

RISEBA INTERNATIONAL STUDENT GUIDE



2012/2013

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WELCOME TO RISEBA!

Building New Europe Together

Few years ago we celebrated 50 years of the Treaty of Rome which had laid the foundations of the modern European Union. Over 50 years European countries have been creating a united European family while remaining diverse in culture, language and traditions.

People who founded EU had a great vision and courage. We have achieved a lot together and we are celebrating 50 years of peace and stability, freedom and democracy, prosperity and growths. However now we are facing new challenges - globalisation, reinforcing Europe's role in the world, encouraging entrepreneurship and innovation. That is why top-quality education and training are vital if Europe is to develop and prosper as a knowledge society and compete effectively in the globalising world economy.

The EU has helped more than 2 million young people to study in another country. Going abroad to learn is popular and in addition, the EU funds numerous programmes which allow its citizens to make the most of their personal development and the EU's economic potential by studying, training or doing voluntary work in other countries.

When choosing to study European Business, you are investing in your personal development and in your future. But on top of that you are also investing in our common European future!

We look forward to welcoming you at RISEBA - a place where business meets arts!

Head of International Office
Ella Kalnina



Ella Kalnina
Head of International Office

MISSION, VISION, VALUES

RISEBA's mission is to be a gateway to international careers.

RISEBA's vision is to be a research driven university type European Business School.

RISEBA's values

- Internationalization through membership in international associations of business education and inter-university cooperation;
- Knowledge and skills based on the deep understanding of business world and academic research;
- Life learning approach;
- Innovative approach;
- Feedback on the quality of the programmes and the graduates.

PROFILE

RISEBA was founded in 1992 as a degree granting institution, accredited by the Ministry of Education and Science of Latvia, and internationally by the Central and East European Management Development Association (CEEMAN) –International Quality Accreditation was awarded.

It all began with an idea of creating a higher educational institution, which would support, listen and be willing to understand the needs of society with the aim of creating successful endless opportunities for its members. Thus, Riga International School of Economics and Business Administration (RISEBA) was established.

In December 1997, RISEBA signed the affiliation agreement with the University of Salford; the agreement was extended to franchise "MBA" programme in 2001.

RISEBA received permanent accreditation from the Council of Higher Education on 28th of April 2000. Cabinet of Ministers of the Republic of Latvia approved the Constitution of RISEBA on 26th of July 2000. Opening day of RISEBA is 1st of October, which is School's holiday.

Today RISEBA is one of the largest private business universities in Latvia with more than 4500 students and 1000 alumni. RISEBA is assured that the success of any educational institution can be measured by the career achievements of its graduates. RISEBA has a reason to be proud due to the business exposure of its alumni as over half of our graduates hold top managerial position.

Being a business school RISEBA believes in close cooperation with the corporate world. Work placements both in Latvia and abroad are an integral part of RISEBA curriculum and provide students with the first hand business experience. RISEBA business partners provide the school with continuous feedback on the quality of the programmes and the graduates.

RISEBA is an internationally oriented school and realizes its mission of being a Gateway to International Careers through membership in international associations of business education and inter-university cooperation. RISEBA offers higher education in the area of business management in accordance with legislation of Latvia and it takes advantage from the experience of European educational institutions

RISEBA strongly supports the idea of one, common European educational area, which was raised by Bologna declaration. Therefore, it stimulates the mobility of students and the faculty in order

to contribute to the development of Latvia's businesses. RISEBA believes that integration of European educational standards broadens horizons, safeguards quality and transparency of education, as well as leads to further Latvia's integration into EU.

RISEBA has more than 55 agreements with universities abroad, including double degree programmes, bilateral agreements, participation in ERASMUS programme, as well as delivering other university's programme in Latvia. All of them grant full academic recognition of the courses taken abroad.

Moreover, by membership in different non-governmental organizations and professional associations, RISEBA keeps track on the latest events and ensures the highest standards both for students and for the faculty. RISEBA is a member of CEEMAN (Central and East European Management Development Association) and several regional and international organizations - European Foundation for Management Development (efmd), Baltic Management Development Association (BMDA), Consortium of International Double Degrees (CIDD) and Russian Association of Business Education (RABE).

RISEBA serves as an Examination Centre for The London Chamber of Commerce and Industry (LCCI); it is awarded by LCCI Examinations Board (EB). LCCI EB is a major international awarding body, offering business qualifications and National Vocational Qualifications that are recognised by employers worldwide.

