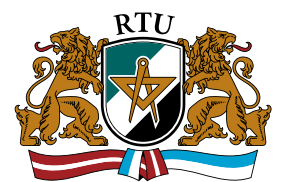


2016/2017

Student Guide to RTU



RIGA TECHNICAL
UNIVERSITY

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Foreign Students Department (FSD)

Being internationally driven is essential for the future success of the Riga Technical University (RTU) and especially for RTU Foreign Students Department.

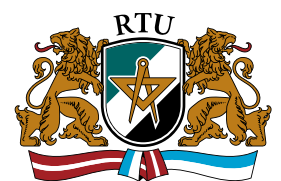
The RTU Foreign Students Department (FSD) is the RTU structural unit, which has been working with International students coming from all around the world for more than 20 years.

We welcome all International students at our University!

- Our Department supports all applicants, current students and international partnerships.
- If you are interested in spending a semester or a year as an Exchange student or to be a full-time student in any degree programmes offered by RTU, you are welcome to contact the team of FSD.
- We will support you throughout the whole enrolment and study process.

Address: 1 Kalku Street, Room 318, Riga, LV-1658	E-mail: info@rtuasd.lv
Phone: (+371) 6 7089766	Skype: Admission_RTU
Fax: (+371) 6 7089020	Facebook: RTUglobal
	Twitter: @RTU_Global

FSD



RIGA TECHNICAL
UNIVERSITY

1. Foreign Students Department

Room 314

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FSD Director

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FSD Deputy Director

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Office Hours: Appointments by phone

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Ms Signe Laizāne

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Academic Advisor

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- Faculty of Electronics and Telecommunications
- Faculty of Power and Electrical Engineering
- Faculty of Transport and Mechanical Engineering
- Institute of Applied Linguistics

- Faculty of Civil Engineering
- Faculty of Engineering Economics and Management
- Faculty of Computer Science and Information Technologies
- Faculty of Material Science and Applied Chemistry

Mondays: 10:00–12:30; 14:00–16:00

Tuesdays: 10:00–12:30; 14:00–16:00

Wednesdays: 14:00–16:00

Thursdays: 10:00–12:30; 14:00–16:00

Fridays: 10:00–12:30

See Academic Advisor for such matters as courses, grades, academic debts, time tables, transcripts, tuition fee payments

Room 318

Ms Inga Labsvira

 Financial matters – tuition fees, deposit refunds;
as well as incoming exchange coordinator

inga.labsvira@rtu.lv

+371 67089013

Ms Anna Lejiņa

 Admission officer,
Immigration matters

anna.lejina@rtu.lv

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Mr Artūrs Lūsis

 Foundation course, intensive
English course coordinator

arturs.lusis@rtu.lv

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Mondays: 10:00–12:30; 14:00–16:00

Tuesdays: 10:00–12:30; 14:00–16:00

Wednesdays: 14:00–16:00

Thursdays: by appointments only

Fridays: 10:00–12:30

To schedule appointment please contact FSD by +371 67089766

2. To –Do Lists

The following To-Do lists may help you to prepare for your arrival

2.1 Before Your Arrival

- Make sure to arrive at least 1 day before the start of a semester (31 August OR 24 January).
- Inform FSD of your arrival (degree students: anna.lejina@rtu.lv; exchange students: inga.labsvira@rtu.lv);
- Make sure you have all the necessary information on immigration and you have applied for visa or residence permit, if necessary (see www.fsd.rtu.lv for more info and contact anna.lejina@rtu.lv in case of any questions);
- Contact accommodations@rtu.lv to make a reservation for RTU dormitories OR arrange an alternative accommodation option, e.g. apartment (see page 19 for info on accommodations);
- Read about the weather in Latvia and pack appropriate clothing;
- Attend Introduction Week.

2.2 After Your Arrival

- Exchange currency – the currency in Latvia is EURO;
- Be very careful with your personal belongings – it is easy to lose track of them if you are not careful and are trying to take in new sights!
- Arriving in Riga International Airport – get to your accommodations by taxi; you may pick any taxi outside of the airport exit – all of them are official ones, and accept cash and bank cards; OR by bus No 22 – the driver accepts cash but you may buy a ticket from the ticket vending machine at the bus stop before boarding the bus;
- Arriving in Riga International Train or Bus Station – see the Riga Public Transportation web page to find the most convenient public transport to get to your accommodations – www.rigassatiksmelv/en/; OR take a taxi outside the station (all of them are official ones and accept cash and bank cards);
- Check in at the accommodation, make sure you get your own key and sign an agreement with the owner, and make sure it is in English.
- Come to the FSD office no later than 3 days after your arrival to register for your studies! Take a passport with you!



2.3 Registering for Studies

Degree Students

Come to the FSD office in 1 Kalku Street, room 318 no later than 3 days after your arrival (we work from Monday till Friday; see page 4 on FSD), and remember to take your passport with you!

NOTE! It is important to register for studies within 3 days because failure to do so will result in automatic cancellation of Residence Permit.

- Sign up in the list of arrivals, provide your e-mail and mobile phone number;
- Sign the RTU Study Agreement; receive your copy after few days at FSD office;
- Receive information on ORTUS (see page 8);
- Receive individual list of documents necessary to claim your Residence Permit;
- Receive your RTU Welcoming Package;
- Meet Foreign Students Department employees.

Exchange Students

Come to the FSD office in 1 Kalku Street no later than 3 days after your arrival (we work from Monday till Friday; see page 4 on FSD), and remember to take your passport/identification card with you!

- Sign up in the list of arrivals, provide your e-mail and mobile phone number;
- Sign the RTU Study Agreement;
- Receive information on ORTUS (see page 8);
- Submit form to receive documents for long term visa (non-EU citizens ONLY);
- Receive your RTU Welcoming Package;
- Meet Foreign Students Department employees.



2.4 After Visiting FSD Office

Degree Students

- Use your ORTUS login information to see your class schedule (or check www.nodarbibas.lv if you did not receive it yet);
- Update your ORTUS contact information and receive latest FSD news and information on Immigration requirements; Explore ORTUS;
- Get your Residence Permit ID card (see page 15 for instructions);
- Master students arriving with a visa – see page 14;
- Get your Student ID Card (see page 20 for instructions);
- Get your Riga Public Transportation personalized E-Ticket (see page 23 for instructions);
- Attend all seminars organized during the Introduction Week (check Welcoming Package for schedule);
- Attend your lectures according to your schedule starting the first study week. Be on time! Contact FSD in case of overlapping lectures.

Exchange Students

- Use your ORTUS login information to see the full class schedule posted under section “FSD” OR use the list posted on the board outside FSD office;
- Use your Learning Agreement and the class schedule to put together your individual class schedule; do Changes to the Learning Agreement ONLY if your chosen classes overlap (take place at the same time) within the first week of studies;
- For non-EU citizens – prepare all the necessary documents to apply for a long term visa (see page 16 for instructions);
- Get your Student ID Card (see page 20 for instructions);
- Get your Riga Public Transportation personalized E-Ticket (see page 23 for instructions);
- Attend all seminars organized during the Introduction Week (check Welcoming Package for schedule);
- Attend your lectures according to your schedule starting the first study week. Be on time! Contact FSD in case of overlapping lectures.



