

GUEST LECTURER HANDBOOK



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1. Formalising Employment Relations

1.1. Who are my contacts at the University?	Your contacts at the university are as follows: <i>Program Director</i> – coordinates the course content with you, approves course description, agrees on a rough lesson schedule (semester, month). <i>Study program administrator (planner)</i> – specifically, in agreement with you, plans your lecture times and classrooms. <i>Rector's Manager</i> – organizes and concludes contracts with you regarding employment at the University. <i>Head of the Department</i> (corresponds to Chair of Study division in other universities) – head of that department, under the responsibility of which your lectured subject course is located, provides you with methodological assistance, invites to the methodological seminars and other events at the university, takes class visiting and quality monitoring.
1.2. Under the supervision of which Department am I?	Concluding an employment contract at the University, the program director shall inform regarding the departments which are responsible for your lectured course. You are comprising a part of guest lecturers at that department.
1.3. Which RISEBA building is my department located in?	Architecture and Design Department, Audiovisual Media Art Department, as well as Art Studio are located at RISEBA Architecture and media centre H2O 6 in Durbes iela 4, Riga. By contrast, Business Department, Economics and Finance Department, Communications Department, the ITM centre and Language centre are located in the main building of RISEBA, Meza iela 3, Riga. The University of RISEBA has also a branch in Daugavpils, Mihoelsa iela 47, as well as a vocational school „VICTORIA” in Meza iela 3/6, Riga.
1.4. What documents are needed to formalise the employment relationship?	In order to formalise the employment relationships, following documents must be submitted to the Program Director: <ul style="list-style-type: none"> - CV (in Europass format) in Latvian and English languages (for foreigners – in English only); - Passport copy (if the copy has been presented previously and no changes have occurred since then, it does not need to be submitted repeatedly), or, presenting a passport original, the following passport data need to be presented: passport No. (ID No. in case of foreigners), personal code (birth date for foreigners), passport issue place and date; - Copy of a document approving your education (if the copy has been presented previously and no changes have occurred since then, it does not need to be submitted repeatedly); - Copy of certificate regarding highest level grade 1 or 2 on state official language proficiency (except for those who have acquired basic, secondary or higher education in accredited programs in Latvian language); - data with bank details; - data regarding the declared and actual place of residence; - copy of registration certificate of performer of economic activity (if the lecturer has registered himself as a performer of economic activity); - copy of registration certificate of a judicial person (if the agreement on reading classes is being concluded with a legal person); - for a foreign natural person – residence permit if the lecturer is not a citizen of the European Union (European Economic Area); - motor vehicle information (make and model, license plate number) for entry into the University parking lot; - copy of the statement issued by Academic Information Centre (AIC) regarding alignment of higher education previously obtained in Latvia or recognition of a

