



HAND BOOK

FOR

INTERNATIONAL
STUDENTS



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WELCOME TO *TURĪBA* UNIVERSITY

We are happy to see that you are joining the largest private university in the Baltics!

You will receive a business-oriented education that is based on hands-on practical experience which will make you competitive in the labor market! We are waiting for your arrival and we are excited to meet you here in Riga, at *Turība* University! You are one of over 1500 international students from 45 countries that have chosen *Turība* University as their alma mater. Our international students bring diversity to the University as they share their cultural backgrounds, tell us about their traditions and experiences. We suggest you to make the best of this experience while studying at *Turība* University – to grow professionally and use the opportunity to learn from your peers from other countries. Use the opportunity to explore Latvia, communicate with its people and share your time with your colleagues!

We truly hope and believe that the time of your studies will be an outstanding and great journey to experience!

Yours,
International department



1500
international
students

45
countries



EXPLORE

LATVIA

Latvia is a country in the Baltic region of Northern Europe next to the Baltic Sea. It shares borders with Estonia, Lithuania, the Russian Federation, and Belarus.

From the global viewpoint, although Latvia is a land of rare natural beauty and rich cultural heritage, it still remains relatively unknown - a terra incognita. There are only few destinations in the Central and Northern Europe that offer such a diverse and untouched environment. Latvia with its relatively small area offers an incredible diversity – forests, lakes, rivers, marshes and a 500 km long sandy coast near the Baltic Sea. The proximity to the nature in the urbanized Europe amazes most visitors. Latvia has been recognized as the second greenest country in the world, immediately following Switzerland.

Latvia can be proud of its rich traditional heritage – especially, with its folk songs dating back to more than a thousand years.

Size of area

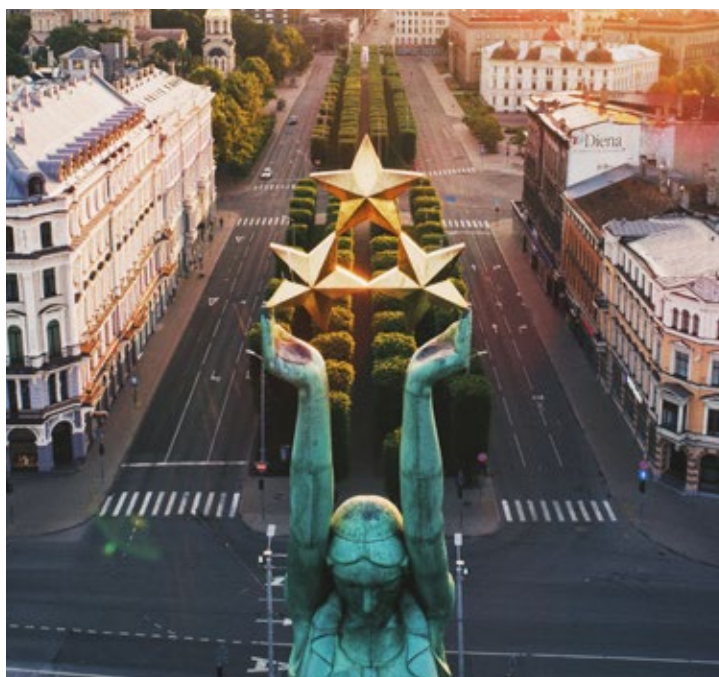
64,573 km²

National currency



Language

LATVIAN



FACTS&FIGURES

LATVIA

Time zone

 **GMT+2**

International dialing code

+371 

Political system

REPUBLIC
PARLIAMENTARY
DEMOCRACY

Membership in international organizations

OECD since 2016

NATO since 2004

EU since 2004

WTO since 1998

Population

1.9 MILLION

at the beginning of 2020





Riga is the capital of Latvia, the population of Riga exceeds one third of the total population of Latvia, which is about 650 000 people. Riga is the largest city in the Baltic States and the third largest city in the Baltic Sea region (after St.Petersburg and Stockholm). It is also the geographical center of the Baltic States.

Riga is not only the keystone of the Latvian economy, but also a renowned center of education and science. It is famous as the chief industrial, business, cultural, sport and finance center in the Baltic States – a modern metropolis which can be proud of its ancient history, unique architecture, high quality cultural activities and exciting entertainment options. It is evidenced by numerous cultural events, international exhibitions, scientific conferences and seminars that take place in Riga annually. Riga is unique due to its rather intact medieval architecture and that of later periods, its urban structure, the richness and quality of Art Nouveau architecture.



CONTACT US

INTERNATIONAL OFFICE

Room: C201

+371 67625371 ■ international@turiba.lv

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STUDY INFORMATION CENTER

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+371 67622333, +371 67624755

sic@turiba.lv

+371 27318328 (only for WhatsApp)



ABOUT *TURĪBA* UNIVERSITY

Turība University is the largest private university in the Baltics, founded in 1993. Here, knowledge goes hand in hand with practical skills - a combination highly appreciated by employers. We inspire young people to be enterprising and implement their ideas, as well as encourage them to work not only in Latvia but also internationally. There is no limit to people who are motivated and rich in ideas!

>16 000
graduates

— 3500
students

— 45
countries
our students
come from

27
study
programs

3
branches

TURĪBA: **PLACE, WHERE TALENTED PEOPLE GATHER**



The University implements more than 20 study programs, moreover, a part of them is also available in English. Young people from more than 40 countries around the world study here, at *Turība* University.

We have three faculties - Faculty of Business Administration, Faculty of Law, Faculty of International Tourism and IT department.

At *Turība* University, practical studies form 60% of the study time, while theory constitute 40% of the time spent on studies. The lecturers are professionals with extensive practical experience, so you can be sure that you will receive business-oriented education appropriate to the study field you have selected.

We implement nationally and internationally accredited education programs and conduct scientifically practical research in order to develop business competences of the community and promote regional development. The University has been granted indefinite accreditation.

