regulations on conditions for participation of academic staff at international scientific research and academic conferences, art symposiums, and audio-visual festivals
NL0079	Regulation on the conditions for publication of academic staff's research results
NL0101	Regulation on Work Planning, Accounting and Remuneration of RISEBA Academic Staff Members
PR0020	Procedure of RISEBA Faculty Member Assessment
PR0021	Procedures for Peer Review of Teaching
	Peer Review Form
	9.2 General staff
PR0036	RISEBA Procedures for Evaluating the Work of Administrative Staff Members
Document number	10 STATUTES OF DEPARTMENTS
NL0018	Regulations of the External Relations Department <i>(only in Latvian)</i>
NL0051	Study Department Regulations
NL0053	Regulations of the Marketing and Communications Department. <i>(only in Latvian)</i>
NL0065	Regulations of the Information Technology Department. <i>(only in Latvian)</i>
NL0066	Regulations of the Technical Support Department. <i>(only in Latvian)</i>
NL0067	Regulations of the Library <i>(only in Latvian)</i>
NL0068	Regulations of the RISEBA Production. <i>(only in Latvian)</i>
NL0081	Regulations of the Career Development and Alumni Centre. <i>(only in Latvian)</i>

NL0082	Regulations of the Research Department <i>(only in Latvian)</i>
NL0089	<u>RISEBA University of Applied Sciences Doctoral School Regulations</u>
NT0010	<u>Rules of Action for Head of Scientific Direction</u>
NT0015	<u>Rules on Research Group Activities</u>
NL0088	<u>Admissions and Customer Service Department Regulation</u>
PR0022	RISEBA Customer Service Centre Rules of Procedure. <i>(only in Latvian)</i>
Document number	11 RULES OF PROCEDURE OF DECISION-MAKING BODIES AND COMMISSIONS
NL0002	<u>Senate Regulations</u>
NL0010	<u>Student Council Regulations</u> <i>(only in Latvian)</i>
NL0011	<u>Methodological Council Regulations</u>
NL0012	<u>Arbitration Court Regulations</u>
NL0036	<u>Regulations for Admission Commission</u>
NL0037	<u>RISEBA University of Applied Sciences Scientific Committee Regulations</u>
NL0039	<u>Council of the Study Programme Regulations</u>
NL0034	Regulations of the Council of the Joint Doctoral Study Programme Business Management. <i>(only in Latvian)</i>
NL0059	<u>RISEBA University of Applied Sciences, Stockholm School of Economics in Riga and Ventspils University of Applied Sciences Joint Regulations of the Council of Professors in Economics and Business, including Management Sciences</u>
PR0055	<u>Operation of the RISEBA Quality Council</u>