

Additional paid services

No.	Service type	Fee, EUR	Time for the preparation of documents
1.	References:		
1.1.	Preparation of a reference – in Latvian, Russian and English	free of charge	1 working day
1.2.	Preparation of a reference – in Latvian, Russian and English (<i>by requesting information from the archive</i>)	15.00	7 working days
1.3.	Preparation of a reference with financial data – in Latvian, Russian and English	10.00	5 working days
1.4.	Preparation of a reference with financial data – in Latvian, Russian and English (<i>by requesting information from the archive</i>)	45.00	up to 20 working days
1.5.	Preparation of an academic transcript for RISEBA students	10.00	5 working days
1.6.	Preparation of an academic transcript for RISEBA ex-matriculated students (<i>by requesting information from the archive</i>)	45.00	up to 20 working days
2.	Preparation of a study course description	3.00	10 working days
3.	Diplomas and diploma supplements:		
3.1.	Preparation and issuance of a copy of a diploma	12.00	10 working days
3.2.	Preparation and issuance of a duplicate diploma	45.00	1 month
3.3.	Preparation and issuance of a copy of a diploma supplement in one language	15.00	10 working days
3.4.	Preparation and issuance of a duplicate diploma supplement in one language	25.00	1 month
4.	Taking an assignment after the time specified in the study year plan:		
4.1.	Issuance of individual assignment form (assessed with a mark) for the current study year*	15.00	1 working day
4.2.	Issuance of individual assignment form (assessed with a mark) for previous study years	21.50	1 working day
5.	Taking an examination after the time specified in the study year plan:		
5.1.	Issuance of individual examination form for the current study year**	28.50	1 working day
5.2.	Issuance of individual examination form for previous study years	43.00	1 working day
6.	Arranging course paper, internship and qualification internship after the time specified in the study year plan:		
6.1.	Issuance of individual form for acceptance and evaluation of course paper/internship (without defence) for the current study year	21.50	1 working day
6.2.	Issuance of individual form for acceptance and evaluation of course paper /internship (without defence) for previous study years	28.50	1 working day
6.3.	Issuance of individual form for acceptance and defence (with a commission) of course paper/internship (without defence) for the current study year	35.00	1 working day
6.4.	Issuance of individual form for acceptance and defence (with a commission) of course paper/internship (without defence) for previous study years	43.00	1 working day
6.5.	Issuance of individual form for defence of the study programme “Management Psychology and Supervision” qualification internship IV “Supervision” (with a commission) after the time specified in the study year plan	60.00	1 month***
6.6.	Issuance of individual form for acceptance of course paper/internship not later than by 15 September and for defence (with a commission) not later than by 30 September for the previous study year	35.00	1 working day

7.	Final thesis defence before/after the time specified in the study year plan:		
7.1.	Pre-defence of the final thesis (if the pre-defence was not passed on time or was unsuccessful)	40.00	1 month***
7.2.	Submission of the final thesis after the time specified in the study year plan (maximum number of days overdue – 7 calendar days)	7.00/day	
7.3.	Individual Bachelor thesis defence	215.00	1 month***
7.4.	Individual Master thesis defence	285.00	1 month***
7.5.	With another group within the current study year – Bachelor's thesis/Master's thesis	100.00	
8.	Taking a state examination after the time specified in the study year plan		
		215.00	1 month***
9.	Preparation of study course alignment protocol and individual study plan		
		30.00	5 working days
10.	Registration fee for studies:		
10.1.	Registration fee for residents of the Republic of Latvia	35.00	1 working day
10.2.	Registration fee for non-residents of the Republic of Latvia	200.00	1 working day
11.	Change of an elective course chosen and started by the student at the initiative of the student (not later than by the 3rd class)		
		30.00	1 working day
12.	Recognition of learning outcomes achieved as part of previous education		
		50.00	10 working days
13.	Recognition of competences acquired outside formal education or professional experience		
		70.00	15 working days****
14.	Acquisition of the business game "Intopia" in distance learning		
		150.00	
15.	Acquisition of the study course according to an individual plan (in case of transfer sheet – difference of study courses)		1 CP fee is calculated by dividing the annual tuition fee of the respective study programme by the number of CPs to be acquired per year
16.	Defence of doctoral thesis for RISEBA ex-matriculated doctoral students		
16.1.	Defence of doctoral thesis for RISEBA ex-matriculated doctoral students	500.00	4 months***
16.2.	Defence of doctoral thesis for doctoral students of other universities	2200.00	4 months***
17.	Sending documents by mail		
17.1.	Latvia	10.00	1 month****
17.2.	Lithuania or Estonia	40.00	1 month****
17.3.	European Union or EEA countries	60.00	1 month****
17.4.	Other countries	8.00	1 month****

* in case of a justifiable reason, the assignments/examinations specified in the study year plan for the current study year are free of charge (by submitting a document substantiating the justifying reason to the Study Department).

** if after the deadline specified in the study year plan all assignments of the respective study course (incl. tests) have been successfully passed, then students of the bachelor study programme (except distance learning department) can take examinations of the current study year during the current examination session and all students (except for distance learning department) may take the examination within 10 working days after the date of submission of the official examination report to the Study Department without an additional payment.

*** upon receipt of the student's application to the Study Department.

**** if the competencies have been acquired in non-formal education programmes implemented by RISEBA, then their recognition is free of charge.

***** the execution time may vary depending on the courier delivery times in the countries concerned.

Approved by:
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