3. Studies

3.1 www.ortus.lv

A portal (intranet) where you can find information about your studies and the latest news of RTU!

- You will receive your login & password by e-mail.
- See section “FSD NEWS” for instructions on how to use ORTUS.
- Use ORTUS to find your study schedule, materials for studies uploaded by professors, invoices for payments and use it to update your contact info available to FSD.

NOTE! ORTUS login & password also is used to access *RTU-WiFi* – available in all RTU buildings.

3.2 Classes and Schedule

Lectures take place during working days (Monday to Friday) from as early as 8.15am and some may finish as late as 10pm.

Find your lecture schedule on ORTUS (www.ortus.lv) under FOR STUDENTS and SCHEDULE, and all your courses under E-LEARNING.

Using Lecture Schedule

Be very attentive when reading information under “Course, lecturer, room”!

The address and type of course in your schedule is indicated in abbreviated form.

For example:

Day	Time	Class, lecturer, room
Monday	10.15–11.50	Th.w. and Pr.w. Business Communication / V. Tiltiņa, K1 – 201 Weeks: ODD

There are three lecture types: **Th.w.** – Theoretical work, **Pr.w.** – Practical work, and **Lab.w.** – Laboratory work, see the added abbreviations in front of the course title.

The person indicated in the second line is the professor or lecturer of the course.

The letter **K** in **K1** indicate name of a Street (see explanation below), but number **1** in **K1** is the number of a building. The following number **201** is the room number.

Use the information below and RTU Campus Map to find the necessary building!

K – Kaļķu Street, **M** – Meža Street, **Āz** – Āzenes Street (Ķīpsala Campus), **Kr** – Kronvalda Boulv., **E** – Ezermalas Street, **Lo** – Lomonosova Street, **In** – Indriķa Street, **Ve** – Ventspils Street, **Kc** – Kalnciema Street, **PV** – Paula Valdena Street.

The studies start on September 1 and the weeks of a study semester are divided into EVEN or ODD (you may see the term added to some courses in your schedule). For example, the first week of the semester is week No 1 – and it is ODD, the next week will be week No 2, and it is EVEN – the system is based on the concept of odd and even numbers.

NOTE! See the number of a current study week on ORTUS, upper left side.

Courses and Attendance

Each course has a confirmed content and may possibly include midterm exam, course work, practical and laboratory tasks, etc. There is written or oral exam upon completion of every course. Ask the supervising professor this information at the beginning of course.

Attending the lectures is obligatory! We expect you to have close to 100% attendance!

If the attendance is below 50% the course has to be repeated.

The lectures start sharp at the indicated time so don't be late! Professors have the rights to turn students away if they arrive after the start of a lecture so not to disturb the study process of others.

If you become ill during the semester or exams session, you must visit a doctor and inform the Foreign Students Department about your illness on the first day you are missing the classes (e-mail Academic Advisor). After you get well, you must get a note from the doctor and have to bring it to the FSD office.

Lecture Times

8.15–9.50	Lectures last 1h 30 min
10.15–11.50	
12.30–14.05	
14.30–16.05	
16.30–18.05	
18.15–19.50	
20.15–21.50	



3.3 Academic Calendar

The first week of a semester is Orientation Week. During the week students register for studies and attend introduction seminars on various topics, e.g. Academics, Immigration, ORTUS, etc.

The Autumn Semester is 16 weeks long, followed by 2 week Winter Holidays (Christmas and New Year's), the semester ends with the Examination Period of 3 weeks.

Spring Semester is 16 weeks long with a Spring Break during the Easter Holidays. The last week of May marks the start of Examination Period of 4 weeks.

Academic Year 2016/2017

Orientation week	28.08.–04.09.2016
Autumn semester	01.09.–23.12.2016
Winter holidays	24.12.2016–01.01.2017
Winter examination period	02.01.–29.01.2017
Orientation week	30.01.–03.02.2017
Spring semester	30.01.–28.05.2017
Spring holidays	09.04.–17.04.2017
Spring examination period	29.05.–22.06.2016

3.4 Grading System

The final grade of each course may consist of several components (provided by the teacher at the beginning of the course): midterm exam, course paper, laboratory works, home works (assessment during semester) and final exam. A student is not allowed to take final exam without fulfilling and getting passing grades for each of the semester tasks. Exams are taken during the examination period.

Depending on the fact whether knowledge and skills demonstrated by the student comply with the requirements set for the particular assessment test, the performance may be given the Pass or Fail assessments.

Latvia's higher education uses a ten-point grading system, the assessments ranging from (10) "with distinction" to (4) "almost satisfactory" and the Pass assessment are considered to be positive. The final assessment may be an exam (graded with a mark from 10-0) or a test (graded with Pass or Fail).

10	With distinction
9	Excellent
8	Very good
7	Good
6	Almost good
5	Satisfactory
4	Almost satisfactory
3, 2, 1, 0	Insufficient

3.5 Credit Points

Each course is worth a certain amount of credit points (CP). The amount of CP's is determined by the amount of classes per week or/and the amount of work necessary to complete the class. The average amount of CP for full time study year is 40CP (20CP per semester). Latvian CP's differ from European Credit Transfer and Accumulation System (ECTS) yet it is compatible with it, which means that credits earned at RTU can be transferred to other higher education institutions in the EU/EEA. A multiplication by a factor of 1.5 is necessary to calculate Latvian credit points into ECTS.

3.6 Transcripts and Confirmation Letters

You may order a paper with your grades (transcript / grade sheet) of a specific semester or of all study period and a paper confirming your status as an RTU student at FSD office in Room 414.

3.7 Tuition Fees and Invoices

Tuition fee should be paid before the start of study period or before extending residence permit via bank transfer in USD.

Contact FSD office to receive an invoice for tuition fee. The tuition fee is also indicated in your Study Agreement, and the currency is USD.

Make sure to add your name, last name and purpose of the payment in the "Comments" section when doing the transfer.

You may use internet banking system and transfer the necessary amount as indicated in the Invoice.

3.8 Exams and Tests

All assessments given during the study period (Semester) must be passed until the start of the next Examination Period (see Academic Calendar). Re-taking of assessment during study period (current semester) is free of charge but they have to be coordinated with the responsible professor.

Final assessment (exam or test) of a course takes place during the Examination Period. If the exam or test has a negative assessment (lower than 4 or Fail), the exam has to be re-taken.

NOTE! Final assessment can only be taken if the attendance is 50% or more, otherwise the course has to be repeated.

Re-taking final exam or test during Examination Period is free of charge but it has to be coordinated with the responsible professor and the RTU FSD Academic Advisor (Room 414).

A final test or exam can ONLY be taken 3 times in total; if the course is not passed, it has to be repeated. The third repeat of an exam or test will take place in front of Professor Commission.

To re-take the final exam or test contact RTU FSD Academic Advisor (Room 414) to receive an invoice for the fee and later bring a proof of payment to confirm your permission to re-take it in ORTUS system. Remember to arrange time and place to take the exam or test with the responsible professor in a timely manner!