PROGRAMMES

RISEBA provides business education at undergraduate, postgraduate and doctoral level to prepare students for the international business world. But recently RISEBA has become a place where „Business meets Arts”. And therefore it's programme scope has expanded more to the creative side as well. The range of the [programmes offered](#) at RISEBA includes:

At undergraduate level

- [Business Studies](#)
- [European Business Studies](#) (*in English*)
- [Business Psychology](#)
- [E-Business](#)
- [Public Relations and Advertising Management](#)
- [Audiovisual Media Arts](#) (*2nd year 2nd semester in English*)
- [Architecture](#)

At postgraduate level

- [Master in Business Management](#)
- [RISEBA MBA](#)
- [International Business](#) (*in English*)
- [Project management](#)
- [Human Resource Management](#)
- [Public Relation Management](#)
- [Audiovisual Media Arts](#) (*in English*)

INTERNATIONAL OFFICE (IO)

It serves as liaison between international students, their home university and RISEBA.

International Office has broad range of responsibilities, one of the tasks is to ensure students and faculty mobility and advice and assist students in their international exposure.

It provides assistance and guidance for incoming international students on practical matters before, during and after their stay in Riga.

International Office prepares information for brochures, information packages on practical matters, because we strongly believe how important it is to offer as well written information to international students. The brochure turns as a Guide, which helps not to get lost in a foreign country - Latvia and host institution - RISEBA.

International students are always welcomed at International Office either to answer day-to-day questions or solve problems, which could arise during your stay in a foreign country.

Contact persons you might need

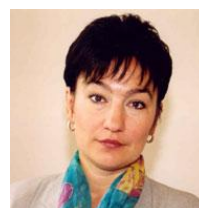
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ACADEMIC CALENDAR 2012-2013

The academic year is based at RISEBA on a 2 semester system: autumn semester and spring semester.

Nomination deadlines: **May 15th** - for all year and autumn semester nominations
November 15th - for autumn semester nominations

Application deadlines: **May 30th** for students willing to start their study exchange in autumn semester and stay for one semester only or for whole academic year (two semesters in total)
November 20th for students willing to study in the spring semester

Autumn semester 2012

August 29th -31st, 2012	Orientation Session for all exchange students
September 3rd, 2012	Beginning of courses for bachelors (EBS)
September 11th, 2012	Beginning of courses for masters (IB; AVMA)
December 21st, 2012	End of courses for bachelors (EBS)
December 24th, 2012- January 6th, 2013	Christmas Holidays for everyone
January 7th, 2013-January 27th, 2013	Examination period for bachelors (EBS)
February 8th, 2013	End of lectures and exams for masters (IB;AVMA)

Spring semester 2013

January 23rd -25th, 2013	Orientation Session for all exchange students
January 28th, 2013	Beginning of courses for bachelors (EBS;AVMA)
February 5th, 2013	Beginning of courses for masters (IB; AVMA)
March 29th - April 1st, 2013	Easter Holidays for all
May 26th, 2013	End of courses for bachelors (EBS; AVMA)
May 27th -June 16th, 2013	Examination period for bachelors (EBS; AVMA)
June 28th, 2013	End of lectures and exams for masters (IB;AVMA)

Notice: The exam schedule is set in accordance with RISEBA semester dates. It is possible that there will be exams on the last day of the semester. We strongly recommend that students to book their return flights with the semester dates in mind - the above dates **MUST** be respected according to internal regulations of Riga International School of economics and Business Administration! RISEBA will not modify the exam schedule due to early departure flights.

Updated on April 16. 2012

ERASMUS REGISTRATION REQUIREMENTS

Erasmus and exchange/ visiting students are asked to submit:

- Completed Application form
- Completed Learning agreement
- A copy of all university grade transcripts
- A photocopy of passport or ID card
- A photocopy of health insurance card/certificate valid in Latvia/Europe for the entire stay at RISEBA
- 2 passport size photos
- Proof of solid English language knowledge- Letter of recommendation or TOEFL / IELTS certificate

Application forms can be obtained from RISEBA website www.riseba.lv/en/for-international-students.html or from International Office, e-mail baiba.filonenko@riseba.lv

Application documents should be sent by post to:

Baiba Filonenko
International Project Manager
RISEBA
Meza iela 3
Riga, LV-1048
LATVIA

ENTRANCE REQUIREMENTS AND APPLICATION PROCEDURE

Persons applying for the full programme must submit and pass:

- a photocopy of general certificate of education or diploma (producing originals);
- a completed application form;
- a passport photocopy (producing the original);
- other certificates or diplomas;
- 4 photos (3x4 cm);
- Entrance examination: English

(If first education was not obtained in English)

Or IELTS - a score 6.0 or above,

Or TOEFL- score at least 550.

English language exam is hold at the end of August at RISEBA.

Application deadline: May 15, 2012

More information on how to apply for studies at RISEBA can be found on RISEBA website:
www.riseba.lv/en/apply-now.html

STUDYING AT RISEBA

Academic Considerations

Many of courses consist of a full-time semester of study. Exchange students make up their own curriculum by selecting courses up to 30 ECTS. Students can take courses from different years within autumn or spring semesters, but of course there can be also some overlaps. Please note: it is not possible to combine courses from different programmes.