<p>1.5. What kind of contract may be drawn? How do they differ?</p>	<p>foreign educational document in the Republic of Latvia.</p> <ul style="list-style-type: none"> - enterprise contract with a natural person (Civil Law; Personal income tax of 23% and Compulsory social security contributions of 10.50% are being deducted from the contract sum); - enterprise contract with operators of economic activity (Civil Law; Personal income tax of 23% is being deducted from the contract sum); - Author Contract (Copyright Law; 15% of the contract sum are not being taxed, the rest of the sum is being taxed with Personal income tax 23%); - Contract with a legal entity (Commercial Law; if the company is subject to VAT, the contract sum is then subject to VAT).
<p>1.6. What are the prerequisites for receiving the remuneration?</p>	<p>Disbursement of remuneration arising from <u>enterprise agreement (including operators of economic activity)</u>: After performance of the study course in its full extent (study course has been delivered, lectured and examinations have been corrected, all grades have been administered and the test protocol has been submitted to the Study Division), but not later than on the last working day of the current month, the lecturer submits a Delivery – Acceptance Deed to the program administrator. One may require the program administrator to draw up the said Deed, but an announcement of this has to be made to him two working days before you arrive to sign the Deed (ref. to Appendix 1). The accounting department shall not accept the Deed without teacher's signature.</p> <p>In order to receive <u>partial remuneration before completion of the study course in its full extent</u>, however, at most 1 (one) time a month, the lecturer no later than until the last working day of the current month submits an approved Delivery – Acceptance Deed to the study program administrator <u>on partly implemented work</u>. In these cases, the appropriate due part of the remuneration is calculated, multiplying the factual completed amount of work in the relevant period in academic hours with the determined rate fixed for one academic hour.</p> <p>Disbursement of the remuneration after receipt of the Delivery – Acceptance Deed (and receipt of invoice for operators of economic activities) is performed until the 11th date of the following month. The invoice can be sent to the University electronically (the invoice shall provide information on the date and number of the contract concluded, and a reference to the submitted relevant Delivery – Acceptance Deed).</p> <p><u>Disbursement of the remuneration emerging from Author Contract:</u> Remuneration for creation of an author content is disbursed until the 15th date of the following month, after a signed Delivery – Acceptance Deed, which has been harmonised with the study program director.</p> <p>In order to receive <u>one cash advance before creation of author content</u>, the term of creating the author content must be no shorter than 5 months.</p> <p><u>Disbursement of the remuneration emerging from an agreement with a legal entity:</u> After executing the service in complete and full extent, but no later than on the last working day of the current month, the lecturer submits a Delivery – Acceptance Deed harmonised with the study program administrator.</p> <p>In order to receive <u>partial remuneration before completion of the Service in its full extent</u>, however, at most 1 (one) time a month, the lecturer no later than until the last working day of the current month submits an approved Delivery – Acceptance Deed harmonised with the study program administrator to the study program director <u>on partly implemented service</u>. In these cases, the appropriate due part of the remuneration is calculated, multiplying the factual completed amount of work in the relevant period in academic hours with the determined rate fixed for one academic hour.</p> <p><u>Disbursement of the remuneration after receipt of the Delivery – Acceptance Deed and receipt of invoice is performed until the 15th date of the following month</u>. The invoice can be sent electronically (the invoice shall provide</p>

	information on the date and number of the contract concluded, and a reference to the submitted relevant Delivery – Acceptance Deed).
1.7. How do I get the parking lot entry permit?	The parking lot entry permit can be applied for to the program director, providing your name, surname, vehicle plate number, make, model and the length of the period you are going to require the permit for. After its production, the entry permit can be obtained at the entry barrier guard.

2. Study Course Class Preparation

2.1. Who develops study course plan?	New study courses are developed by the teacher who is going to lecture this course, in consultation with the program director. Program director, inviting the guest lecturer, may offer a description of an already pre-design study course, which facilitates the preparation of study course. Remuneration for development of a new study course is included in the hourly rate and is not to be disbursed separately.
2.2. What is the study course description?	<p>Study course Description is a mandatory requirement before the start of any course. New study course description is developed by the teacher who is going to lecture this course, in consultation with the program director. The study course description is to be prepared on a special RISEBA form and must be updated at the beginning of each semester (ref. to Appendix 2).</p> <p>The program director may also offer a template of an already pre-design study course description, as foreseen in the relevant program. The guest lecturer may update the standard study course description and submit it for approval to the program director.</p> <p>The study course description has to be prepared in the language the study course is going to be lectured in, and after the approval, mandatory also in both Latvian and English languages. Description in English is necessary for international accreditations.</p> <p>The lecturer has to submit a completed study course description in Word format to e.riseba site „Study course descriptions” and attached to the relevant course materials meant for the students.</p>
2.3. How often do I need to update the course description?	Course description needs to be updated after making any changes to it. However, it must also be done on a regular basis at the beginning of each semester, in which the relevant course is going to be lectured – for the first semester until August 20, for the second semester until January 15. The updated study course description must be submitted to the program director, and inserted in e.riseba site „Study course descriptions”. Once the lecture course is already underway and the students are acquainted with the course provisions, changes in study course description are not recommended.
2.4. What is the number of contact lectures during a course?	Critical value of the course volume is the number of credits (or credit points, CP). As a consequence of that, number of lectures (contact classes) and number of tests/examinations is derived. The number of contact classes corresponding to a single CP is different for different study programs, forms (day, night department, part time studies) and levels (bachelor, master). Information on the number of your study course lectures (contact classes) is provided by the program director. For the number of examinations, refer to p. 2.5.
2.5. What is the number of tests and examination in a course?	There are two types of tests defined in the University - the compulsory examinations/tests, and diverse tests. Compulsory tests (tests, examinations), fulfilment of which is mandatory for the students. If those are not taken, the final mark in the subject can not be given. If the student has missed the compulsory