An internationally recognized diploma, work experience during the studies, participation in various projects and conferences, internships abroad, support of the Business Incubator in the start-up of a business and helpful contacts – it all will convince you that almost everything is possible!

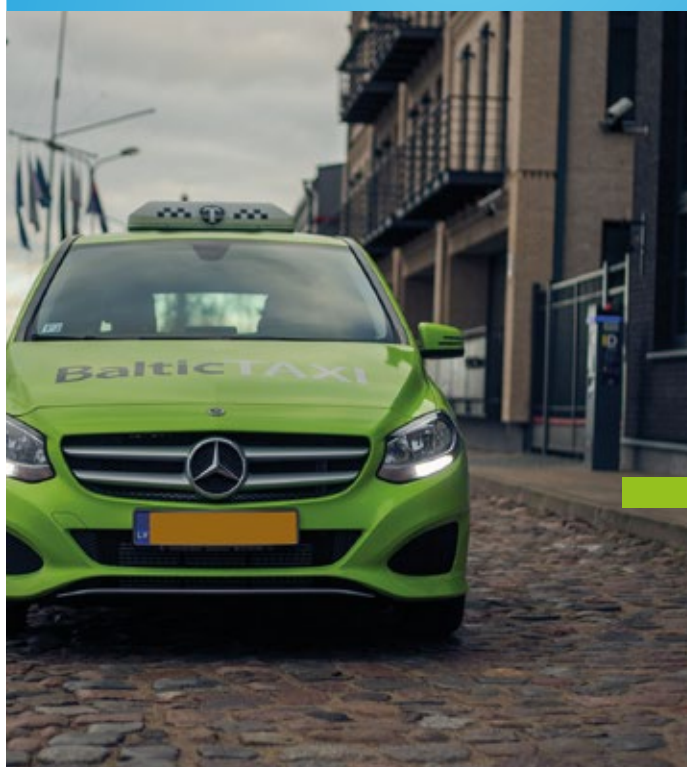
AIRPORT

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TURĪBA UNIVERSITY

The pick-up service is available for our first year international students and it is free of charge.

To get the pick-up service, you have to inform the University in advance about your arrival – date, time and flight number.



From Riga International Airport:
on the same floor where you have arrived and entered the arrival area, go out from the airport.

There (closer to E terminal arrivals) you will see a line with Taxi cars standing. Please attend the first BALTIC TAXI car (in bright green color) which you see.

Inform the driver that your Taxi order was made by *Turība* University and show the voucher issued by the University printed or in phone (to check your name).

In case of questions regarding the pick-up service, please contact the International Office:

international@turiba.lv

PUBLIC TRANSPORT

Upon arrival, **students can apply for a personalised e-ticket**, which gives a 70% discount for public transport in Riga.

**More
information**

To apply for a personalized e-ticket you have to go to the nearest “Rīgas Satiksme” customer service center and fill out the registration form.

Please don't forget to bring your passport, study agreement and a reference on the student status issued by the Study information center.

E-TICKET TYPES

PERSONALISED E-TICKET



- can be only used by its holder;
 - contains holder's data – photo, name, surname;
 - designed for loading one-month tickets and tickets for a certain number of trips;
 - one tram, trolleybuss or bus route, all days of month - EUR 10.00;
 - all tram, trolleybus and bus routes, all days of month – EUR 16.00;
 - time ticket (1 one-hour ticket – EUR 0.30);
 - it can be reloaded in ticket vending machines, kiosks of "Narvesen", "Latvia Post" offices in Riga, ticket trade outlets of "Rīgas satiksme" and on the Internet.
-

NON- PERSONALISED E-TICKET



- it is necessary for those who use public transport on a regular basis, including one-month tickets without discounts, and does not want to use a personalised e-ticket;
- does not include personal data – can be used by several persons;
- ticket for a certain number of trips (price of a single ticket (1 trip) – EUR 1.15);
- time ticket (1 one-hour ticket – EUR 2.30);
- it can be reloaded in ticket vending machines, kiosks of "Narvesen", "Latvia Post" offices in Riga, ticket trade outlets of "Rīgas satiksme" and on the Internet.

YELLOW E-TICKET



- it is convenient for passengers who do not use Riga public transport on a regular basis, including Riga guests;
- time tickets, group tickets and tickets for a certain number of trips are available;
- it can be bought in ticket vending machines, kiosks of "Narvesen", "Latvia Post" offices in Riga and ticket trade outlets of "Rīgas satiksme".

CODE TICKET



- a code ticket is a method of payment in "Rīgas satiksme" public transport (tram, trolleybus, bus), which allows to make payments for the trips with a smartphone in online mode;
- in order to use the code ticket, you will have to install a mobile application on their smartphones;
- more information [here](#).



TURĪBA UNIVERSITY

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CITY CENTRE



TRAIN

Jelgava line

Get on at *BA Turība*

Get off at *Rīga*

NB! Your personalized e-ticket for public transport doesn't work in trains!



TROLLEYBUS

No. 4 Get on at *Līvciema iela*
Get off at *Centrālā stacija*

No. 27 Get on at *Graudu iela*
Get off at *Centrālā stacija*



TAXI

We recommend using:

Bolt



BalticTAXI

+371 20 008 500

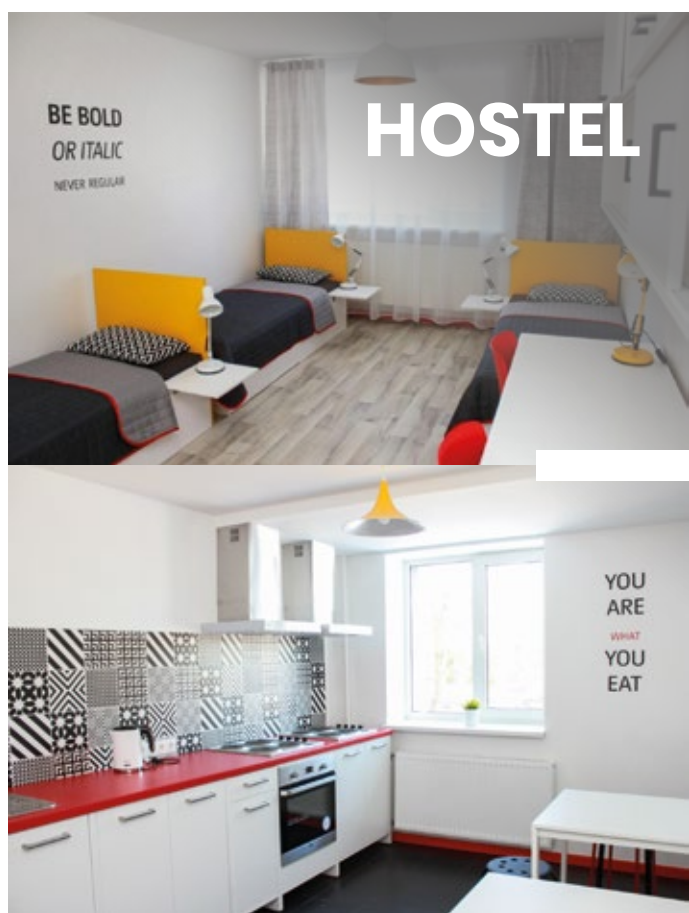


CAR SHARING

We recommend using:



ACCOMMODATION & CAMPUS



HOSTEL

There is a spacious student hostel on the campus of *Turība* University, which offers both permanent and short-term accommodation. The hostel has well-equipped shared shower rooms and toilets, with two kitchens on each floor of the hostel. Students have access to a classroom, TV room, computer room and free Wi-Fi, as well as a self-service laundry, a hair salon and other services important for students.

The number of beds in standard room ranges from two to four. Depending on the occupancy of the student hostel, it is possible to rent a four-bed room as a triple, double or single according to the pricing.

[More information](#)

CANTEEN



For the convenience of the University students, the campus has a canteen and a café where you can enjoy a delicious meal at a reasonable price. If you are planning to stay at a student hostel but are unwilling to cook, don't worry - the cafe is open and is only a two minute walk away from the student hostel.

Nearby the University, you can also find such **grocery stores** as:

MAXIMA

Maxima (113 Vienības street)

Rimi

Rimi
(Shopping centre *Aleja*
194a Vienības street);

Rimi (95 Vienības street)



STUDENT COUNCIL

If you are active and like to participate, decide, create, generate, experience and make something lasting, then Student Council is waiting for you! It is a place for students who want to fully enjoy their study years, actively participate in shaping the University environment and, of course, develop themselves as a personality. The members of the Council are actively involved in solving academic, cultural, everyday life, sports and other issues that are important for students, by creating a better University environment and more exciting time for studies.

[More information](#)

TURĪBA **BUSINESS INCUBATOR**



One of the aims of *Turība* University is to provide students and graduates with opportunities to realize their business ideas. Therefore, *Turība* Business Incubator at the University provides everything needed for development from a single idea to a successful business.

More information





IMMIGRATION

SUBMITTING DOCUMENTS FOR RESIDENCE PERMIT IN LATVIA

All non-EU citizens must have residence permit to study in Latvia. Most students have a possibility to arrive for studies with a visa.

Please note that while the visa is valid, you have to submit documents (listed below) at the Immigration Office to receive a temporary residence permit (TRP) card.

It will take 30 days to receive the decision. Once the decision is ready, in 2 or 10 working days you will receive your TRP card.

In order to submit the documents you will have to send them by post to the following address:

*Pilsonības un migrācijas lietu
pārvalde, 3.nodaļa
Terminu uzturēšanās atļauju
nodaļa*

*Eduarda Smiļģa iela 46, Rīga
LV-1002*

Before sending documents, please come to the International office (Building C, room 201) we will cross-check your documents.

You should prepare the following documents when heading to the Immigration Office:

| Document | Information / comment |
|---|---|
| 1 Copy of passport | |
| 2 Certified copy of study agreement | You will be asked to provide the agreement in Latvian language. Do not submit the original study agreement! You can certify agreement copy at the International office or SIC. |
| 3 Bank statement | <p>A document confirming the necessary subsistence means in Latvia (for a year). I.e., not less than 6000 EUR. Please ask advice at the International office about the cases when you have account on your father's or mother's name (only in cases when student is not 18 years old).</p> <p>If you have a shared account with someone, the amount of the subsistence means must be doubled. Please note that bank statement is valid for 3 months from the date of issue.</p> |
| 4 Certificate from the student hostel or rent agreement | A document confirming the envisaged place of residence in Latvia. In case you live in the Students' Hostel, ask for it there. In case you live in a rented apartment, the rent agreement should be provided. |
| 5 Police clearance certificate | Police clearance certificate must be with Apostille / full legalisation / translation (depends on the country). Please consult at the International Office. It is valid for 6 months. |

| Document | Information / comment |
|-------------------------------------|---|
| 6 One photography 3x4 cm | |
| 7 TRP application form | You can get it at the International office or print it out yourself here . |
| 8 X-ray test results | See the chapter of this handbook – HEALTHCARE |
| 9 Health insurance valid for 1 year | When receiving the decision , you will have to provide a reference of health insurance valid for 1 year (see the chapter of this handbook – INSURANCE) |

Costs:

| Payment for Submitting documents for Residence permit | 30 days | 10 working days | 5 working days |
|---|---------|-----------------|----------------|
| Bachelor / college students | EUR 70 | EUR 200 | EUR 400 |
| Master / PhD students | Free | EUR 200 | EUR 400 |