Fee to settle academic debt with a previous mark of 1 or 0 within 1 st to 11 th day of following semester	25 USD with a previous mark of 2 or 3 – free of charge
Fee to settle academic debt within 11 th day to week 14 th of following semester	Exam – 25 USD Test – 15 USD Assessment for a study work (paper) – 30 USD
Fee to settle academic debt within week 15 th of following semester to the end of Examination Period	Exam – 95 USD Test – 50 USD Assessment for a study work (paper) – 115 USD
Fee to improve a grade of a final exam by re-taking it	25 USD
Fee to present the final assessment of a study programme or state examination later or to repeat it:	
Qualification paper	70 USD
Bachelor Thesis and Bachelor Thesis with a project	100 USD
Engineering Design Project, Diploma Project, Diploma Paper, Master Thesis, and Master Thesis with a project	155 USD

If the final exam or test is not passed until the end of following semester, the course has to be repeated!

Fee for re-taking a course is calculated based on the credit point amount of the particular course and the cost of 1 credit point. Calculate the cost of 1 credit point by dividing tuition fee for 1 year by 40. See Academic Advisor in Room 414 or send an e-mail to receive Invoice to pay for repeating a course.

If you have difficulty understanding the study material, you may approach the professor. Each professor has weekly consultations when students can discuss questions that are not clear, please ask them to specify the day and time of consultation during your lectures.

Sometimes learning difficulties may arise due to some adaptation or personal issues, or pressure not to fail. Do not wait and consult with a professional at RTU Student Services.

NOTE! A student will be exmatriculated from RTU if:

- At the start of a semester the total amount of academic debt is 15 or more credit points;
- The attendance during the semester is below 50%;
- The tuition fee has not been paid before the start of a study period;
- A course is not passed after repeating it for the second time.

3.9 Latvian Scholarships

In accordance with bilateral agreements on co-operation in education and science, the State Education Development Agency (Valsts izglītības attīstības aģentūra – VIAA) offers scholarships to students, researchers and teaching staff of several countries for studies in Latvian higher education institutions (HEIs) in the 2015/2016 academic year.

Only citizens from countries which have signed an Agreement on co-operation in education and science can apply for the Latvian government scholarships. These countries are:

Azerbaijan	Georgia	Peru
Belgium (Flanders Community and French Community of Belgium)	Greece	Poland*
	Hungary	Portugal
Bulgaria	Israel	Slovenia
China	Italy	Spain
Croatia	Kazakhstan	Turkey
Cyprus	South Korea	Tajikistan
Czech Republic	Lithuania	Turkmenistan
Estonia	Mexico	United Kingdom
Finland	Moldova	Uzbekistan
France	Mongolia	

Please see VIAA website for more info: <http://viaa.gov.lv/eng/> – International Cooperation – Scholarships

* Citizens of Poland who are granted a scholarship for studies and research in Latvian HEIs based on the Latvian and Polish Cultural and Educational Programme of Cooperation for the Years 2013–2016 receive their scholarship from the sending Party. Applicants from Poland are kindly asked to contact the Bureau for Academic Recognition and International Exchange of the Republic of Poland (<http://buwilm.edu.pl>).



3.10 Exchange Opportunities for Degree Students

Erasmus+ Programme

Riga Technical University cooperates with more than 200 European universities within the *Erasmus+* programme. The programme is **financed by the European Commission**, and the implementation period of the programme is **2014–2020**.

Within the framework of *Erasmus+* there are two possibilities of mobility:

- studies;
- traineeships.

The programme is available for all specializations and levels of higher education, including doctoral studies.

In the *Erasmus+* programme there are **34 participating countries** (programme countries).

28 EU member states: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Spain, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Sweden, and the United Kingdom.

European Economic Area member states: Iceland, Liechtenstein, Norway, Switzerland**.

EU candidate countries: Turkey, the former Yugoslav Republic of Macedonia.

** Switzerland is participating as a partner country.

Scholarships

Within the “*Erasmus+*” programme students can apply for and receive a scholarship and spend an officially recognized study period in one of the foreign partner universities without paying a tuition fee. The scholarships are intended to cover the extra cost related to studying abroad. **The scholarships provided by the “*Erasmus+*” programme will only partly cover the total cost of the mobility expenses. The students themselves are responsible for ensuring the necessary additional funding in a timely manner.**

Prerequisites for Candidates

To apply you have to be registered at least as a **3rd semester student on Bachelor level** or a **2nd semester student on Master level**. Please note – the first year students are not eligible! The student must have **adequate grades** (weighted average grade cannot be lower than 6.0), good **knowledge of English, German or another language of the EU Member States**, and a well-defined objective for participating in a mobility.

How to Participate in the *Erasmus+* Programme

To participate in the *Erasmus+* programme, the student must apply for the scholarship competition which is organized twice a year – in September and in February.

Completed application (printed; in a document folder) must be submitted within the deadline at the International Relations Department International Mobility Unit in Kaļķu street 1, room 302.

RTU encourages students to enrich their study and practical experience abroad in partner higher education establishments and enterprises worldwide.

Coordinator for the Outgoing Students of the *Erasmus+* Programme

Evita Miščuka

Erasmus+ students' coordinator
International Relations Department
Kalku street 1, room 302
Phone: +371 67089314 or +371 29484664
E-mail: evita.miscuka@rtu.lv

For more detailed information visit: <http://www.rtu.lv/en/content/view/3763/1983/lang/en/>

General information on the *Erasmus+* programme can also be found on the [webpage of the European Commission](#) and on the [webpage of State Education and Development Agency](#).

4. Immigration

4.1 Applying For Residence Permit (RP) in Latvia

1. 85 days before your Visa expires come to the FSD office, room 318, to fill in a form necessary to receive documents to apply for RP.

2. Call Immigration Office +371 67829750 and make an appointment to submit documents to apply for RP.

NOTE! The appointment should be at least 45 days before your visa expires!!!

3. Transfer state duty fee (9.96EUR for **Bachelors** only) for Invitation processing, to this account:

Rīgas Tehniskā Universitāte – Department of Foreign Students

Bank: AS "Swedbank"

SWIFT: HABALV22

Bank address: 1a Balasta Dambis, Rīga, LV-1048, Latvia

Account: LV10HABA0551033806568

4. Prepare and gather the following documents:

- **RP Application Form** (find the electronic version at www.pmlp.lv/en/ under Services – Residence Permit; or on ORTUS under FSD.
- **Invitation and Guarantee Letter** – pick it up at FSD office and bring a proof of Invitation processing fee payment;
- **Previous education diploma** (make sure it is legalized!) and a transcript;
- **Police clearance certificate/Statement of punishability** (make sure it is legalized!);

NOTE! The document is valid for 6 months.

- **Bank statement/letter** (Latvian bank letters must be in Latvian) proving means of living in the amount of 360 EUR per month (1 year=4320 EUR) or equal in USD.
- **Study Agreement** with RTU;
- **Agreement with the place of residence.**

5. Collect all of the above mentioned and go to the **Office of Citizenship and Migration Affairs (OCMA)** (Pilsonības un migrācijas lietu pārvalde).