	<p>examination deadline, the student must receive an individual order for being able to take it at a later time. The number of compulsory examinations within a study course is determined by the rector and is dependent on the number of credits (credit points) of the course (ref. to Appendix 14).</p> <p>In addition to the compulsory tests, the lecturer may at his own discretion include other tests in the course, such as homework, various tests, individual work, seminars, etc. These are referred to as the Diverse tests. Their number and type is determined by the lecturer, also indicating their weight significance in the study course description (and giving the final mark) in terms of the overall assessment. If within the run of the course only compulsory tests are required and no diverse tests are necessary, then the weight significance of the diverse tests is zero and the final course grade can be calculated only from the compulsory tests.</p>
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3. Planning the Classes

3.1. Who plans the lessons and how are they coordinated?	<p>Program director offers you the courses that will be served in the following academic year, approximately agreeing also on the expected lecture schedule (which semester, day or night, weekdays or weekends, etc.). When your principal agreement to teach the study courses has been received, a specific lesson schedule with exact lecture times and audiences is drawn up by the program administrator (planner), in agreement with you. A harmonized and approved lesson schedule is not subject to changes. As regards information on cases where you cannot appear for the classes due to justified reasons, ref. to p. 3.5.</p>
3.2. Where can I find my own lecture schedule, and that of other teaching staff?	<p>The study program administrator (planner) sends you the harmonised plan to an e-mail.</p> <p>Lecture schedule and audience number of any RISEBA lecturer can be found at e.riseba. (Refer to: http://e.riseba.lv/mod/hwe/eventreport.php?type=t)</p>
3.3. What is the lecture attendance sheet, and where do I get it?	<p>Lecture attendance sheet can be obtained from the program administrator (planner) or at the information centre in advance of the first lecture. This document is mandatory, students must personally sign for attendance at each lecture. A filled lecture attendance sheet is transferred to the Study Division along with examination protocol, or in any other time after request of the Study division.</p>
3.4. How strictly do I follow the lecture schedule?	<p>Lecture timetable is obligatory for both students and faculty members. Changes are not permissible. As regards on what to do in case of emergency, refer to p. 3.5.</p>
3.5. What to do if I am unable to appear for the planned lecture?	<p>Lecture timetable at the University of RISEBA exerts a very strict, mandatory obligation. Any changes whatsoever are only permissible in exceptional emergency cases.</p> <p><u>If one is able to predict</u> that due to relevant and objective reasons the planned lecture can not be attended, proceed as follows:</p> <ul style="list-style-type: none"> - at the earliest opportunity, inform the appropriate program administrator (planner) on the phone, indicating also the grounds of absence. In case you use e-mail, make sure that the message has been received; - adhere to the principle that the lectures can neither be cancelled nor transferred, provide your proposals on how to fill the specific planned lecture time. <p><u>In case of urgent</u> (less than 24 hours before the start of the lecture) awareness that you are unable to attend the scheduled classes:</p>

	<ul style="list-style-type: none"> - immediately inform the appropriate program administrator (planner) on the phone, indicating also the grounds of absence; - provide your proposal on how to solve the issue; - a written explanation must be submitted to the program director, stating the reasons why you were unable to attend the scheduled class. <p>In case of prolonged illness, the University may look for a replacement, who will continue to teach the course.</p>
3.6. What if the lecture requires specific software or equipment?	<p>If you require special software, this has to be agreed with the program director before planning the lectures.</p> <p>If you require the computer room, or any specific equipment (for instance, <i>flip-charts</i>, post its, etc.), this should be coordinated with the program administrator (planner) harmonising the lecture schedule. It should be noted at which time and what equipment shall be required.</p>