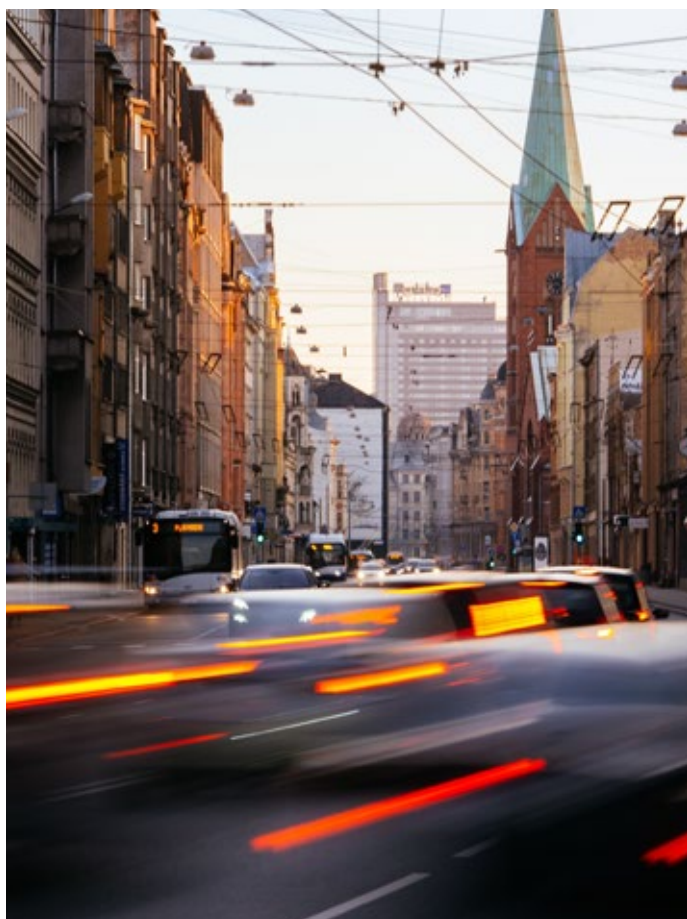
| Payment for Residence permit card | 10 working days | 2 working days |
|-----------------------------------|-----------------|----------------|
| All students | EUR 14.23 | EUR 28.46 |

After receiving a new TRP card, **please bring a copy to the International office (room c201).**



PROLONGATION OF RESIDENCE PERMIT

Please be aware of the expiry date of your Residence permit card since you will have to prolong your residence permit every year (each time at least 45 days prior to the expiry date)!



**In order to submit the documents
you will have to send them by
post to the following address:**

*Pilsonības un migrācijas lietu
pārvalde, 3.nodaļa
Uzturēšanās atļauju nodaļa*

*Eduarda Smiļģa iela 46, Rīga
LV-1002*

As regards the **invitation number**, it will be sent to your e-mail in advance. If not received it 2 months prior to the expiry date, please, contact Ms. Marika Anča by e-mail marika.anca@turiba.lv or visit International Office (C201).

It will take 30 days to receive the decision. Once the decision is ready, in 2 or 10 working days you will receive the new TRP card.

You should prepare the following documents:

| Document | Information / comment |
|---|--|
| 1 Study agreement | You will be asked to provide approved copy of Study agreement. The study agreement remains the same in the whole study period. In case the agreement is lost, please, ask for the approved copy in the Study Information Centre. |
| 2 Bank statement | A document confirming the necessary subsistence means in Latvia (for a year). I.e., not less than 6000 EUR . Please note that bank statement is valid for 3 months from the date of issue. |
| 3 Certificate from the student hostel or rent agreement | A document confirming the envisaged place of residence in Latvia. In case you live in the Students' Hostel, ask for it there. In case you live in a rented apartment, the rent agreement should be provided. |
| 4 Insurance | We suggest to provide it when the documents are submitted and the decision is ready. |
| 5 Passport copy and TRP copy | |

After receiving a new TRP card, **please bring a copy to the International office (room c201).**

Costs:

| Payment for Submitting documents for Residence permit Prolongation | 30 days | 10 working days | 5 working days |
|---|---------|--------------------|-------------------|
| Bachelor / college students | EUR 45 | EUR 90 | EUR 180 |
| Master / PhD students | Free | EUR 90 | EUR 180 |

PAYMENT SCHEDULE

Additionally to the study agreement, you will be obliged to sign a Payment Schedule. This document has to be signed **EVERY year** after you have completed the final exams. Respectively, students of the winter intake should do it in December, students of the autumn intake – in June.

This document confirms that the student is transferred to the next study year. If the document is not signed on time, the student has to pay a penalty fee for every day late.

To sign it, please, visit the Study Information Centre (building C).



HEALTHCARE

In case you do not feel well and a health check-up is needed, we recommend to visit one of the medical providers that are available in Riga.

Here is the contact information of some **medical providers** that are highly recommended:

MFD Outpatient hospital "Pardaugava"

109 Vienības street, Riga
+371 67131316, pardaugava@mfd.lv

Health Center 4

117 Kr. Barona Street, Riga, LV-1012
+371 67847100, reg@vc4.lv, www.vc4.lv

Medical Centre ARS

5 Skolas Street, Riga, LV-1010
+371 67 201 006, +371 67 201 007,
+371 67 201 008, ars@ars-med.lv

Capital Clinic Riga

15a Dunties street, Riga, LV - 1005
+371 66 333 333, +371 29 33 42 24,
+371 29 44 76 67, info@capitalclinicriga.lv

Twenty-four hour emergency assistance is provided by any regional hospital:

- + Pauls Stradiņš Clinical University Hospital, Pilsoņu street 13, Riga;
- + Rīga East University Hospital, Gaiļezers Clinic, Hipokrāta street 2, Riga;
- + Rīga 2nd Hospital, Ģimnastikas street 1, Riga (in case of trauma);
- + Daugavpils Regional Hospital, Vasarnīcu street 20, Daugavpils;
- + Liepāja Regional Hospital, Slimnīcas street 25, Liepāja;
- + Northern Kurzeme Regional Hospital, Inženieru street 60, Ventspils;
- + Vidzeme Hospital, Jumaras street 195, Valmiera;
- + Jelgava City Hospital, Brīvības boulevard 6, Jelgava.

X-RAY

First year students are requested to submit chest X-ray test results to the Immigration Office. You can do the x-ray test in any medical center. The test costs about 18 EUR.

The closest one to *Turība* University is MFD Outpatient hospital "Pardaugava".