Language proficiency

A good knowledge of English is required in order to successfully follow the courses offered to international students. RISEBA does not require any kind of English test (for exchange students) prior to your arrival. But RISEBA strongly recommends that your command of English is at least equal to a higher score than 550 for TOEFL test and 6.0 for IELTS.

The Credit system

One Latvian credit is equal to 1.5 ECTS. The materials provided to foreign exchange students holds information about courses already with ECTS.

Examinations

All courses include written and/or oral examinations. During one course you will have at least two exams and final exam at the end of the course. There are "10" marks (from 1-10, you can pass course if you do not have lower than 4) awarded in the Latvian universities. If a student fails an examination, there is the possibility of taking a re-sit examination later in the semester. The examination re-sitting is free of charge for exchange students. Only successfully completed courses are recorded on the student's official transcript.

Description of institutional grading system:

	%	10 grade system	Transcript	Assesment criteria: Knowledge and skills
A	96 – 100	10	With distinction	Knowledge exceeds standard requirements of the programme. A student is involved in independent research and demonstrates deep understanding of an issue.
A	90 – 95	9	Excellent	Knowledge fully meets the requirements of the programme, a student is capable of applying the knowledge to real life situations.
B	80 – 89	8	Very good	Knowledge fully meets the requirements of the programme, however in some cases a student cannot demonstrate deep understanding of an issue and is not able to apply the knowledge to more complicated situations.
C	70 – 79	7	Good	Knowledge fully meets the requirements of the programme, however there are some minor deficiencies in the acquisition of knowledge.
D	60 – 69	6	Almost good	Knowledge fully meets the requirements of the programme, however there are some deficiencies in the acquisition of a certain major issues.
E	50 – 59	5	Satisfactory	In general the programme has been acquired, but a student cannot demonstrate deep understanding of quite a number of major issues.
E	40 – 49	4	Almost satisfactory	In general the programme has been acquired, but a student cannot demonstrate understanding of a quite a number major issues and is not able to apply the acquired knowledge.
FX	26 – 39	3	Bad	A student has a basic understanding of major issues of the subject, but cannot apply the knowledge.
F	10 – 25	2	Very bad	A student has a basic understanding of major issues of the subject, but still totally lacks understanding of some of the major areas.
F	1 – 9	1	Very, very bad	No understanding of the subject.

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

Transcript of Records

A transcript of records will be issued according to Latvian grading system and the ECTS system and transferred to you and your home university within one month after the end of the semester.

Academic Culture

Relations between students and teachers may seem informal to foreign students. You are encouraged to ask question both inside and outside the classroom. Mostly classes contains of lecturing, cases studies and work in groups. You need not to hesitate to ask a question about things you do not understand or comment on things you disagree with.

Latvian Language

Latvian is one of the Baltic Languages which belongs to Indo-European language's group. Latvian is related to Lithuanian language. For international students we recommend that you learn at least some words in Latvian to further enjoy your stay here. RISEBA offers 3.0 ECTS course in Latvian. At orientation session you will be informed about possibility to take Latvian Language course. There should be at least five exchange students for this course.

FACILITIES AT RISEBA

Lecture and seminar rooms

All seminar rooms are equipped with data and overhead projectors, white screens and boards that allow teachers seamlessly shift their teaching methods. All rooms are light, comfortable and with good audibility. In a few words- suitable for effective studies.

Conference rooms

RISEBA has several large, modern conference rooms of 80 - 110 seats. These are equipped with modern multimedia, overhead, data projectors and white boards.

Computer labs

Every student is welcome to our fully equipped computer labs. Each student is provided with a computer account giving access to all centrally run PCs in the network. All our students have free access to email, Internet and are able to print materials necessary for studies.



Students have the access to standard software: word-processing, spreadsheets, presentations, data base programmes. To enable students to make best use of computer labs, they are encouraged to communicate with our supportive staff on duty. They are available during regular lab opening hours. Computer Labs have convenient opening hours – 12 hours per day from Monday till Friday, and 7 hours on Saturdays.

Library

The Library is the heart of our school. It is quiet and airy and provides good conditions conducive for effective studies. You will find literature in English, French, Latvian and Russian. Approximately 55% of books are in English, 22% - in Latvian, 22%- in Russian and 1% in French. All materials are listed in the electronic catalogue, and easy to use.

The library is also equipped with PCs, giving you the access to RISEBA's computer network. You will be able to work on your other tasks from the library itself.

There are two databases for searching the necessary information:

- original electronic catalogue RSEBAA Library;
- Electronic catalogue ProQuest, EMERALD, GMID.