4. Preparing the Class

4.1. How are the student materials distributed?	Student materials are placed in study platform e.riseba. Materials in paper form can only be used in exceptional cases, if electronic distribution is not possible.
4.2. What is the e.riseba (Moodle) system, who is it intended for?	System e.riseba (Moodle derivative) is an electronic study environment (platform) used for study material placement, communication with students, tests and other works, planned in the study process.
4.3. Where and how do I copy materials for classes?	<p>Class materials that you need for work in the audience and that are not compatible with placing them in e.riseba system, may be scanned and copied at RISEBA copy shop, located in Meza iela 3, 1st floor, and in Durbes iela 4, the Information Centre.</p> <p>If the study materials to be copied are available electronically, they should be sent at least one day in advance to the study program administrator by e-mail. It should also be made sure that the material has been received.</p> <p>If the study material to be copied is available as paper only, then no later than one working day in advance, the material shall be submitted to the study program administrator.</p> <p>All the photocopied study materials are being scanned by the copy shop employee. The photocopied materials may be received at the copy shop on weekdays from 9:30 to 18:30, on Saturdays from at. 9:00 to 13:00. The copy shop is closed on Sundays.</p>
4.4. How do I access the e.riseba system?	Address of e.riseba is http://e.riseba.lv . User name and password can be obtained (including electronically) from the Head of Department.
4.5. How do I place materials in the e.riseba system?	For an instruction on material uploading, please refer to Appendix 3 .
4.6. Who can I consult on using the system?	Consultations on usage of e.riseba can be received from the manager of ITM centre Tatjana Vasiljeva (e-mail: tatjana.vasiljeva@riseba.lv , phone 67807234). The consultation time must be previously agreed.
4.7. Does the University have wireless Internet access, what is the password?	Wi-Fi is available in all university premises. Meza iela 3: network name RISEBA-WiFi, no password security. Durbes iela 4: network name H2O6-WiFi, password: h2o6riseba

4.8. Where can I get audience keys, markers, etc.?	Keys and markers are obtained at the RISEBA Information Centre. All personnel must sign for collecting and handing off the keys in a dedicated logbook. The lecturer is responsible for the premise being used, and keeps track that the door is being locked after the class, and keys, as well as any received markers, are handed off at the Information Centre.
4.9. What do I do before and after the class?	The teaching staff, right after being handed the audience keys, is responsible for order in the premise and use of any equipment. At the end of the class the lecturer turns all hardware off and cleans the board, turns the lights off and locks the audience, leaving the room in exactly the order in which it was received.
4.10. What if the audience equipment does not function?	IT support service are open whenever planned lectures are taking place, including in the evenings, on Saturdays and Sundays. In cases where IT support and/or advice on hardware and/or software use is necessary, please refer to IT division (in Meza iela 3 that is room 203, tel. 67807008, mobile 25620595, or in Durbes iela 4, mobile 26637497)
4.11. Where can I receive audio or video equipment?	Specialized audio or video equipment for audiovisual media art and other classes may be obtained, booking it in advance in Durbes iela 4, mobile 26637497.
4.12. Where is the department staff room located?	Each department has its own room for the teaching staff, and its location can be clarified with the program director or the Information Centre.

5. Conducting the Class

5.1. What must be told to the students during the 1st lecture?	<p>In the first lecture, the teacher performs the following tasks:</p> <ul style="list-style-type: none"> - introduces himself and his professional experience in the field; - provides detailed comments on study course description, which has beforehand been uploaded to e.riseba, explains the conditions to successfully pass the study course, elaborates on exams, tests and other study work and weight significance thereof in the final assessment; - informs on the consultation times and the desired type of communication with students (e.riseba platform, direct e-mail, telephone); - finds out who is the senior of the group, in order to, if necessary, tackle common group issues (for example, return corrected tests, etc.).
5.2. Is the class start and end time controlled?	The class start and end times are to be followed precisely. The University holds periodic checks on compliance with the timetable. Also the students' surveys contain a question on how the lecturer complies with the class start and end time.
5.3. What are the ethical and behavioural culture requirements for the students?	<p>It is important that all teaching staff set the same behaviour and culture requirements to the students. Ethical requirements are specified in RISEBA Code of ethics (ref. to Appendix 4).</p> <p>During the classes, the students must follow the internal order regulations (ref. to Appendix 5). During the study process, the students must refrain from usage of any type of electronic or digital media, unless allowed by your permission.</p>
5.4. What are the ethical and behavioural culture requirements for the teaching staff?	Ethical and behavioural culture requirements are provided in RISEBA Code of ethics (ref. to Appendix 4).
5.5. What are the rules for conducting a class in the	<p>In addition to the basic requirements valid in all audiences (ref. to p. 4.9.), the following conditions apply for classes in the computer room:</p> <ul style="list-style-type: none"> - Computer configuration is not to be altered; - Make sure that at the end of the class all computers are turned off;