The office is located at **Čiekurkalna 1. līnija, building K-1, and working from 9am–4pm.**

To get to the Migration Office take **tram No.11** (you can find its route on the big map you received in your Welcoming Package OR on www.rigassatiksmes.lv/en).

Get off the tram at the **second stop after the bridge over railway** – the stop is called **2. Meža kapi**.

The Office is right across the street on the right – it is a large glass building, use the first entrance on your right.

Inside the building use the tall touch-screen device to input your appointment code – click on the last option in red.

NOTE! The service is free of charge for Masters when applying for 30 day option, and 71.14 EUR for Bachelors. The 10 day option for Masters and Bachelors is 214.71 EUR, and 5 day option is 355.10 EUR.

4.2 How to Receive Residence Permit (RP) Card

1. After arrival to Latvia, in order to receive the RP card you need the following documents:

- Passport;
- X-ray of your lungs (see page 17 for instructions);
- Insurance valid for 1 year (see page 17 for info on insurance requirements);
- (If requested) Previous education diploma OR transcript (ask at FSD office);
- (If requested) Bank card (one you can access the bank account with your living expenses – ask at FSD office).

NOTE! Request RP card within 5 working days after arrival in Latvia!

NOTE! Make sure to go to the OCMA at least 3 working days before your visa expires!

2. Collect all of the above mentioned and go to the Office of Citizenship and Migration Affairs (OCMA) (Pilsonības un migrācijas lietu pārvalde).

The office is located at **Čiekurkalna 1. līnija, building K-1, and working from 9am–4pm.**

To get to the Migration Office take **tram No.11** (you can find its route on the big map you received in your Welcoming Package OR on www.rigassatiksmeliv/en)

Get off the tram at the **second stop after the bridge over railway** – the stop is called **2. Meža kapi**.

The Office is right across the street on the right – it is a large glass building, use the first entrance on your right.

3. Inside the building go to the front desk and tell them you need to claim your Residence Permit ID card – they will then instruct you what to do next.

NOTE! The making of RP card costs 28 EUR for the card to be done in 2 working days or 14 EUR if the card is done in 10 working days (the office accepts bank cards only – no cash!).



4.3 Applying for Long Term Visa for Non-EU Citizens

1. If you can enter Latvia without a visa and stay for 90 days then to prolong your stay, you need to apply for a long-term visa.

To apply collect the following documents:

- Passport (bring the original and a copy);
- Invitation and Guarantee Letter – apply at FSD office by filling in a form;
- Visa application form – find it on ORTUS under section FSD;
- Insurance covering the period of your stay (see page 17 for info on insurance requirements);
- A paper proving living expenses (bank letter or confirmation of scholarship), the amount should be 14 EUR per day;
- Agreement with the place of residence.

2. Collect all of the above mentioned and go to the Office of Citizenship and Migration Affairs (OCMA) (Pilsonības un migrācijas lietu pārvalde). The office is located at Čiekurkalna 1. linija, building K-1, and working from 9am–4pm.

NOTE! Make sure to go to OCMA at least 5 working days before your 90 days expire!

3. To get to the OCMA take tram No.11 (you can find its route on the big map you received in your Welcoming Package OR on www.rigassatiksmelv/en)

Get off the tram at the **second stop after the bridge over railway** – the stop is called **2. Meža kapi**.

The OCMA is right across the street on the right – it is a large glass building, use the first entrance on your right.

4. Inside the building go to the front desk and tell them you need to apply for a long-term visa – they will then instruct you what to do next.

NOTE! The visa costs 61.18 EUR (the office accepts bank cards only – no cash!).



4.4 X-ray (Degree)

One of the requirements to receive RP card is a medical certificate of lung X-ray results, in order to confirm your health.

Do the X-ray in any medical center offering such service, one of those is:

- Health care centre “Veselības centrs 4” (Located in K. Barona Street 117)

How to get there?

Take tram No 6 and get on the stop: **Nacionālā opera** > Merķeļa iela > Dzirnau iela > Ģertrūdes iela > Bērnu pasaule > Tallinas iela > Get off on the stop: **Sporta nams “Daugava”**

After exiting the transport, cross K. Barona Street and continue walking down the street. You will soon see Health care centre “Veselības centrs 4” on your left.

Veselības centrs 4	
Working days	8:00–19:00
Saturdays	9:00–12:00
Registration desk (2nd floor):	
Working days	8:00–20:00
Saturdays	9:00–13:00

NOTE! Holders of ERGO medical insurance for students use the services of the medical centers indicated in the insurance policy. For more info see page 27 and to apply for the insurance contact arturs.lusis@rtu.lv.

4.5 Insurance

Insurance is an obligatory requirement for both RP and any type of visa.

NOTE! The insurance policy should meet the following requirements or the OCMA will not accept it!

The insurance should be:

- A medical travel insurance covering any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during the period of stay;
- Valid throughout the territory of Schengen Zone;
- Cover the entire period of the intended stay or transit;
- With the minimum coverage of EUR 43 000.

If your current insurance policy does not meet the requirements mentioned above, you may buy insurance in Latvia (see page ?? on insurances for students).

NOTE! Please see page 26 for more info on student medical insurance ERGO.

4.6 Renewing Current RP

RP is valid until the date indicated on the RP card (derīga līdz). To extend the period it is necessary to renew the RP. Follow the list of steps to renew RP without additional penalties and payments.

1. 60 days before (make a notification on your phone), RP expires come to FSD to fill out a form and submit a copy of your passport to start the renewal process!

NOTE! Make sure to declare the address of your place of residence at OCMA or else we cannot process the Invitation request!

2. Call OCMA +371 67829750 or e-mail: rigas1nod_pieraksts@pmlp.gov.lv, and make an appointment to submit documents for RP extension. The appointment should be at least 45 before your RP expires!

3. Transfer tuition fee for the upcoming study year (check your Agreement) and **state duty fee** (9.96 EUR for **Bachelors**) for Invitation processing.

Rīgas Tehniskā Universitāte – Department of Foreign Students

Bank: AS "Swedbank"

SWIFT: HABALV22

Bank address: 1a Balasta Dambis, Rīga, LV-1048, Latvia

Account: LV10HABA0551033806568

4. 50 days before pick up Invitation and Guarantee Letter at FSD and **bring a proof of payment** for Tuition Fee and State Duty Fee – otherwise no documents!

5. Prepare the remaining documents necessary to renew RP:

- **RP Application Form** (find the electronic version at www.pmlp.lv/en/ under Services – Residence Permit; or on ORTUS under FSD).
- **A proof of Living Expenses** – bank statement/letter (Latvian bank letters must be in Latvian); 360 EUR per month (extension for 6 months=2160 EUR, 1 year=4320 EUR) or equal in USD.
- **Study Agreement** with RTU.
- **Agreement with the place of residence** – make sure to declare the address in OCMA (see page ?? for instructions).

6. Go to OCMA (see page ?? for directions) on the day of the appointment and use the appointment code by entering it in the touch screen device in front of the entrance.

4.7 Declaring Your Place of Residence

One of the requirements for RP holders is to declare the place of residence at OCMA within 3 days of changing the address.

Go to OCMA taking passport and agreement with the place of residence, as well as a bank card. The state duty fee for the service is 5EUR (the office accepts bank cards only – no cash!).