INSURANCE

In case you have not obtained an internationally recognised health insurance policy (e.g. the European Health Insurance Card), you have to purchase a **private insurance policy** here in Latvia.

Students of non-EU countries when receiving the temporary residence permit card at the Immigration Office have to present insurance. The insurance should be bought once you have received a positive decision regarding your temporary residence permit.

Main requirements for the insurance:

- Covers repatriation costs
- Total coverage minimum amount is 42 000 EUR
- 1 year validity



BANK SERVICES



BANK ACCOUNT & TURĪBA (ISIC) STUDENT'S ID CARD

Students of the *Turība* University can open **a bank account in SWEDBANK** with a special discount, it will cost EUR 100.

If you open a bank account in SWEDBANK, **the bank card will serve as your student's ID card** (ISIC card) as well.

You can choose any other bank, where to open an account, however, note that we do not have any cooperation with other banks, which means that additional charges regarding opening of the bank account may apply.

You can apply for the bank account only after you have received your temporary residence permit.



To open a SWEDBANK account and receive the *ISIC* card, you need to do following steps:

- 1 On the [website of SWEDBANK](#) choose the section “CARDS” and the subsection “ISIC CARDS”
- 2 After that, choose the section “HOW TO ORDER”, choose “16 YEARS AND MORE” and fill in the requested information to book an appointment
- 3 Visit the bank on the appointment time and take with you following documents:

- A letter confirming your status as a student of *Turība* University (you can receive it at the Study Information Center (building C))
- Your passport
- Your residence permit card
- Your study agreement in Latvian.

In case you do not want to open a bank account, you can apply for the ISIC student card separately (the ISIC card is for free).

You can do it in the BATIS system. In case of questions and regarding the procedure, please, contact the Study Information Center (building C).

- 4 The bank will open an account for you and will issue the bank card which will also be your student card (*ISIC* card).

For more information visit: www.swedbank.lv

INTRODUCTION IN THE STUDY PROCESS

CREDIT POINTS & THE LENGTH OF STUDIES

During the studies you will have many different study courses and this knowledge will turn you into a strong, competitive professional of your field.

The study courses differ not only with the content, but also with lesson frequency, number of regular tests and credit points. **A credit point (CP) in Latvia is defined as workload of one week full-time studies.** It means that not all study courses will have equal number of regular tests and frequency of lectures.

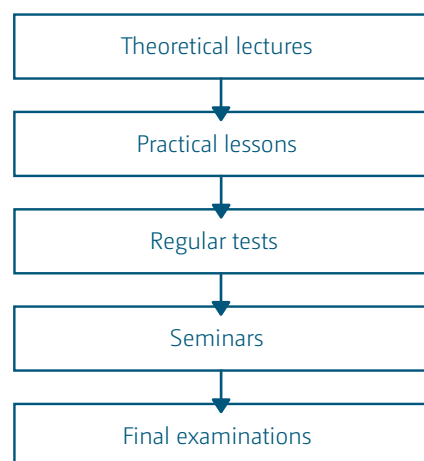


The length of **full-time bachelor studies** is 4 years. You have to obtain at least 160 credit points during these 4 years, 40 credit points during one year of studies. The length of full-time master studies is 2 years. You have to obtain at least 80 credit points during these 2 years.

You can get acquainted with all requirements to pass each of the study courses **in the study course syllabus**. It can be found in your BATIS under the section ***Assignments for studies***.

STUDY PROCESS

Study process consists of:



| | |
|---------------------------------------|-----|
| The first regular test | 20% |
| The second regular test | 20% |
| The third regular test | 20% |
| Final examination of the study course | 40% |

Description in all courses is composed according to common standard approved by the University. It contains the following information:

- The number of credit points to be obtained;
- The total number and form of lessons (day / evening / extramural / e-studies), as well as the number of seminars, practical, laboratory or other works;
- Purpose, objectives and learning outcomes expected during the study course (knowledge, skills and competences);
- Content of the study course;
- Study methods;
- The tests to be passed and proportion thereof.



This means that the final evaluation of the study course, according to the specified percentage allocation, will consist of all evaluations obtained in the courses.

PERMISSIONS, STUDY PAYMENT SCHEDULES, ACADEMIC PROGRESS REPORTS

If there are any **unsettled tests or unsatisfactory grades** (in a regular test or examination), **you need a permission** to take repeated tests. To get the permission, you can apply for it in the section *Marks* in the BATIS system.

Permissions are fee-based, but in case of sickness it is possible to apply for free permission in the Study Information Centre by presenting doctor's report. Your application will be reviewed and in case of a positive answer, you will receive permissions that are necessary to pass the tests

of the regular tests and a positive mark in the final examination **to complete a study course (only then the credit points are obtained).**

It's possible to settle the unsettled study requirements and ask questions about the acquisition of study course **during consultation hours of a lecturer.**

At the end of each study year you have to **sign a new Payment Schedule.** This can be done at the Study Information Centre.

For a student to be transferred to the next study year, **at least 60% of credit points** must be settled in the past study year.



For lecturers' consultation hour times and rooms visit

University homepage under the section *Contacts of Academics.*



OPTIONAL COURSES

Next to the study courses you will see one of the symbols:
A; B or C.

A means that the study course is compulsory;

B means that they are study courses of professional choice;

C means that they are free choice study courses.

You have to register for the optional study courses!

Follow the information on the start of application for the study courses in BATIS



STUDY PAPERS

Study papers are the final papers of the study year.

Aim of the study paper is to consolidate your knowledge and increase your competence in the field of the chosen profession, learning the skills to obtain and process information, use knowledge to make a substantiated decision, develop a complex scientifically practical research.

The aim, nature, content and evaluation of the study paper, just like of any other study course are set out in the syllabus of the study paper (respectively, different in each study year).

Choose the topic of the study paper, but the subject-matter must be related to what is referred in the description of study paper.

Application for the study paper must be submitted to the adviser of the study paper of your group, which is then reviewed and approved by the head of department.