computer room?	- Do not consume food or drinks.
5.6. Is it possible to create a video recording of my class?	<p>In order to create a video recording of a class, the teacher must agreed with the study program administrator on use of a specific audience in advance: Meza iela – Audience 25, and Durbes iela - Audiences 206U and 208U.</p> <p>In Audience 25 it is possible to make video recordings along with recordings of the PowerPoint presentation, but in classrooms of Durbes iela only the video recording is possible. Simultaneously, is must be agreed with the IT department (Room 203) on the necessary technical support during the recording and sending the recorded file to the teacher.</p>
5.7. How is the quality of my classes evaluated?	<p>According to RISEBA quality management system, the responsible officials may attend any classes, without prior notice to the teaching staff. Planned visitations also take place. Each lecturer has the right and the duty to monitor classes of other teaching staff. Visitation take place with the aim of learning from each other, as well as to make proposals for improving the quality of studies. RISEBA form is used for visitation purposes (ref. to Appendix 6). After the class, the teachers discuss the class course and contents, and both sign the form. The forms are submitted to the heads of department and used for evaluating teachers and improving the quality of the study process.</p>
5.8. How do the students evaluate the quality of my classes?	<p>At the end of each course, before the students get to know their test mark, they are sent a study course evaluation questionnaires in which they express their views on the quality of classes (ref. to Appendix 7). Survey results are not publicly disclosed, they are sent only to the program director, Head of Department and the teacher himself.</p>
5.9. Do I have to provide consultations outside the lecture time?	<p>Hourly rates of a guest lecturer take into account the fact that the lecturer will provide students with the necessary advice during study course. Times of the possible consultations must be indicated to the students in e.riseba, and additional information should be given in the first lesson. During the consultations, the lecturer does not need to be present at the University, even if no students have applied for the respective time. A practice is acceptable where the students must sign up for the given consultation times beforehand. Sure enough, the student needs to inform this well in advance. Availability for consultations is one of the criteria by which the students will evaluate the teaching staff in the survey.</p> <p>If the need for consultations arises only when the course has already been presented and the examinations have been taken, such consultations may be remunerated additionally, harmonising this with the program director in advance.</p>

6. Examinations and Evaluation

6.1. What are the requirements for presenting the tests and examinations? Refer to p. 2.5. for the amount of compulsory tests.	<p>Any student test work is to be submitted with a special cover page (ref. to Appendix 8).</p> <p>Special forms are designed for written exams (ref. to Appendix 9), the lecturer may obtained these before the exam from the administrators of the study program.</p>
6.2. What is the knowledge assessment system at the University? What makes up the student's final grade?	<p>Students' knowledge in examinations (tests, homework, exams, etc.) are evaluated as a percentage (ref. to Appendix 13).</p> <p>Before entering the grades in MyRISEBA, you specify the weight significance of each test for the final assessment. The system calculates automatically the course final evaluation (the resulting study course final evaluation of the student is as a percentage then "rounded" to a score in 10-point scale, according to a rounding system, which is different from the one traditional for us (ref. to Appendix 13),</p>