Electronic database RSEBAA Library has several tools, its user can:

- quickly review large amount of information;
- sort information by different characteristics;
- get comprehensive, precise, high quality information in a timely manner.

Electronic database **www.proquest.com** allows using articles of different magazines and newspapers in different fields of sciences.

It has long opening hours from Monday till Saturday and staff on duty is always happy to assist with any question.

Cafe

The modern black and white décor complemented with bright drawings on the walls of the café at



the basement, lends itself to the student friendly community feeling that our institution promotes. The coosines and comfortable simplicity of the arrangement is an especially unique part of the cafe experience. Menu items range from different nationality food to usual beef and pork delicacies, pastas and pancakes to traditional vegetarian favourites and salads.

The café offers additional services like meal, cold snacks and refreshment catering for conferences and special gatherings.

Dentist centre

A healthy smile goes a long way! The Dentist Centre is within walking distance and offers a variety of services.

Copy centre

There is a copy centre at RISEBA. It is located on the first floor of the main building. The Copy centre staff will assist you with printing and copying.

You can make also copies free of charge on the first floor of the main building. If you make copies on this copy machine on second side of the paper is the advertisement from the companies who provide this service.

PRACTICAL INFORMATION FOR STUDENTS

A) STUDENT VISAS AND RESIDENCE PERMITS

Students from outside Europe must obtain a long –term visa or residence permits if they intended to study in Latvia for more than 3 months. Students from EU countries should obtain for residence permit if stay in Latvia longer than 90 days during half year period!

Visit the Latvia's Embassy or Consular office in your country and get familiar with all the formalities, what you may need for Visa (www.am.gov.lv) and Residence permit (www.pmlp.gov.lv).

If you have any questions or query, don not hesitate to ask us (Inga Seikstule, e-mail: inga.seikstule@riseba.lv or Ms. Baiba Filonenko, e-mail: baiba.filonenko@riseba.lv). We will help you in registration and arrangement for visa and residence permit.

Passport

You will need a valid passport or a European Union ID Card when visiting Latvia. Make sure that your passport is valid for the whole period you will be staying in Latvia. If you do not have a passport, or if it expires before the exchange period ends, you should apply for a new one immediately.

B) ACCOMMODATION

Prices can vary from 215-400 EUR per month, including gas, water, electricity and inventory. Note that the price is lower for students sharing a flat than staying individually.

1) Student hotel „GREEN APPLE” offers a great opportunity for international students to stay in the very center of Old Riga:

- Single room – 180 Ls per person per month*
- Bed in double room – 120 Ls per person per month*
- Bed in triple room – 90 Ls per person per month*
- Bed in room for four persons – 70 Ls per person per month*



Contact details: +371 67044217

info@green-apple.lv

www.green-apple.lv

2) The second most popular and easiest way how to find the accommodation in Riga is with help of rental companies where competent advisors will find you one, two or three room's flat in the areas where you desire and for reasonable price! Prices for the accommodation can varied from location, in the city centre 1-2 rooms furnished flat can cost starting from 350-700 Euros/monthly +electricity, heating, internet etc., outside the city centre/suburbs (in blockhouses) 1-2 rooms 250-400 Euros/monthly, but getting to school will take 15-30 minutes by the public transportation.

When you rent a unit you will have to sign a rental agreement or lease that specifies your rights and responsibilities and those of the property owner and his agent. You will also have to pay a security deposit (depends of owner conditions).

Before you come to Riga you can contact accommodation agency which will find you suitable lodging.

Rental agencies:

APARTA A

<http://www.aparta.lv/>

Real Est Latvia

<http://www.realestatvia.com/>

LATIO

Tel.: +371 67032300

<http://www.latio.lv/en/>

Rīgas Kore

<http://www.rigaskore.lv/?l=en>

SIRTA

Kr.Barona 36-13, Rīga

Tel: +37167213622

www.sirta.lv

Centrum Apartments

<http://www.centrum-apartments.com/>

OLD RIGA APARTMENTS

<http://www.apartments-oldriga.com/>

C) COST OF LIVING

Average cost of living per month:

- Accommodation (flat renting, not shared): 215-450 EUR
- Accommodation (room renting, shared): 100-170 EUR

Food: 200-250 EUR

- Hot meals in RISEBA café: 3-6 EUR (per meal)
- Meals at the city centre: 5-9 EUR (per meal)
- Vegetables: 0.5-3 EUR (1 kilo)
- Fruit: 1-3 EUR (1 kilo)
- Loaf of bread: 0.7-1 EUR
- Meat: 4-7 EUR (1 kilo)
- 1.5 litre bottle of mineral water: 0.85 EUR
- 0.5 litre bottle of beer: 0.7-1.3 EUR
- Clothing: 7-30 EUR
- Laundry: 3-7 EUR

Transportation: 10-22 EUR

- Taxi (from the city centre to suburbs): 7-15 EUR (1 transfer)
- The monthly tickets for students: 12.5-22 EUR (trams, trolleybuses, buses)
- City –centre public transport (one-way) ticket: 1.00 EUR

Leisure, personal needs: 100 EUR

- Cinema ticket: 5-10 EUR
- Opera ticket: 7-42 EUR
- Rock concerts: 7.5-30 EUR

D) INSURANCE/ MEDICAL FACILITIES

A health insurance is required to be able to receive a Residence Permit. Travel insurance is required for coming to Latvia.