NOTE! Not declaring the place of residence within 3 days may result in penalty up to 150 EUR!

5. Accommodations

Experience the true student life by staying in one of RTU dormitories!

Kipsala Campus Dormitory

- Double shared rooms;
- Rent – 125 to 155 EUR per month;
- Bedding, linens and internet included in the rent;
- Washing machines and dryers;
- Located on Kipsala Campus, few minutes' walk away from majority of RTU faculties;
- Big "green zone/back yard";
- Close to shopping mall "Olympia".



Kipsala
Campus Dormitory
€ 125–155 per
month

Olaines Street Dormitory

- Double shared rooms;
- Rent – 88.5 EUR per month;
- Bedding, linens and internet included in the rent;
- Washing machines and dryers;
- 30 min away from Kipsala Campus;
- 2 nearby parks;
- A small gym.

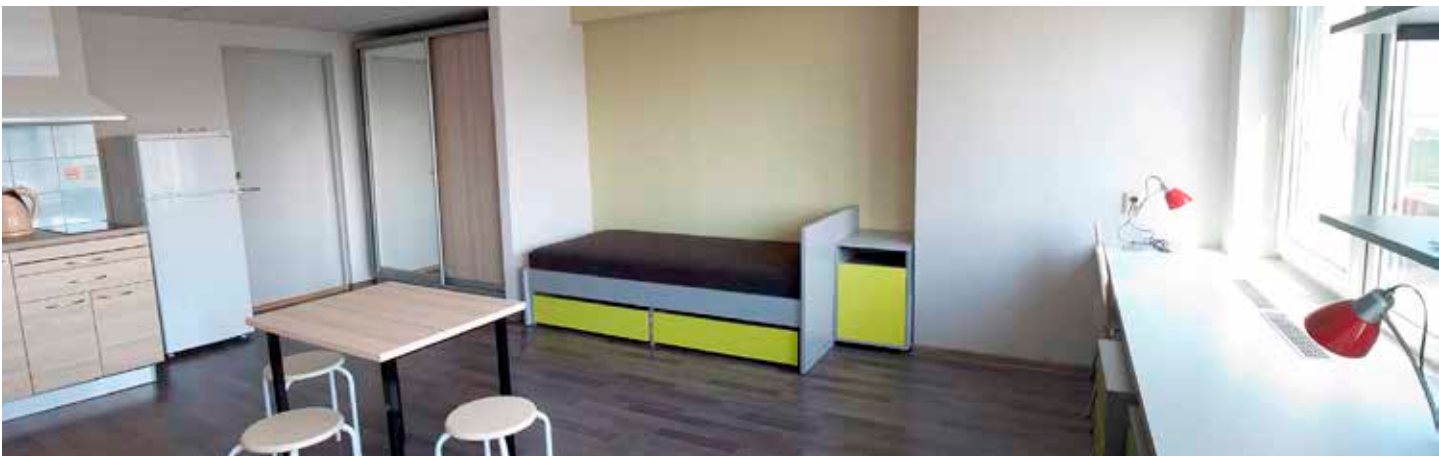
Indrika Street Dormitory

- Triple shared rooms;
- Rent – 69.50 EUR per month;
- Bedding, linens and internet included in the rent;
- Washing machines and dryers;
- 40 min away from Kipsala Campus;
- 2 nearby parks.

Apply for accommodations in one of the dormitories on our website by filling in online application form. The deadline for Autumn Semester is May 30 (moving in from August 15), Spring – November 30 (moving in from January 15).

Security deposit for all dormitories 150 EUR (refundable).

See a list of alternative non-RTU accommodation options on our website: www.fsd.rtu.lv > Accommodations > Alternative accommodation options



6. Student Service Centre

The “Studentu Servisa Centrs” (in Latvian) offers students various services, including help with student ID. Find it on Kipsala Campus in dormitory building, first floor.

Studentu Servisa Centrs	
8 Azenes Street	
Phone: 67089364	
E-mail: ssc@rtu.lv	
Working hours:	
Monday to Friday	8am–8pm
Saturday	10am–4pm
Sunday	closed



6.1 Student ID Card

RTU student ID card is the document proving your status as a current student.

The card is valid for one year – renew it every year!

Use your student ID to:

- Prove your status as a student;
- Use library services;
- Open faculty doors with electronic locks;
- Register your attendance in a classroom;
- Receive various discounts for services and goods.

Companies offering student discounts:

Copying services	<ul style="list-style-type: none"> • <i>Copypro</i> • <i>Merķeļa druka</i>
Food	<ul style="list-style-type: none"> • Cafe «Pipars», Olimpia 2 floor • <i>Expo cafe</i>, Ķīpsalas exhibit centre 8, Ķīpsalas Street • Cafe «Pankūkas», Olimpia 2 floor • Cafe «Salātbārs», Olimpia 2 floor • Soup restaurant «Tikai karotes», Olimpia 2 floor
Transport	<ul style="list-style-type: none"> • Rīgas satiksme (Riga public transport)
Entertainment	<ul style="list-style-type: none"> • Multikino, 71 Mūkusalas Street

6.2 ISIC Card

The ISIC card allows students to prove their official student status across the world and make the most of targeted student benefits and discounts in close to 125,000 locations across over 130 countries. See: www.isic.org



6.3 Copy/Scan/Laminate/Print

Get your copies (in colour and black & white), scans, printouts and laminate documents for student prices.

6.4 Career Centre

Consult with Career Centre specialists about employment possibilities, preparation for job interviews, personality development and participate in workshops.

The Centre offers:

- Centre Library resources, where students can find books about personality development;
- Various career support projects;
- Help with job and internship search (vacancies publishing);
- Workshops about self and career development topics;
- Guest lecturer workshops;
- Individual career consultations;
- Individual psychological consultations.

To develop students' social skills the Career Centre organizes regular workshops for students, for example, "What is career?", "How to "sell" yourself?", "How to deal with stress before exams?", "Leadership", etc.

If you experience learning difficulties or have hard time adapting to life in Latvia, the Career Centre specialists are always open and ready to talk about life over a cup of tea and provide you with information on how to best deal with such problems or where to turn to get more help.

All Career Centre services are free of charge!



7. Student Parliament / International Student Council

The RTU Students Parliament (SP) is a friendly students-focused organization rich in traditions and having a broad outlook on things not only at the University but also outside its walls.

SP is the oldest students' self-government in Latvia including representatives of all nine faculties of RTU – students, who care about students. All in all, there are 45 SP parliamentarians and the elected SP Board, composed of 10 persons. SP represents students' interests and is actively involved in tackling various students related issues at the RTU Senate.

SP focus areas are:

- topical issues concerning studies and consultations to fill information gaps, and organization of educational events, seminars and educational Olympiads;
- handling social issues, incl. how to obtain social scholarships as well as issues related with students' service hotel accommodation;
- legislation, activities in the RTU Senate, organization of elections of faculty students self-government; organization of various exciting cultural events;
- sport and recreation;
- public relations;
- management and raising of financing;
- external relations – co-operation with other students organizations in Latvia and abroad;
- coordination of the activities of faculty students self-governments;
- services to students: transport compensations, issue of ISIC students cards, coordination of the operation of laundry at students service hotels.