	<p>also the rounding is done by MyRISEBA system).</p> <p>For example:</p> <p>1st test: Its weight (this you have also indicated in the study course description), is 15%; your evaluation for a specific student is 70%.</p> <p>2nd test: weight 20%; evaluation 48%</p> <p>3. Diverse tests (all other tests that were to be taken during the course, and regarding which you give one unified mark): weight 30%; evaluation 90%</p> <p>4. Examination: weight 35%, evaluation 86%</p> <p>Final assessment: $(70 \times 0.15) + (48 \times 0.20) + (90 \times 0.30) + (86 \times 0.35) = 77,2\%$</p> <p>The system calculates the final mark, obtains a percentage rating: 77,2%, which, according to this rounding system corresponds to mark 7</p>
6.3. Can a student take the final exam if all the compulsory tests have not been passed?	In cases where a student has not passed all the compulsory tests (ref. to p. 2.5.), but has arrived to the examination, it is at your discretion on whether to allow to take the examination. However, the final grade can be given only when all the compulsory tests and examinations have been passed.
6.4. Where are the students' examination marks put and transferred to?	The information system MyRISEBA serves for giving students' examination marks, calculating the final marks and preparing the grade protocols
6.5. What is the MyRISEBA grading system? How do I access it?	The system MyRISEBA is an electronic study environment (platform), which you will use for administrating the students' grades. Address of MyRISEBA is as follows http://myriseba.riseba.lv . Username and password can be obtained from your Head of Department (also electronically).
6.6. How do I work with MyRISEBA system?	For instruction on usage of MyRISEBA system, please refer to Appendix 3. As regards instructions on entering the grades, refer to Appendix 3a.
6.7. Who can I consult on using the system?	Consultations on usage of e.riseba can be received from the manager of ITM centre Tatjana Vasiljeva (e-mail: tatjana.vasiljeva@riseba.lv , phone 67807234). The consultation time must be previously agreed.
6.8. How many days after the examination do I need to post the marks in?	Examination grades shall be posted within 5 working days after the test, or within 10 working days if the group size is more than 50 students.
6.9. Who and when do I submit the examination evaluation protocols to?	Examination marks must be filled in the MyRISEBA system (ref. to p.6.6.). They must also be printed out and signed. The completed protocol with your signature must be submitted to the Study Division. Your submitted protocol is compared with the data entered in the system, confirmed, and only then does the student see his marks in the mark portal of MyRISEBA system.
6.10. What do I do with the students' corrected papers?	Corrected student papers with marks and comments are to be returned to students. Some of the best and weakest works must be copied. Those, upon completion of the course, are to be delivered to the program director. Examination samples with teacher comments are required for program accreditation. Corrected work must be returned to students in the next class. In exceptional cases, all the works can be left with the program director and by prior agreement with the senior of the group who will then receive and distribute them to the rest of the students.
6.11. Do I need to justify my evaluation to a student?	Already during the preparation phase of the study course description, the lecturer decides on students' knowledge assessment criteria and accurately describes them. Knowledge evaluation criteria must be explained to students also during the start of the course. Once a student has submitted a test or examination paper, the teacher evaluates

	<p>it with a score in points (percentage). Grounds for a specific evaluation/mark and related comments must be given mandatory and in as great a detail as possible. The form of the comment can be chosen by the lecturer himself – either electronically (e.riseba), or in writing on the evaluated paper. As for assessment of distance learning students, comments and justification must always be provided in e.riseba at a special designated place.</p>
6.12. Do I give fail marks?	<p>The core value of University is quality. If in a test you find out that student's knowledge in the study course does not meet the minimum requirements defined in the description, you put a negative/fail mark. In this case, even more importantly than in other cases, it is crucial to give feedback and provide arguments as to explain that very evaluation to the respective student. If a student has received a negative/fail evaluation, he needs to arrive upon an individual assignment and take the test again.</p>
6.13. Must I accept students individually for settlement of academic debts?	<p>Students' academic debt settlement can only be accepted by individual assignment. Debt settlement date must be harmonised with the study program administrator. The evaluation mark must then be given in the in the student's individual assignment submitted to the study program administrator or to the student for delivery to the Study Division.</p>
6.14. What do I do in case of suspicion of plagiarism?	<p>A superficial examination can be carried out by placing the work in some of the Internet search engines (for instance, <i>google.com</i>). For an in-depth examination, the work may be submitted to the IT Division with a request to carry out a plagiarism verification (e-mail: tech@riseba.lv). RISEBA participates in the joint computerized plagiarism control system of all the Latvian universities. All the students' final papers are centrally verified by comparing them with final papers in other higher education institutions (ref. to Appendix 10).</p>
6.15. What are the rules for development of student study works (term papers, Bachelor's and Master's thesis)?	<p>Requirements of study paper elaboration are governed by the Study paper development regulations (ref. to Appendix 11).</p>