All strong medicines can be bought only in pharmacies producing doctor's receipts. One doctor's

visit for consultation or in order to obtain a receipt costs starting from LVL 2 (~EUR 3). Contact details of family doctors or general practitioners you can find in Yellow pages.

RISEBA does not take any responsibility for exchange students' medical expenses in case of illness or emergency.

Medical check-up

As you will be staying in Latvia for some months we recommend having a medical check-up before you leave. If you use any medication, make sure that the prescriptions you will need during your stay are valid long time enough, so that you can rely on medication that you are familiar with.

Vaccinations

When entering Latvia, there are generally no vaccination requirements. Temporary regulations may sometimes apply to travellers from specific countries.

E) MEALS

You can have hot meals and beverages in our café (LVL 2,00 – 4,00 per meal) there are also several café close to campus. At the city centre (10 minutes distance by tram from campus) are lots of different buffets, restaurants and pizzerias.

F) BANKS AND CURRENCY

Many local banks in Latvia offer a wide range of services. There is no branch of any bank in campus. However, within 10 minutes drive by tram, the major banks can be found at the city centre.

Opening a bank account: Different banks have different requirements as well as different types of savings and checking accounts. You may wish to bring enough cash or traveller's cheques to cover your expenses while deciding on the bank you wish to open an account. In order to open a bank account you will need passport.

Working hours: mainly from 9am until 6pm, but some of banks are open daily until 7pm and some on Sundays, too.

Money: A Visa Card or Master card is commonly accepted. In Latvia, you can use the cards directly for payment, as well as for withdrawals from your bank account.

Latvian Lats (LVL) is the local currency. **1 EUR=0,702804 LVL**

If you need to change money into other currencies, this can be done in a bank or at a currency exchange points.

G) STUDENT CARD

You will receive RISEBA student card, which offers many discounts for students, for example for public transportation, sport clubs etc. You will need it in libraries and also at RISEBA copy centre.

H) TRANSPORTATION

Public transport in Riga www.rigassatiksme.lv

Getting around in Latvia is easy and economical. An efficient public transportation network offers taxis, buses, trolley buses and trams in Riga.

Bus, trolley bus and tram traffic in the cities usually starts at 05.30 in the morning and ends by

midnight. Some routes have night service every hour. One-way ticket can be obtained inside the transport and costs LVL 0.70 in Riga.

You have a possibility to buy a monthly ticket. You can choose from different types:
for one definite traffic route
for one, two or all three kind of transports.

The price for the monthly tickets for students ranges from LVL 8-19 approximately. You will be asked to produce monthly ticket together with your student card to the conductor each time after your getting on the transport.

The inhabitants of the most distant living city's districts often use electric trains as the everyday means of transportation. It helps to economize time during rush hours, when the traffic is heavy and buses, trams and trolley bus are crowded.

Driving in Latvia

Foreign driving licenses are valid in Latvia. You must always carry your driving license when driving.

Do not drink alcohol and drive! Latvia has stricter regulations than many other countries when it comes to drinking and driving.

It is compulsory for both drivers and passengers in the front seats of the cars and light vehicles to have their safety belts fastened when moving.

In built-up areas the general limit is 50 km/h, on minor trunk roads the speed limit is 90 km/h.

Taxis

In Riga are available many different Taxi companies, but most popular are "red taxi" or "Rīgas Taksometru parks", www.rtp.lv or call 80001313 (free of charge line).

Some other taxi companies:

"Rigas Taxi", tel.: 80001010

"Smile Taxi", tel.:22330330

"Taxi.lv", tel.: 80009922

"Rīgas motors", tel.: 67371037

Travel Outside Riga

Latvian Railways

Latvia's railway system includes routes from Riga to all other major towns in the country. The Central Railway Terminal in Riga is located at Stacijas Laukums. For information about train schedules call:

Information about passenger train timetables	67232134
Information about international trains	67233095
Ticket booking	67216664, 67233397
Website	www.ldz.lv

Riga Bus Station (Autoosta). Open from 05.00-24.00 It offers bus communications with almost all the largest localities of Latvia. There are also international routes. You can book tickets at the bus station on the day of the trip or up to five days in advance. Call for information: tel. 9000009, ticket-booking tel. 9001111, www.autoosta.lv

International Connections

Bus Terminal: Prāgas Str. 1, near the Central market, tel. 9000009. There are comfortable buses to major cities in the east and in the west.