SP is open to new ideas and is ready to cooperate with administration, supporters, non-governmental organizations and other persons concerned, as well as participate in the improvement of students life in Latvia by being an active member of the Latvian Students Association. SP has proved itself as a serious participant of the Technical Association of Universities of the Baltic Sea Region "Baltech", as well as focuses on cooperation with schools organizing online educational Olympiads in physics, mathematics, visiting schools in Latvia and propagating studies at RTU.

All these activities are aimed at making the time spent at RTU memorable, the diploma obtained – prestigious and social life – more versatile and qualitative.

More information in <http://rtusp.lv/en/>



8. Life in Latvia

8.1 Public Transport

Riga Public Transport system covers all territory of Riga city. The public transport includes buses, trams and trolleybuses, as well as micro-buses with over than 100 routes, also available is the night public transport.

Find routes and time tables here: <https://www.rigassatiksm.lv/en/>

E-ticket is a universal electronic ticket which enables the use of one of the most up-to-date and convenient means of payment for public transport services. Each trip is to be registered, regardless of the ticket type, each trip is to be registered immediately after entering the public transport.

Students receive 50% discount for all tickets. To receive the discount it is necessary to receive a personalized E-Ticket.

Use your student ID card and passport to request the personalized E-Ticket at any Riga Public Transportation Client Service Centre (see their webpage).



8.2 Health Care

To receive emergency medical attention call **03** or **112!** Receive primary health care by registering with a family doctor.

Closest medical practice to Kipsala Campus is "Asola" at Balasta dambis 3, Rīga, phone: 28399111

Purchase ERGO medical insurance for students and receive a high quality medical service with student discount in various medical institutions (see page 26–27). To apply for the insurance contact arturs.lusis@rtu.lv.

8.3 Opening a Bank Account

To open a bank account take your passport and RP card to any branch office. The account will be registered within a week.

Please contact **Ms Inga Labsvīra** (inga.labsvira@rtu.lv) if you are a scholarship holder.

8.4 Learning Latvian

Latvian language may prove to be a tricky at first but with practice along with an obligatory course (for Bachelors, free choice for Masters) in Latvian language for foreign students at the RTU you will soon be able to easily converse with your neighbors, people at the market and even teach some phrases to visiting family and friends.

Use the following links to learn Latvian easy!

<http://maciunmacies.valoda.lv/eng>

<http://www.sazinastilts.lv/?lang=en>

Expressions of politeness

Thank you – Paldies
Please/you're welcome – Lūdzu
Good morning – Labrīt
Good day/afternoon – Labdien
Good evening – Labvakar
Hello/greetings – Sveicināti
Good-bye/see you again – Uz redzēšanos
Good night – Ar labu nakti
Cheers! – Priekā!

Useful words

Yes – Jā
No – Nē
Taxi – Taksometrs
Bus/coach – Autobuss
Shop – Veikals
Police – Policija
Currency exchange – Valūtas maiņa
Hotel – Viesnīca

8.5 Cost of Living

		Avg. EUR	Range
Restaurants	Meal, Inexpensive Restaurant	6.00	4.00 – 8.00
	Meal for 2, Mid-range Restaurant, Three-course	25.00	15.00 – 40.00
	McMeal at McDonalds (or Equivalent Combo Meal)	5.00	4.25 – 6.00
	Domestic Beer (0.5 liter draught)	1.71	1.00 – 2.50
	Imported Beer (0.33 liter bottle)	1.50	1.00 – 2.40
	Cappuccino (regular)	1.77	1.20 – 2.00
	Coke/Pepsi (0.33 liter bottle)	0.83	0.60 – 1.14
	Water (0.33 liter bottle)	0.68	0.50 – 1.00
Markets	Milk (regular), (1 liter)	0.84	0.70 – 1.00
	Loaf of Fresh White Bread (500g)	0.79	0.60 – 1.00
	Rice (white), (1kg)	1.23	1.00 – 1.50
	Eggs (12)	1.51	1.20 – 2.00
	Local Cheese (1kg)	6.21	5.01 – 7.50
	Chicken Breasts (Boneless, Skinless), (1kg)	4.67	4.00 – 5.50
	Apples (1kg)	0.90	0.60 – 1.20
	Oranges (1kg)	1.44	1.20 – 2.00
	Tomato (1kg)	1.54	1.00 – 1.72
	Potato (1kg)	0.42	0.29 – 0.57
	Lettuce (1 head)	0.74	0.50 – 1.00
	Water (1.5 liter bottle)	0.60	0.42 – 0.70
	Bottle of Wine (Mid-Range)	5.00	4.98 – 7.00
	Domestic Beer (0.5 liter bottle)	0.93	0.70 – 1.20
	Imported Beer (0.33 liter bottle)	1.18	1.00 – 1.50
	Pack of Cigarettes (Marlboro)	3.25	3.00 – 4.00
	Transportation	One-way Ticket (Local Transport)	1.15
Monthly Pass (Regular Price)		40.00	28.00 – 50.00
Taxi Start (Normal Tariff)		1.50	1.00 – 2.00
Taxi 1km (Normal Tariff)		0.70	0.40 – 0.71
Taxi 1 hour Waiting (Normal Tariff)		8.00	6.00 – 9.00
Gasoline (1 liter)		1.18	1.08 – 1.30
Volkswagen Golf 1.4 90 KW Trendline (Or Equivalent New Car)		18,605.00	16,000.00 – 20,690.00
Utilities monthly	Basic (Electricity, Heating, Water, Garbage) for 85m ² Apartment	175.01	120.00 – 242.86
	1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans)	0.06	0.05 – 0.08
	Internet (10 Mbps, Unlimited Data, Cable/ADSL)	10.24	8.00 – 13.00
Sports and Leisure	Fitness Club, Monthly Fee for 1 Adult	39.21	30.00 – 47.00
	Tennis Court Rent (1 Hour on Weekend)	15.09	8.00 – 20.00
	Cinema, International Release, 1 Seat	6.00	4.60 – 7.00
Clothing and Shoes	1 Pair of Jeans (Levis 501 or Similar)	64.79	40.00 – 80.00
	1 Summer Dress in a Chain Store (Zara, H&M, ...)	36.82	30.00 – 55.00
	1 Pair of Nike Running Shoes (Mid-Range)	75.76	60.00 – 95.00
	1 Pair of Men Leather Business Shoes	90.48	69.00 – 120.00
Rent monthly	Apartment (1 bedroom) in City Centre	352.08	250.00 – 500.00
	Apartment (1 bedroom) Outside of Centre	228.10	120.00 – 300.00
	Apartment (3 bedrooms) in City Centre	633.16	400.00 – 900.00
	Apartment (3 bedrooms) Outside of Centre	370.70	280.00 – 500.00



These data are based on 1686 entries in the past 18 months from 159 different contributors. Last update: July, 2015
http://www.numbeo.com/cost-of-living/country_result.jsp?country=Latvia

9. Terms and Abbreviations

Course – a study subject

CP – credit points

Degree – stands for *degree students*, all students obtaining a full degree in RTU.