If the topic is not accepted, then, after having a consultation with your adviser, you have to choose a different topic and re-submit it for approval. The template of application form can be found in the **Regulations on compilation and layout of independent research papers**. This Regulation defines also the drawing up, appearance and content layout of the study paper!

Study paper is elaborated in cooperation **with the adviser** whose task is to advise and examine how the paper is made from elaboration of topic application to presentation.

The final version of the study paper must be saved **in the form of PDF file** and uploaded to BATIS, but presentation must be prepared in the form of MS PowerPoint or via another program (according to what is defined in the description).

PRACTICE

An integral part of the study program in *Turiba University* is the practice -

study practice and pre-qualification, pre-diploma or pre-master paper practice. Practice is a compulsory study course during each study year. The aim of the practice is to consolidate the theoretical knowledge practically, in real work environment, to promote analytical and creative thinking, as well as to obtain the information required to elaborate the scientific research paper, including study paper, qualification paper, diploma or master's papers.

The length and time of the practice is defined in the study program and studies' timetable. The length can be different during each study year.

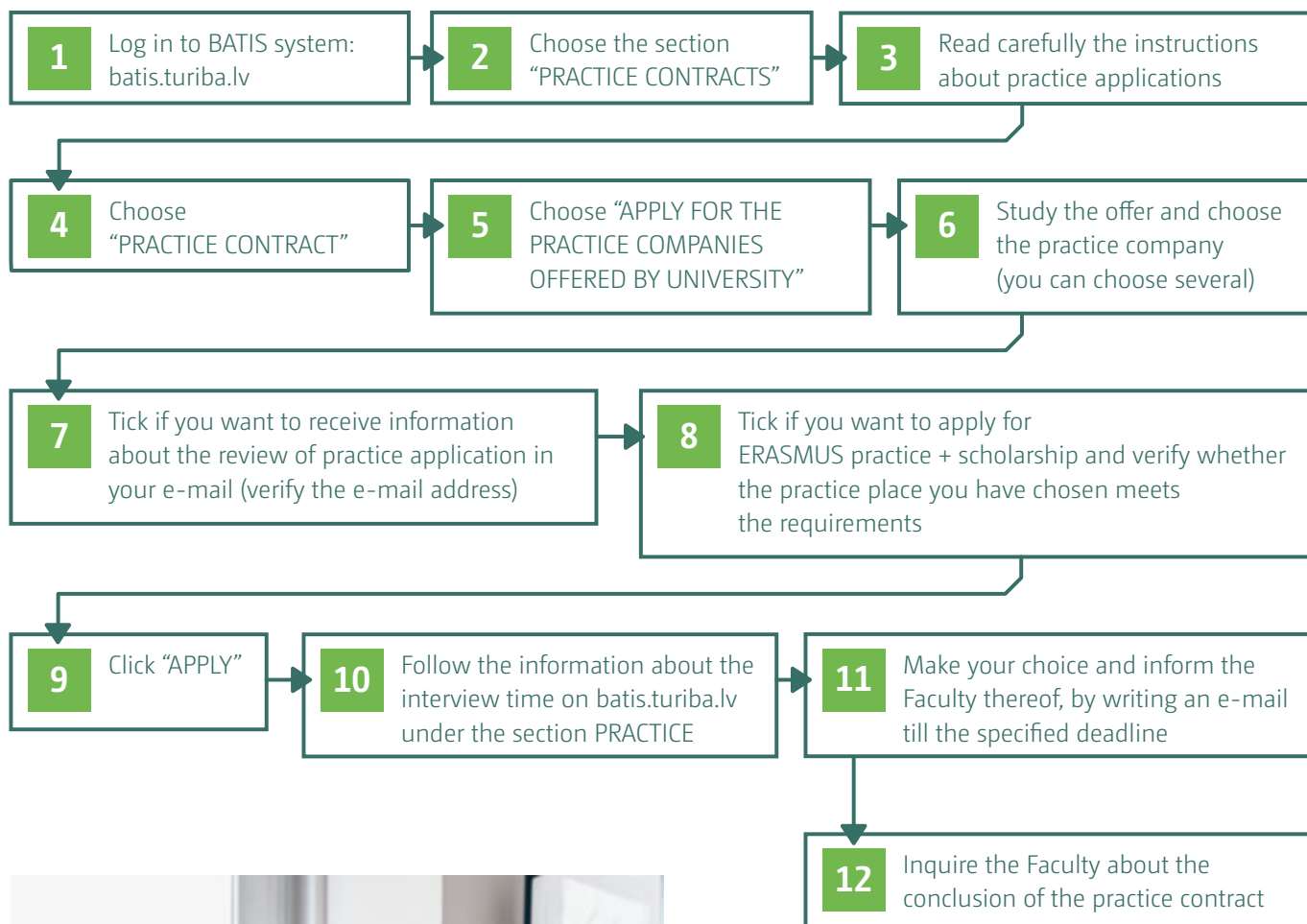
As in the study papers, also in the practice you will have a supervisor on the part of the University. The practice supervisor will advise you on elaboration of report, and will give his/her evaluation, thus, allowing or not allowing the student to present the practice report.

Each practice consists of:

- 1** Selection of the place of practice and conclusion of the contract;
- 2** Participation in the practice (evidenced by the contract that has been signed and registered in the database and the reference from practice company);
- 3** Writing, submission & presentation of the practice report.

You can choose your place of practice or you can apply for a place of practice offered by the University. It can also be the workplace where you are working currently, if the company can fulfil the tasks mentioned in the practice description.

Application to the practice if this is organized by the University
takes place according to the following scheme:



Application to practice in the place you have chosen
takes place according to the following scheme:



To settle the practice, it's necessary to conclude the practice contract (before starting the practice). The practice contract can be drawn up in BATIS.

The practice contract is a tripartite document to be printed in 3 copies on one page on both sides. The practice contract is signed first by a student, then by the practice company, and finally by the Head of department of your faculty.

A signed practice contract must be submitted to the Department secretary for registration. The practice cannot be started before the conclusion of the contract.