Eurolines: Prāgas Str.1, at the bus terminal, tel.67 214080 agency@eurolines.lv,

www.eurolines.lv. Their buses have direct service to Berlin, Hamburg, Munich, Cologne and many other destinations all over Germany; to St. Petersburg, Moscow, Kaliningrad and other destinations in Russia; and to Lithuania and Estonia. Tickets sold at bus stations and travel agencies. **Ecolines:** Prāgas Str.1, at the bus terminal, tel.67 214512 ecolines@ecolines.lv, www.ecolines.lv. Their buses service many destinations - Moscow, Amsterdam, Brussels, Antwerp, London, Paris, Lille, Kiev and Odessa in Ukraine, and all over Germany. **Nordeka:** Dzirciema Str.121, tel. 67 211200 nordeka@nordeka.lv, www.nordeka.lv. They have bus service to Tallinn, Klaipeda, Kaliningrad, Kaunas, Minsk, Warsaw, Bialystok and St. Petersburg; local routes, too.

Airport

Biggest airport in Latvia is Riga International airport which is 12 km from Riga city centre. www.riga-airport.com It is easy to reach from/to Riga International airport to Riga city centre by public transport-bus number 22 which goes every 20 min., travel time approx. 25 min.

The biggest carrier is Air Baltic, which connects Riga with major Europe cities. Air travel is more expensive than rail and buses. Air Baltic flight reservations www.airbaltic.com or phone 9006006 (within Latvia LVL 0, 59 per call).

Airline companies which comes to Riga:

Aer Lingus	www.aerlingus.com	tel. 67357736
Aeroflot	www.aeroflot.org	tel. 67240228
Armavia	www.armavia.aero	
Austrian Airlines	www.aua.com	tel. 67507700
Czech Airlines	www.czechairlines.lv	tel. 67207636
EasyJet	www.easyjet.com	
Finnair	www.finnair.fi	tel. 67207010
FlyLAL	www.flylal.com	
Germanwings	www.germanwings.com	
KLM Royal Dutch Airlines	www.klm.lv	tel. 67668600
LOT	www.lot.com.pl	tel. 67207113
Lufthansa	www.lufthansa.com	tel. 67507711
Norwegian	www.norwegian.no	tel. 90006200
Ryan air	www.ryanair.com	
SAS	www.flysas.com	
Turkish Airlines	www.turkishairlines.com	tel. 67359444
Uzbekistan Airways	www.uzairways.com	tel. 67324563

To take advantage of half price tickets offered by student travel agency KOLUMBS, you must obtain an international students card ISIC, which is reimbursable and valid for one year. For more information, address: Raiņa 21, Riga, www.kolumbs.lv tel. 67212121.

I) POSTAL SERVICES, TELEPHONE

Post & Postal services

www.pasts.lv

The main Riga post office is conveniently located at Brīvības bulv. 32 1, tel. 67502815. Open: 07-21; Sat.08-20, Sun. 10-18. In addition to a range of other services, you can also make international calls, send and receive faxes, and send and receive money etc.

Sending a standard letter within Europe costs about LVL 0.45, LVL 0.55 to the U.S.A.

Express Mail

- **DHL Freight Express Latvia** 55 Brīvības iela, Riga Tel: 8000345 Open: 09.00-18.00 Sat.

- 10.00-14.00, ex.Sunday www.dhl.lv
- **UPS United Parcel Service** K. Ulmaņa gatve 2 LV-1004 Rīga Tel: 7805650 Open: 09.00-17.00 www.ups.lv
 - **TNT Express Worldwide** Plienčiema iela 11, Mārupes pag. Rīgas rajons Tel: 67668000 Open: 09.00-18.00 ex Sat, Sun www.tnt.lv

Telecommunication services

International calls

For international calls **to** Latvia, add **+371** before the above numbers.

For international calls **from** Latvia, dial 00-access code-phone number.

"Lattelekom" helpline Tel: **80008040**

Mobile Phones

Three companies offer various kinds of services, you can choose, which suits your needs best:

- **Latvijas Mobilais Telefons (LMT)** www.lmt.lv 6 Ropažu street, Riga, LMT toll-free 24-hour informative phone: 8000076, e-mail: info@lmt.lv
- **Tele2** www.tele2.lv 3 Kurzemes pr., LV-1067, Riga, Latvia
Tele2 secretariat (business hours: 9⁰⁰ - 17⁰⁰): 67060069
- **Bite** www.bite.lv Bite informative phone: 1601

Pre-paid cards

Pre-paid cards are also available and can be purchased at shops, cafés, ATM machines and newspaper stands.