ECTS – European Credit Transfer System

Exchange – stands for *exchange students*, all students studying at RTU according to Erasmus, bilateral or any other agreement between a university or consortium and RTU

Exmatriculation – deletion from the matriculation register – *means* exclusion from the list of students

FSD – Foreign Students Department

Lecture – an 1.5 hours long class, types are theoretical work, practical work, laboratory work

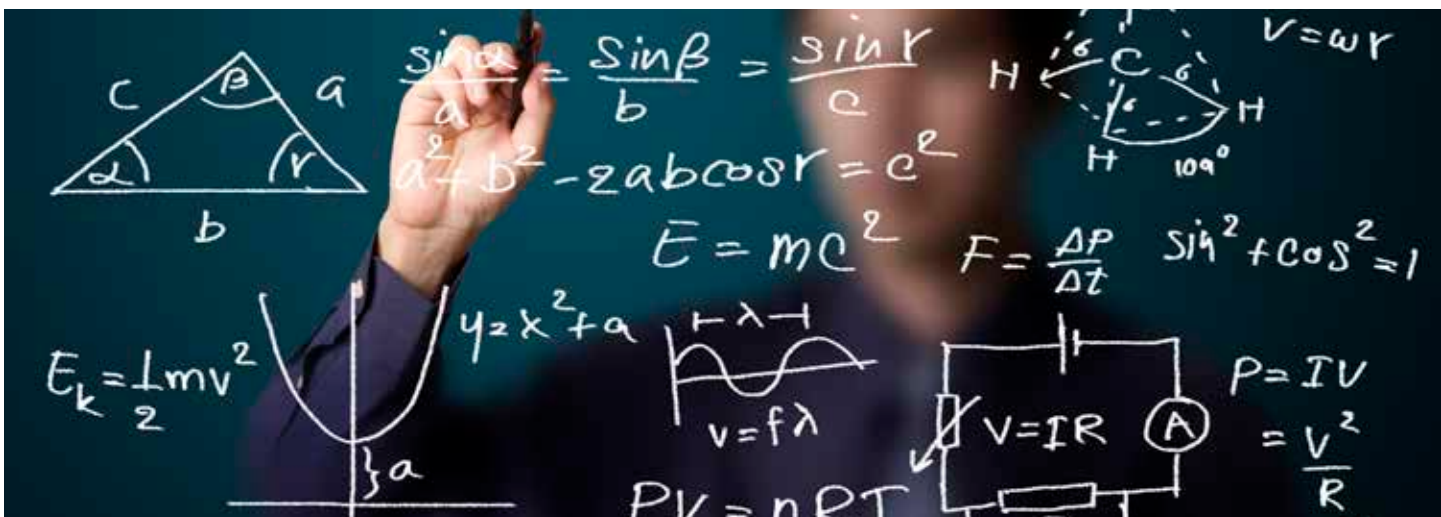
OCMA – Office of Citizenship and Migration Affairs

ORTUS – university's intranet, see page ??

RP – Residence Permit

RTU – Riga Technical University

Transcript – or a mark sheet / *report card* is an inventory of the courses taken and grades earned of a student throughout a semester, year or whole study period



Detailed description of health insurance programmes of ERGO Life Insurance SE Latvian branch

- Area of the policy: The Republic of Latvia
- Validity period of the Insurance: 24 hours a day

Coverage/ services (EUR)	Sums insured/ limits (EUR)
Total sum insured (out-patient and in-patient services)	45 000.00
Limit per one sickness	5000.00
Out-patient services, including	
Physical therapy treatments, out-patient rehabilitation	within one month after check-out from hospital
State emergency medical care	
In-patient services (treatment in hospital)	
Emergency dentistry (1 case per period)	50.00
Payment for medicine	60.00 (20.00 per one sickness)
Additional coverage - Repatriation	5000.00
Total sum insured of the programme	50 110.00

Acute illness and chronic disease conditions are paid in accordance with the referral of the family doctor and/ or special doctor assigned by him/her.

Payment for service:

In contracting institutions (Partners specified by ERGO):

1. in the amount of 100%;
2. the EU and the European Economic Area Member State Students without EHIC cards in amount of 75%.

Non-contracting institutions in the amount of 75%.

Out-patient services:

- Family doctor services (consultations, examinations, manipulations etc.);
- Services of doctors - specialists under the referral of the family doctor;
- Services of doctors - specialists of direct availability without referral of the family doctor (gynecologist, oculist, psychiatrist);
- Laboratory and diagnostic examinations with referral of the family doctor or doctor - specialist assigned by him/her;
- Physical therapy treatment, out-patient rehabilitation with referral of the treating doctor within one month after check-out from hospital.

In-patient services (upon prior alignment) with referral of the family doctor or doctor-specialist assigned by him/her.

State emergency medical care

Prevention of conditions/ cases dangerous for life.

In order to receive payment, it is necessary to submit discharge from the in-patient institution.

Emergency dentistry (annual limit eur 50.00)

One case per period of insurance shall be covered. Provides payment for the services of emergency dentistry assistance during the first visit in case of acute teeth pain:

- doctor's consultation
- X-ray in order to specify diagnosis
- local anesthesia
- root canal opening and cleaning
- inserting temporary fillings
- tooth extraction

Purchase of medicine (annual limit eur 60.00)

Medicine shall be covered in accordance with prescription issued by treating doctor up to the amount of EUR 20.00 per one sickness, maximum up to EUR 60.00 during the period of insurance.

Repatriation (sum insured eur 5000.00) (Upon prior alignment)

Transportation of the insured person or human remains to the home country.

ERGO

To insure is to understand.

Key exclusions:

- General exclusions defined by Law On Insurance Contracts and by Special conditions of Insurance policies from Nr. 73-590-3000 till Nr. 73-590-3012;
- expenses, which have occurred, when treating the disease or injury diagnosed prior to the start of the Insurance contract, including expenses, which have occurred during the treatment of chronic illnesses;
- cosmetic services and treatment, services of aesthetic dermatology (surgery);
- non-traditional diagnostics/ treatment;
- family planning, contraception, infertility diagnostics and/or treatment, artificial insemination, services related to abortion without medical indications and treatment of consequences thereof;
- cardiovascular surgeries and medical treatment associated with organ transplants and prosthetics, eye refraction corrective surgeries, plastic and reconstructive surgery, tissue substitute materials, supplementary materials, accessories and technical aids;
- doctors' fees, selection of doctors, council of doctors, out-patient and in-patient services, social care, paid oncology, hematology and palliative treatment;
- diagnostics and treatment of sexually transmitted diseases, including HIV and AIDS, as well as diagnostics and treatment of consequences thereof, diagnostics and treatment of viral hepatitis, diagnostics and treatment of fungal diseases;
- expenses of diagnostics and treatment of health disorders, which have occurred as a result of the use of alcohol, narcotic or toxic substances, treatment of mental diseases or syndromes;
- expenses, which have occurred due to the Insured person influencing his/her health (has intentionally caused bodily injuries him/herself) or self-treatment;
- expenses, which have occurred as a result of radioactive intoxication, radioactive contamination, natural disasters;
- expenses, which have occurred upon the Insured person participating in war or similar actions, formation of any kind of military groups, terrorism as well as mass disturbances;
- expenses, which have occurred upon the Insured person performing unlawful activities, violation of rights or committing criminal offence (or taking a part therein) if it has been recognized by the court or other competent institution;
- expenses, which have occurred due to Force Majeure;
- services, which are received upon failing to comply with the provisions of the Insurance contract;
- services, which are received without medical indications, expenses for the execution of medical documents;
- expenses, which have occurred from traumas or bodily injuries obtained as a result of professional sport (engagement in sport shall be deemed as professional if it is the basic occupation or one of the sources of income of the Insured person).

