



# RIGA MANAGEMENT COLLEGE

"Riga Management College" Ltd., Reg.Nr. 50203022521, educational establishment registration Nr. 3347802535, Lomonosova street 1, k-4, Riga, LV-1019, phone 28007735, e-mail: [info@managementcollege.eu](mailto:info@managementcollege.eu), [www.mcollege.eu](http://www.mcollege.eu)

**APPROVED**

15.09.2020.

At the meeting of the Council of the College,

Protocol No 1

No. 1-4.1/2020/01b

## **Regulation on the status of a listener of Riga Management College**

### **1. General rules**

1.1. The regulations determine the procedure by which a person can register and study as a listener at the Riga Management College (hereinafter – the College).

1.2. The regulation was developed in accordance with Article 59.2 of the Law on Higher Education Institutions.

1.3. Listener – a person who has registered at the College for learning a separate study course / study module.

### **2. Registration and matriculation as a listener**

2.1. For studies as a listener of the College, the applicant registers in the Studies section.

2.2. When registering for a study course/study module:

2.2.1. The application form must be filled out;

2.2.2. Copies of documents certifying previous education and passport/identity card must be submitted, presenting the originals;

2.2.3. one photo card (3x4) must be submitted.

2.3. Learning a study course / study module as a listener is a paid service. The fee is determined according to the credit point value approved in the College's Price List for paid services.

2.4. The applicant makes the first payment within three days of signing the contract.

2.5. Based on the concluded contract and fulfilled financial obligations, the College Director issues an order for the applicant's enrollment as a listener.

### **3. Course of studies as a listener**

3.1. A person who has registered as a listener can use the resources provided by the College free of charge.

3.3. For a study course or study module completed at the College, the listener is issued a certificate, which includes information about its recipient, indicates the name of the College, the name and amount of the study course or study module in credit points, the name, surname and qualification of the lecturer of the study course or study module, the amount of work performed, the study evaluation of results.

### **4. Exmatriculation of the listener**



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4.1. A listener is expelled if:

4.1.1. has completed the study course / study module provided for in the contract;

4.1.2. has fulfilled academic and financial obligations;

4.1.3. has not made the payments stipulated in the contract within the deadline;

4.1.3. the contract for study course / study module has expired or been terminated.

**Director**

**Valentina Pavlovska**

Riga, 15th of September, 2020.