

### Additional paid services in Riga

No.	Type of service	Fee, EUR	Document preparation time
<b>1.</b>	<b>Notices:</b>		
1.1.	Preparation of notice – in Latvian, Russian or English	Free of charge	1 working day
1.2.	Preparation of notice – in Latvian, Russian or English ( <i>with retrieval of information from archives</i> )	15.00 EUR	7 working days
1.3.	Preparation of notice with financial data – in Latvian, Russian or English	10.00 EUR	5 working days
1.4.	Preparation of notice with financial data – in Latvian, Russian or English ( <i>with retrieval of information from archives</i> )	45.00 EUR	up to 20 working days
1.5.	Preparation of academic notice for RISEBA students	10.00 EUR	5 working days
1.6.	Preparation of academic notice for students exmatriculated from RISEBA	45.00 EUR	up to 20 working days
<b>2.</b>	<b>Description of the study course</b>	3.00 EUR	10 working days
<b>3.</b>	<b>Diplomas and annexes to diplomas:</b>		
3.1.	Preparation and issuing of copy of diploma	12.00 EUR	10 working days
3.2.	Preparation and issuing of duplicate of diploma	45.00 EUR	1 month
3.3.	Preparation and issuing of copy of diploma annex in one language	15.00 EUR	10 working days
3.4.	Preparation and issuing of duplicate of diploma annex in one language	25.00 EUR	1 month
<b>4.</b>	<b>Examinations after the deadline established in the study year schedule:</b>		
4.1.	Issuing of order to take exam (evaluated with a grade) for the current study year*	15.00 EUR	1 working day
4.2.	Issuing of order to take the exam (evaluated with a grade) for previous study years	21.50 EUR	1 working day
<b>5.</b>	<b>Examinations after the deadline established in the study year schedule:</b>		
5.1.	Issuing of order to take an exam for the current study year**	28.50 EUR	1 working day
5.2.	Issuing of order to take an exam for previous study years	43.00 EUR	1 working day
<b>6.</b>	<b>Completion of course papers, internships and qualification internships after the deadline established in the study year schedule:</b>		
6.1.	Issuing of order to accept and assess (without defending) course paper/internship for the current study year	21.50 EUR	1 working day
6.2.	Issuing of order to accept and assess (without defending) course paper/internship for previous study years	28.50 EUR	1 working day
6.3.	Issuing of order to accept and assess (with assessment committee) course paper/internship for the current study year	35.00 EUR	1 working day
6.4.	Issuing of order to accept and assess (with assessment committee) course paper/internship for previous study years	43.00 EUR	1 working day
6.5.	Issuing of order for defending (with assessment committee) qualification internship IV “Supervision” under the study programme “Management Psychology and Supervision” after the deadline established in the study year schedule	60.00 EUR	1 month***
6.6.	Issuing of order to accept course paper/internship no later than 15 September and defending it (with assessment committee) no later than 30 September for the previous study year	35.00 EUR	1 working day
<b>7.</b>	<b>Defending final thesis prior to/after the deadline established in the study year schedule:</b>		

7.1.	Pre-defence of final thesis (if pre-defence was not performed within the deadline or was failed)	40.00 EUR	1 month***
7.2.	Submission of final thesis after the deadline established in the study year schedule (maximum delay – 7 calendar days)	7.00 EUR/day	
7.3.	Individual defence of Bachelor's thesis	215.00 EUR	1 month***
7.4.	Individual defence of Master's thesis	285.00 EUR	1 month***
7.5.	Together with a different group within the current study year – Bachelor's/Master's thesis	100.00 EUR	
8.	<b>State examinations</b> after the deadline established in the study year schedule:	215.00 EUR	1 month***
9.	<b>Preparation of study course comparison protocol and individual study plan</b>	30.00 EUR	5 working days
10.	<b>Registration fee for studies:</b>		
10.1.	Registration fee for residents of the Republic of Latvia	35.00 EUR	1 working day
10.2.	Registration fee for non-residents of the Republic of Latvia	200.00 EUR	1 working day
11.	<b>Change of Section C study course selected by the student and already started</b>	30.00 EUR	1 working day
12.	<b>Recognition of study results obtained in previous education</b>	50.00 EUR	10 working days
13.	<b>Recognition of competences obtained outside of formal education or through professional experience</b>	70.00 EUR	15 working days
14.	<b>Distance learning of business simulation game “Intopia”</b>	150.00 EUR	
15.	<b>Acquiring study course based on an individual study plan</b> (in the case of transfer sheet – difference between study courses)	Fee for 1 credit is calculated by dividing the annual tuition for the study programme by the amount of credits to be earned within the year	
16.	<b>Defence of doctoral thesis for doctoral students exmatriculated from RISEBA</b>		
16.1.	Defence of doctoral thesis for doctoral students exmatriculated from RISEBA	500.00 EUR	4 months***
16.2.	Defence of doctoral thesis for doctoral students of other universities	2200.00 EUR	4 months***

*\*Tests/exams planned for the current study year may be taken for no additional charge with justified cause (documents establishing justified cause to be submitted to the Study Department).*

*\*\* If all relevant study course tests (incl. quizzes) have been passed after the deadline established within the study year schedule, Bachelor programme students (except for distance learning students) may take current study year examinations during the regular exam session for no additional charge and all students (except for distance learning students) may take the exam within 10 days of the submission of the official exam protocol to the Study Department.*

*\*\*\*Upon the receipt of the student's application by the Study Department.*