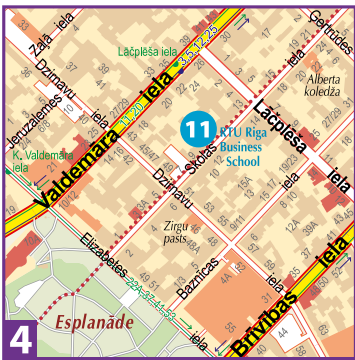
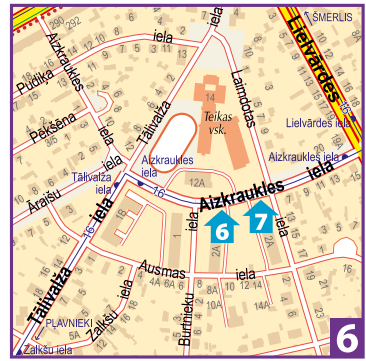
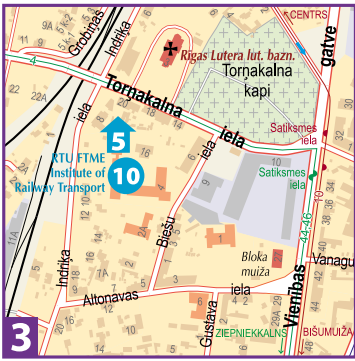
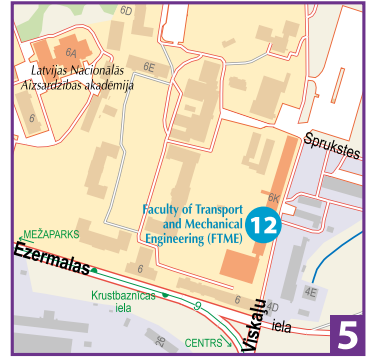
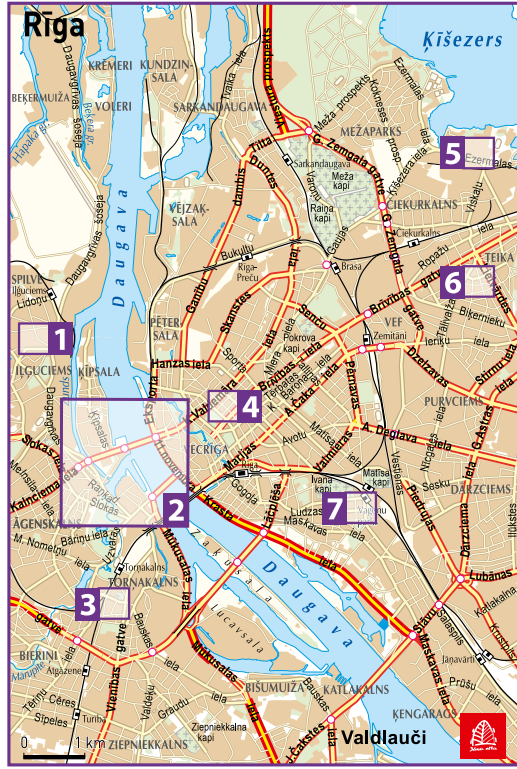
The ERGO logo is displayed in a bold, white, sans-serif font against a dark red background. The letters are thick and closely spaced, with a slight shadow effect.

To insure is to understand.



- 1** Faculty of Architecture and Urban Planning (FAUP)
RTU FMSAC Institute of Design Technologies
18 Āzenes Street, Riga
- 2** Faculty of Civil Engineering (FCE)
Faculty of Electronics and Telecommunications (FET)
Evening and distance learning study department
16 Āzenes Street, Riga
- 3** Faculty of Power and Electric Engineering (FPPE)
12 k-1 (building 1) Āzenes Street
- 4** Faculty of E-Learning Technologies and Humanities (FETH)
1 Kronvalda bulvāris, Riga
- 5** Faculty of Material Science and Applied Chemistry (FMSAC)
7 Paula Valdēna Street (former 14 Āzenes Street), Riga
3 Paula Valdēna Street (former 24 Āzenes Street), Riga
- 6** RTU FCSIT Institute of Information Technologies
1 k-3 (building 3) Meža Street, Riga
- 7** Faculty of Computer Science and Information Technologies (FCSIT)
1 k-4 (building 4) Meža Street, Riga
- 8** Faculty of Engineering Economics and Management (FEEM)
6 Kalnciema Street, Riga
- 9** RTU Administration
Foreign Students Department
1 Kalķu Street, Riga

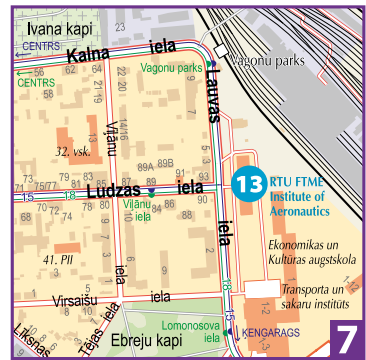
- 1** RTU Student Hostel
22 Āzenes Street, Riga
- 2** RTU Student Hostel
22 k-1 (building 1) Āzenes Street, Riga
- 3** RTU Student Hostel
5 Meža Street, Riga
- 4** RTU Student Parliament
22 Āzenes Street (entrance from the 12 Āzenes Street side), Riga
- 5** RTU Scientific Library
5 Paula Valdēna Street, Riga
- 6** RTU Ķīpsala Swimming Pool
5 Ķīpsalas Street, Riga
- 7** RTU Tennis Club
3 Kronvalda bulvāris, Riga
- 8** RTU Sports Club and Sports Department
24A Raņķa Dambis, Riga



Legend

	Buildings		Stadium
	House numbers		Sports ground
	Public building (selection)		Tram
	Important building (selection)		Trolley-bus
	Residential and public built-up area		Bus
	Industrial area		Bikeway
	Forest, park		Pedestrian street
	Square		Foot-paths
	Cemetery		Railway
			Vagonu parks
			Stop

0 100m



10 RTU FTME Institute of Railway Transport
8A Indriķa Street, Riga

11 RTU Riga Business School
11 Skolas Street, Riga

12 Faculty of Transport and Mechanical Engineering (FTME)
6K Ezermaļas Street, Riga

13 RTU FTME Institute of Aeronautics
1A 1-k Lomonosova Street, Riga

4 RTU Student Hostel
4 Līlijas Street, Riga

5 RTU Student Hostel
8A Indriķa Street, Riga

6 RTU Student Hostel
2A Burtņieku Street, Riga

7 RTU Student Hostel
2A Laimdotas Street, Riga