Students have the possibility to take the practice not only in Latvia, but to get international experience, taking practice in one of the cooperation companies of the University in Spain, Greece, Cyprus, the USA, etc.

Information about **foreign practice** can be obtained:

Faculty of International Tourism:

coordinator of foreign practice,
lecturer Margarita Platece
margarita.platace@turiba.lv,
room C317

Faculty of Business Administration:

uvf@turiba.lv, room C107

Vice-dean of Business
Administration Faculty (field of
communication)
Jana Bunkus
jana.bunkus@turiba.lv,
room C109



LIBRARY

The library of the *Turiba* University provides the availability of a wide range of information resources according to the study programs and research directions. Library users may use the databases of free-access library stocks, periodicals and on-line electronic data bases.

A reading room and the quiet reading room is available for library users twenty-four hours a day, except Sundays and public holidays.

Username and password of the Library you can get in the library by providing your identity document.

Books in the library:

-  with **white colour** are issued for the whole academic year;
-  with **yellow colour** - for one month;
-  with **red** - may be read only at the library.

Follow the deadlines for returning books! The Library has its own online system where you can order the books you are interested in, follow the deadlines for returning books, and extend them. Remember that you have to pay a fine for books not timely returned.

There are computers in the Library and you can use them in the study process.

In the Library every student can **print up to 200 pages free of charge** during one year.

If the library is closed, you can print your papers also in the room C 14, where you can also receive **colour printouts**, but this is a paid service.

Coloured materials can be printed also on the 1st floor of library, but for an additional fee.



REGULATING DOCUMENTS – KNOW YOUR RIGHTS AND OBLIGATIONS

Student's obligations:

- to arrive to the examination at the specified time and place, and show your identification document (identity card or passport) or student ID card to the lecturer;
- in case if you take repeated examination you should apply for and receive the permission in the Studies Information Centre at latest one working day in advance;
- to agree with the lecturer about the time of repeated examination;

Students of Bachelor level who have successfully completed all the planned examinations of study courses (parts A, B and C) by the final term, except the final examination of the study year “Practice”, and have fulfilled all their contractual obligations with the University and the requirements of the Study Regulation may qualify for a budget seat or scholarship.

More about the changes in each study year on the right to study free of charge or at a discount see in the Regulation "Tuition fee discount rotation regulations of the *Turiba* University".

All important documents and documents required during the study process can be found in *BATIS - Study information - Regulating documents*. This includes the information about the tuition fee discounts, taking practice, settling study papers and execution of scientific research papers.

ABOUT BATIS

Your BATIS is a place where you can access information that is prepared for you about your studies and relations with the University during the whole study period. You can get information on your study progress, unsettled debts, study work tasks, you can register for optional courses, order (fee-based) permissions, see the contractual payments, order notices, create practice contracts, etc.

You need a user name and password to access your BATIS account. When starting the studies, you will receive your user name and password in e-mail, but if during the studies you have forgotten or lost this information, it is possible to obtain/restore it in the Library, providing your identity document.

To see the list of lectures, you must log in to the BATIS system and then choose the section **TIMETABLE**.

To see the grades for tests, examinations and final grades, you have to log in to the BATIS system and choose the section **ACADEMIC PROGRESS REPORTS**.

To upload a study paper or practice paper, you have to log in to the BATIS system -Academic progress reports -in top right-hand corner **SUBMIT YOUR PAPER** -Course Paper or Study paper **UPLOAD**.

BATIS will inform you with a yellow warning sign in the section **Unsettled debts**, if, for example, you have not signed a new Payment Schedule, you have not paid for the accommodation in the Student Hostel, or if you have not concluded the practice contract.

In BATIS you can also follow the schedule of classes and the changes in it (changes are highlighted in red).

In the section **Academic Progress Report** you will timely see the dates of tests, thus, you can manage your time.

In BATIS statements you can find out also about the current events in the Faculty, changes in lecturers' consultation hours, as well as offers of practice places.

Using your BATIS, you have the access to the databases of scientific articles, which can be used when writing your scientific research papers.

And don't forget to make changes in BATIS section Personal details if you have changed your phone number or e-mail. If you have changed the address of the place of living, please, inform the Study Information Centre and, in addition, send an e-mail to Marika.Anca@turiba.lv.

Please note that your contact information is the way how we can contact you and inform you!



SPORTS



Everyone who is interested in basketball is welcome to join the group of basketball enthusiasts.

Venue - the sports hall of the University.

In case of questions, contact:

**Head of the Culture and Sports
Department of the Student Council**

Elizabete Paura

+371 25404308

elizabetepaura@gmail.com



Students have access to a cricket field in the territory of the university, and everyone is invited to use it on their own initiative.

In case of questions, contact:

**President of the Latvian Cricket
Federation**

Sundar Vaideeswaran

+371 29330125, sundars@turiba.lv

USEFUL INFORMATION ABOUT LIVING IN LATVIA

EMERGENCY PHONE NUMBERS

112 In any emergency situation you should call the **toll free number 112**, as this is the contact number for the emergency services in Latvia. The operator will connect you to the relevant emergency service.



110 Police



112 Fire and rescue service



113 Ambulance



114 Gas or carbon monoxide emergency



PUBLIC HOLIDAYS

During national public holidays the University and other public institutions in Latvia are closed. For exact dates of all national holidays, see the academic calendar of *Turība* University, as dates may vary from year to year.