7. Library Resources

7.1. How do I propose to procure the literature required during the study course?	<p>Purchase of literature required for the study course (author, title, number of copies, e-book, etc.) must be harmonised with the program director, after making sure that such literature is not already in the library. The program director organizes acquisitions of literature.</p>
7.2. What are the electronic databases available for students and teachers?	<p>Available databases:</p> <ul style="list-style-type: none"> • Thomson&Reuters – Web of Science Core Collection, Social Sciences • Emerald • Ebsco • Leta.lv (news and archive) • Nozare.lv <p>It is possible to acquire individual access data for all the databases, sending following information to e-mail bibl@riseba.lv: name, surname and department name which employs you. For details on the use of databases, refer to RISEBA library.</p> <p>Harvard Business School Publishing-program „European Course Materials” is available at RISEBA library. More details and materials themselves can be located at HBSP homepage www.hbsp.harvard.edu/</p>

7.3. Do faculty staff have different library usage terms than the students?	Teachers, as well as students, have equal library usage terms (ref. to Appendix 12).
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8. Elections to Academic Positions

8.1. What advantages do the academic staff elected at the University of RISEBA have?	The elected (statutory) academic staff have certain advantages: <ul style="list-style-type: none"> - paid two months of vacation; - health insurance; - supplementary payment for scientific publications; - paid entry fee to conferences and creative forums; - possibility to pay for academic travel expenses; - opportunity to participate in ERASMUS+ exchange program; - opportunity to raise the qualification in courses, international workshops or camps, by covering the costs in whole or in part; - tuition fee discounts if the lecturer is studying at RISEBA (eg, PhD); - tuition fee discounts for teacher's family members who study in the University of RISEBA or in the secondary school "Victoria"; - allowances and benefits in essential life events. However, statutory academic staff have also additional requirements. Annual evaluation of academic staff and their scientific, pedagogical and organizational features takes place according to certain criteria. The teacher's hourly rate depends on that assessment in the next academic year.
8.2. What do I do if I want to be elected?	The lecturer has to comply with the requirements set forth in Regulations on elections to academic positions at RISEBA. The basic criterion for election to an academic post is a doctor's degree. More detailed information can be obtained from the Head of Department.

9. Miscellaneous Questions

9.1. How does the University of RISEBA differ from other Latvian higher education institutions?	RISEBA is one of the oldest and largest private universities in Latvia (more than 3,000 students) with traditionally high levels of internationalisation and large proportion of the study programs carried out in English language. All RISEBA study programs are accredited by Ministry of Education. The University has been granted the International Quality Accreditation of Central and East European Management Development Association (CEEMAN, http://www.ceeman.org/accreditation). RISEBA is the only university in Latvia whose programs have managed to attain the prestigious international accreditation of EPAS (https://www.efmd.org/accreditation-main/epas), attesting the quality of education with international standards. From Latvian universities, RISEBA occupies the top spot in rankings of "Eduniversal Business Schools Ranking" (http://www.eduniversal-ranking.com/business-school-university-ranking-in-latvia.html)
9.2. What are ITIC/RISEBA and Swedbank/ITIC/VISA cards, how can I get one?	ITIC (International Teacher Identity Card) is the sole internationally recognized teachers' ID card, providing the opportunity to use discounts and special offers in 130 nations globally, including in Latvia. ITIC/RISEBA card can be made at the copy shop and received in Meza iela 3, presenting a notification from head of the rectorate, a 3 x 4 cm photo and paying the annual fee of EUR 7.15. One can apply

	for Swedbank/ITIC/RISEBA card in any branch of Swedbank, presenting a notification from head of the rectorate and submitting a 3 x4 cm photo; annual fee of this card is EUR 4.98. For more information refer to www.isic.lv
9.3. Where can I get more information about the University of RISEBA?	Anyone can obtain more information about the University of RISEBA, its management, symbols, mission, vision and values from the homepage www.riseba.lv Alternatively, one can join or follow the University of RISEBA in social platforms where we post all the current information: www.facebook.com/RISEBA.LV , www.twitter.com/RISEBA_LV , www.draugiem.lv/RISEBA

Thank you for opting to work at the University of RISEBA! We hope that this information will help you understand the study process in our university and successfully fulfil our collective teaching responsibilities. We wish you a successful and creative study process!

Yours truly, University of RISEBA

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