



## RIGA MANAGEMENT COLLEGE

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**APPROVED**

30.08.2017.

At the meeting of the Council of the College,  
Protocol No 3

With amendments 09.05.2023.

At the meeting of the Council  
Protocol Nr 1-1.5/2023/02.

No. 1-4/2023/09

### **Internal Regulations for Students**

#### **1. Common Regulations**

- 1.1. Internal Regulations for students (hereinafter - Regulations) shall govern the mutual relations between students of the Riga Management College (hereinafter – the College), relations with employees of the College and academic staff, the rights and duties of students.
- 1.2. These Regulations shall apply to all students at the College, in the event of non-compliance with them, the penalties provided for in the Regulations or other instruments governing the operation of the College may be applied.
- 1.3. Regulations shall be approved and amended by the College Board.
- 1.4. Compliance and enforcement shall be controlled by the College Administration.
- 1.5. The Regulations shall be introduced to all students of the College, as indicated by the signature in the study contract. The Regulations are available in the Study Department, at the heads of the study programs, at the College Student Council, on the College Home page [www.mcollege.eu](http://www.mcollege.eu) and in the College's study environment Moodle.

#### **2. Students' work organization**

- 2.1. The college year shall start and end according to the schedule of the study process of the relevant study program, which shall be approved by the College Board for each academic year and each study program.
- 2.2. The lecture plan for students shall be drawn up in the Study Department, according to the schedule of the study process of each academic group.
- 2.3. Students shall take tests and examinations according to the schedule of the study process.

2.4. Property rights to intellectual property created by a student belong to the College if the resources of the College have been used in the process of creating intellectual property unless otherwise provided for in the written agreement.

2.5. The college has the right to refuse, in full or in part, from the right to Intellectual Property. In this case, the student is entitled to commercialize it, in cooperation with the College or independently, according to the Additional agreement on the use of Intellectual Property.

2.6. A student must use the name or brands of a college or its departments for publicity measures where college resources have been used to create intellectual property.

### **3. Student rights**

3.1. Acquire the short-cycle higher vocational education in the selected study program according to the signed study contract.

3.2. Use lecture rooms, library, equipment, college study environment Moodle and other services according to specified procedures.

3.3 Suspend and resume studies according to specified procedures.

3.4. Change the study program during studies, choose it in another higher education institution.

3.5. To pursue scientific research and artistic innovation.

3.6. Evaluate the work of a lecturer and make development proposals, according to the procedures specified by the College.

3.7. Receive information in the Study Department on all matters related to the study.

3.8. Freely express and defend their opinions and beliefs.

3.9. Vote and be elected to the Student Council, the College Board and other institutions according to the procedures specified by the College.

3.10. Establish associations, clubs, and societies.

3.11. Receive scientifically methodical materials on the subjects included in the college curriculum.

3.12. To receive State-guaranteed loans for education by the procedures specified in regulatory enactments.

3.13. Express complaints and proposals by filling out the application form available in the Moodle environment and submitting it in Moodle, in the study section or by sending an e-mail to [students@college.lv](mailto:students@college.lv).

### **4. Student obligations**

4.1. To comply with the requirements of the College By-Laws, these Regulations, study agreement and other documents regulating the College study procedure.

4.2. Purposefully and honestly study in the chosen study program, take responsibility for their studies and behavior.

4.3. Independently and with interest acquire literature, normative acts, internet resources, methodological materials recommended by the lecturers to develop their professional skills.

4.4. According to the study plan, prepare, submit tests, individual assignments, submit and defend term papers, qualification papers, take regular examinations and state final examinations, as well as report on the practices envisaged in the program promptly.

4.5. Take the personal identification document with them to the examinations.

4.6. Pay tuition fees promptly according to the terms and conditions of the study agreement, as well as to pay the penalty fee for each test and examination that has been unjustifiably taken outside the study session timeframes specified in the curriculum, as well as pay for examinations and exams separately, according to the pricelist approved by the Board.



- 4.7. To observe the style of business correspondence in e-mails in correspondence with the administration, lecturers and other students.
- 4.8. Come to the College in business-style, clean clothes.
- 4.9. Not to go to classrooms, the library, the reading room in outerwear.
- 4.10. Avoid using mobile devices during lectures.
- 4.11. Not to record audio and video during classes without prior approval from the College administration.
- 4.12. Do not be late for lectures and leave the lecture room only with the consent of the lecturer.
- 4.13. Turn off the light at the end of the lecture, arrange the workplace.
- 4.14. Not to consume alcoholic drinks, narcotic or toxic substances in the College premises, nor attend classes and activities of the College in a state of alcohol, toxic or narcotic intoxication.
- 4.15. Not to smoke in the College premises and adhere to smoking restrictions in the area adjacent to the College.
- 4.16. To increase the prestige of the College by its actions and to contribute to the achievement of the goals of the College.
- 4.17. To actively participate in the events organized by the Student Council and the college management.
- 4.18. Treat the College's property and resources with care. If the College property is damaged due to the fault of the student, compensate the College for the damage caused.
- 4.19. Not to transfer any property belonging to the College from the premises of the College without the permission of the person in charge of the College.
- 4.20. When carrying or bringing large or suspicious items to the College premises, present them to the guard.
- 4.21. To behave politely, to observe the everyday Regulations and requirements, to refrain from activities that disturb other students, lecturers or employees of the College.
- 4.22. To ensure that the causes or circumstances (accident, situation endangering human life or health) which obstruct or hinder the study process are eliminated and, if it is not possible to avert these causes on their own, immediately notify the fire and rescue service by telephone 112 and the College staff by phone +371 28007735.
- 4.23. To become familiar with the Regulations of occupational safety, fire safety and electrical safety at the College and to follow them.
- 4.24. To comply with these and other Regulations governing the College, as well as mutual respect and generally accepted ethical standards.
- 4.25. In the event of a change of the declared or current place of residence, surname or contact phone, inform the College in writing within one week by submitting information to the Study Department by email [info@managementcollege.eu](mailto:info@managementcollege.eu).
- 4.26. Full-time students of the English stream of the study program must inform the college about the planned trip outside Latvia, informing the college in time (at least a week before the trip) about the time period and destination of the trip (full-time students in the English stream are allowed to travel outside Latvia only during the official study holidays specified in the study calendar).
- 4.27. The student shall be personally interested in the results of applications addressed to the College management, also including on the extension of the tuition fee payment due to justified reasons and the decisions taken.

## **5. Responsibility for non-compliance with internal regulations**

- 5.1. For violation of the study contract, the Internal Regulations for Students, the Regulations of the Internal Order of the College, etc., as well as for failure to comply with the requirements of an

institution of higher education the following punishment may be applied to a student with an order of the Director of the College:

5.1.1 a note;

5.1.2. a reprimand;

5.1.3. exclusion from the list of students.

5.2. Before the imposition of sanctions, the student shall provide a written explanation to the head of the study program on the infringement committed.

5.3. When applying penalty sanctions, account shall be taken of the seriousness of the infringement committed under which circumstances it has been committed and of the details of the student's personality.

5.4. A student is entitled to appeal for the punishment or exmatriculation applied to him according to the procedures specified by the College.

5.5. Regardless of the punishment applied, the student shall be obliged to cover, to the full extent, the losses caused by him.

## **6. Final provisions**

6.1. These Regulations shall take effect the day following their approval at the meeting of the College Council.

**Deputy director**



**Inese Veinberga**

Riga, May 9, 2023