JAN 1

the first day of the year



**MAR/
APR**

Easter (from Good Friday to Easter Monday)



MAY 1

Labour Day



MAY 4

Restoration of Independence of Latvia



**JUNE
23-24**

Midsummer celebration
Līgo



NOV 18

Independence Day of Latvia



**DEC
24-26**

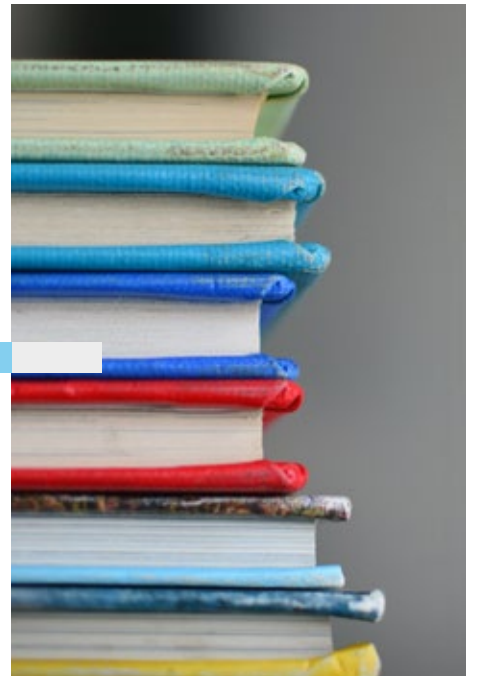
Christmas



DEC 31

the last day of the year

ENG – LAT POCKET DICTIONARY



| | |
|--------------------------|--|
| Hello! | Labdien! |
| Hi! | Sveiki! (formal) Čau! (informal) |
| Bye! | Atā! |
| Goodbye! | Uz redzēšanos! |
| Good morning! | Labrīt! |
| Good evening! | Labvakar! |
| Good night! | Arlabunakti! |
| Please | Lūdzu! |
| Thank you | Paldies! |
| You're welcome | Lūdzu! Nav par ko! |
| How are you? | Kā Jums klājas? (formal) Kā tev iet? (informal) |
| Yes | Jā |
| No | Nē |
| Can you help me? | Vai vari man palīdzēt? |
| Excuse me! | Atvainojiet! |
| My name is... | Mani sauc... |
| What's your name? | Kā tevi sauc? |

| | |
|------------------------------|-----------------------|
| I don't understand it | Es nesaprotu |
| Where is...? | Kur atrodas...? |
| Do you speak English? | Vai tu runā angļiski? |
| I don't speak Latvian | Es nerunāju latviski |
| I love you | Es tevi mīlu |
| Cheers! | Priekā! |
| Bus | Autobuss |
| Train | Vilciens |
| Shop | Veikals |
| Hotel | Viesnīca |
| Pharmacy | Aptieka |
| Hospital | Slimnīca |

TURIBA CAMPUS

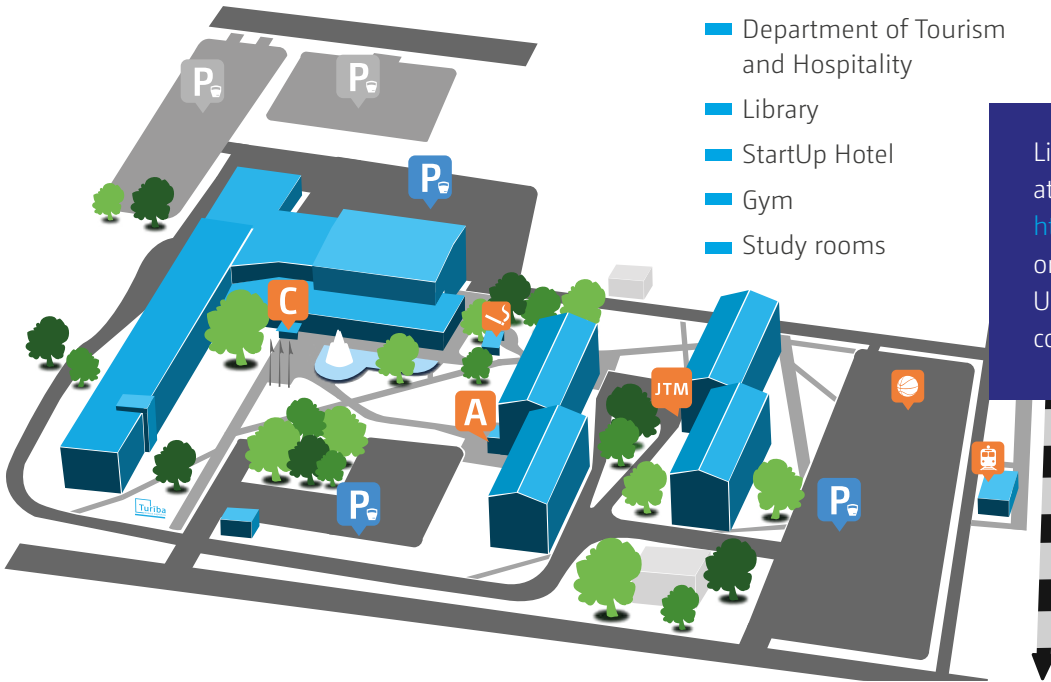
***Turiba* is divided into two buildings:**

Central building C

- Study Information Centre
- All Faculties
- Department of Tourism and Hospitality
- Library
- StartUp Hotel
- Gym
- Study rooms

Building A

- Department of Languages
- Language rooms
- Business Incubator



List of lectures can be seen at the homepage of *Turiba* <http://nodarbibas.turiba.lv/> or 1st floor of block C of the University next to the copying room.

FACULTIES AND DEPARTMENTS

Faculty of International Tourism:

Faculty of International Tourism and Department of
Tourism and Hospitality are located in building C room 317.

Contact information: stf@turiba.lv; tvk@turiba.lv, 6761963
or 67607661

Faculty of Business Administration:

Faculty of Business Administration is located in building C room 115, 109, 107.

Contact Information: uvf@turiba.lv; kdk@turiba.lv,
67607660 or 67618746

Faculty of Law:

Faculty of Law is located in building C room 118, 116.

Contact Information: jf@turiba.lv; tzk@turiba.lv, 67607662

Department of Information technologies (for students of bachelor study programme “Computer systems”) is located in building C room 112.

Contact Information: janis.peksa@turiba.lv

Department of Languages is located in building A room 203. Here you can get all the relevant information on the learning foreign languages.

Contact Information: vk@turiba.lv, 67624084.

Important and most topical information relating to students is placed in BATIS under notifications.