J) EMBASSIES IN LATVIA

Embassies	Web Site/ Email	Phone
America	www.usembassy.lv	6703 62 00
Austria	riga-ob@bmaa.gv.at	67 216 125
Australia (in Stockholm)	reception@autemb.se	+468 613 2900
Azerbaijan	www.azembassy.lv	67 142 889
Belarus	Latvia@belembassy.org	67 322 550
Belgium	riga@diplobel.be	67 114 852
Great Britain	www.britain.lv	67 774 700
Canada	www.dfait-maeci.gc.ca/dfait/missions/baltics/	67 226 315
China	Chinaemb_lv@mfa.gov.cn	67 357 023
Czech Republic	www.mfa.cz/riga	67 217 814
Estonia	www.estemb.lv	67 812 020
Denmark	www.ambriga.um.dk	67 226 210
Finland	www.finland.lv	67 078 800
France	www.ambafrance-lv.org/	67 036 600
Germany	www.riga.diplo.de	67 085 100
Greece	greekemb-riga@mfa.gr	67 356 345
Ireland	Irijas.vesnieciba@gmail.com	67 035 286
Israel	http://rig.mfa.gov.il	67 320 739
Italy	www.ambitalia.apollo.lv/	67 216 069
Japan	ej001@latnet.lv	67 812 001
Lithuania	http://lv.urm.lt	67 321 519
Poland	www.ambpolriga.lv	67 031 500
Portugal	embporturiga@gmail.com	67 821 924

Malta	emb.riga@mfa.no	67 814 100
Moldova	riga@moldovaembassy.lv	67 359 160
The Netherlands	www.netherlandsembassy.lv/	67 326 147
Norway	www.norvegija.lv	67 814 100
Russia	www.latvia.mid.ru	67 332 151
Slovakia	embassy@riga.mfa.sk	67 814 280
Spain		67 320 281
Sweden	www.swedenabroad.com/riga	67 686 600
Switzerland	www.eda.admin.ch/riga	67 338 351
Turkey	turkishembassy.riga@gmail.com	67 821 600
Ukraine	embassy@ml.lv	67 243 082
Uzbekistan	www.latvia.mfa.uz/	67 322 424

K) PUBLIC HOLIDAYS

New Year's Day	January 1
Good Friday	March 29, 2013
Easter	March 31 and April 1, 2013
Labour Day	May 1
Latvian Republic declaration of independence	May 4
Midsummer fest	June 23, 24
Independence Day	November 18
Christmas day	December 25, 26
New Year's Eve	December 31

L) OTHER PRACTICAL ISSUES

Electricity

The current is 220 volts. The outlets or plugs are the same as all over in Europe.

Smoking

It is good manners to always ask before smoking. Smoking is not allowed within and 10 meters from the public buildings (schools, universities, governmental buildings etc.). Nor is it allowed in restaurants and public bars in Latvia.

Time

Latvia is on Eastern European Time (EET). This means that we are 2 hours ahead of Greenwich Mean Time (GMT). Daylight –saving time is in effect from March to October.

Useful numbers

General:	tel. 112
Fire Brigade:	tel.01
Police:	tel. 02
Ambulance:	tel. 03
Dental emergency:	tel. 67 273 140
Gas Emergency:	tel. 04
Tourism Office:	tel. 67026072
Taxi:	tel. 80001313
Directory:	tel. 1188; 1189

Useful websites to visit before your stay in Riga

Information about LATVIA:

www.latvija.lv

<http://www.mfa.gov.lv/>

Tourism in Latvia, Riga and other regions of Latvia

<http://www.latviatourism.lv/>

<http://www.travellatvia.lv/>

<http://www.lonelyplanet.com/worldguide/destinations/europe/latvia>

<http://www.inyourpocket.com/country/latvia.html>

<http://www.vietas.lv/>

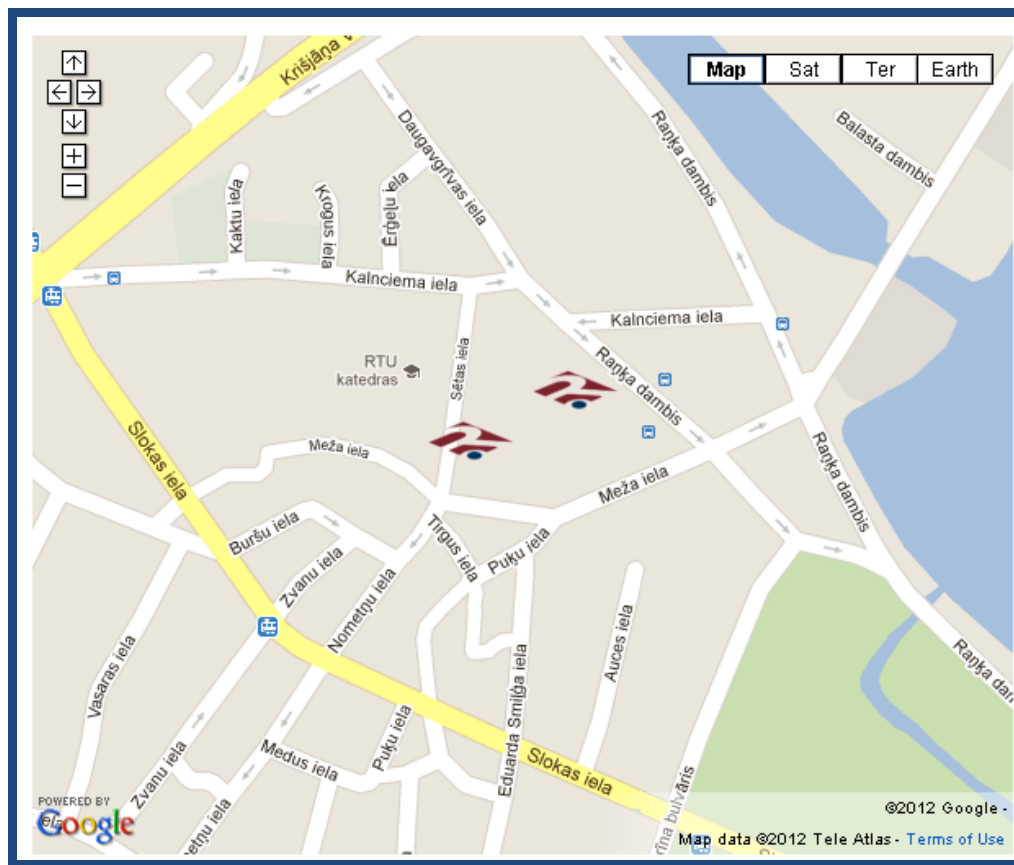
<http://www.lv/>

<http://www.celotajs.lv/index.do>

<http://www.riga.lv/>



RISEBA LOCATION



From/to RISEBA

Most convenient way to get from the city centre to RISEBA is to take a tram number 4 or 5 from the tram stop “13. Janvāra iela” and get off at the tram stop “Nometņu iela”. A trip will take from 5-7 minutes. 4th and 5th trams go every 5 minutes. From the tram stop „Nometņu iela” turn on the right and 2 minutes walk down the street Nometņu iela and you will see a yellow building-RISEBA main building.

LATVIA IN BRIEF

Latvia is located in North-eastern Europe, on the east coast of the Baltic Sea. It is the central country of the Baltic States (Estonia, Latvia and Lithuania). The capital city is Riga.

English, Russian, and German are the most common foreign languages.

The most prospective production sectors are information technologies, electronics and mechanical engineering, chemical and pharmaceutical industries, wood processing, food processing industry and textiles industry.

The largest trade-partner is the European Union. Latvia's three major ports are Ventspils, Riga and Liepaja. Ventspils is the busiest port in the Baltic Sea region and is among the 15 leading European ports in terms of cargo turnover.

The vibrancy of cultural life of the 2.3 million people is a product of talented artists, performers and writers that honed and developed their skills in cities and regions all over Latvia. You can meet many who continue to live and work in their hometowns or rural settings, blending the influences of traditional roots with the modern, cosmopolitan influences of the nation's capital. It is hoped that you will be soaked into this multi-faceted, dynamic culture, sharing this spiritual desire to live and flourish as Latvians, as Europeans, and as the shapers of the 21st century.

Source: The Latvian Institute



RIGA – A CITY TO EXPLORE

Riga is the largest city of the Baltic States.

It is situated on both banks of the river Daugava near the Gulf of Riga. Daugava River separates Riga in two parts. On the right bank, you can admire the eldest part of the city – Vecrīga (Old Riga). You will notice that it is surrounded by the ring of boulevards.

The left bank is occupied by Pārdaugava, where RISEBA is located. Three vehicular transport bridges and one Railway Bridge connect both banks of Daugava River.

Riga is green-city of 700 parks, gardens and squares. Everyone has possibility to share the life of 788,000 Rigans who live the oldest still existing medieval city. Ponder on the value of Riga's cultural and historical significance – which has been recognised by the fact that its old city centre has been included in UNESCO's list of the world's most important cultural and natural sites.

Riga belongs to the cultural space of Western Europe. For the city, dynamic and diverse music and arts activities are typical. Over centuries, the creative atmosphere evolved in Riga and inspired composers, poets and artists. Six professional theatres, Latvia National Opera, Latvia Philharmonic Orchestra, several large concert halls and many art galleries represent cultural life in Riga.

The city of inspiration awaits you...

Sources: The Latvian Institute, Riga TCIC, Tūrisma attīstības valsts aģentūra



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