



RISEBA

Riga International School of Economics and Business Administration

INCOMING STUDENT GUIDE



Riga, 2013

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RISEBA IN BRIEF

RISEBA is a university type private higher educational institution fully accredited by the Ministry of Education and Science of the Republic of Latvia.

Being one of the first private higher education institutions in Latvia, today RISEBA is among 10 largest higher education institutions in Latvia (both public and private) with almost 3000 students, including 200 international students, who attend 16 study programmes of different levels and directions, and more than 8000 alumni.

Over the last two decades RISEBA has gone through a substantial transformation from a small ambitious business school to the university that provides, in addition to business and management programmes, studies in communications, audiovisual media arts and architecture, thus transforming the institution into **“the place where business meets arts”**.

RISEBA stands out from the other higher education institutions as the one having clear **international focus** and is distinguished by the **exclusivity of the study programmes** offered and **variety of languages of instruction**. RISEBA provides programmes which are either unique in the market or were first introduced to the market by RISEBA. It is one of the few institutions that offers full degree programmes in three languages – Latvian, English and Russian.

RISEBA is spread across five sites: three buildings of RISEBA main campus are located in Riga (the capital city), one regional branch is based in Daugavpils (the second largest city in Latvia) and one regional representative office operates in Cesis (Vidzeme region).

RISEBA MISSION, VISION AND VALUES

Since its foundation in 1992, RISEBA has been guided by its **mission “to be a gateway to international careers”** stressing that the university aims to prepare its students and graduates for international careers and emphasizing that it does not mean that the students are taught “for export”. The main idea behind the mission is that RISEBA wants to make sure that its students are competitive in international markets, are culturally aware, can work in international teams either in their home country or abroad and successfully compete in global markets. RISEBA sees its graduates as potential employers who will contribute to Latvian, European and global economic growth, are able to work in international companies in Latvia and abroad, are sensitive and tolerant to cross-cultural differences, and are active contributors of multinational teams.

Responding to the changes in the external environment and pursuing new opportunities RISEBA expanded its activities into new areas – creative industries, i.e. communications, media and architecture, and in future sees itself as **“a financially sustainable, internationally recognised university of business, arts and technology”**.

Guided by its vision RISEBA comprises three major academic components or schools:

- **School of Business** with Bachelor, Master and PhD programmes, which cover the areas of business, management and economics
 - **School of Media and Communication** with Bachelor and Master programmes in arts and communications
 - **School of Architecture and Design**, which currently offers a Bachelor programme in Architecture.
- RISEBA is an inter-disciplinary, multicultural university providing the global labour market with intelligent, creative and independently thinking individuals. RISEBA stands for excellent education, internationally recognised degrees, high quality of graduates, excellent research base and highly qualified staff.

Five **core values** are at the heart of what RISEBA does:

- **Openness:** RISEBA is known for its individual approach to students. The staff is committed to creating a study-friendly environment based on trust, respect and responsiveness.

- **Cooperation:** RISEBA is actively involved in local and international business environment and promotes the professional growth of its staff and students. Together with its alumni and partners, the institution creates an excellent academic and work experience, which is an indispensable part of the study process.
- **Lifelong Learning:** RISEBA promotes lifelong learning of students. Lifelong learning contributes to the development of Latvia and other European countries as contemporary knowledge society with steady economic development, more work places and greater social cohesion.
- **Diversity:** RISEBA is a bridge between Western and Eastern Europe, which helps students make the first step on the way to international career. RISEBA ensures a multicultural environment by offering various study programmes, forms of studies and training in different languages.
- **Ethics and Social Responsibility:** RISEBA trains socially responsible managers and makes every effort to help students understand the role of entrepreneurship in the creation and maintenance of highly ethical practice in the professional environment and society as a whole, whilst simultaneously ensuring proper protection of the environment for generations to come.

PROGRAMMES

RISEBA provides business education at undergraduate, postgraduate and doctoral level to prepare students for the international business world. But recently RISEBA has become a place where „Business meets Arts”. And therefore it’s programme scope has expanded more to the creative side as well. The range of the [programmes offered](#) at RISEBA includes:

Undergraduate Study Programmes

[Architecture](#) (in English)

[Audiovisual Media Arts](#) (2nd year Spring Semester in English)

[Business Psychology](#)

[European Business Studies](#) (in English)

[E Business](#)

[Public Relations and Advertising Management](#) (a range of courses in English)

[Business Studies](#)

Postgraduate Study Programmes

[Audiovisual Media Arts](#) (in English)

[Public Relations Management](#)

[Human Resource Management](#) (in English)

[Project Management](#) (in English)

[RISEBA MBA](#)

[International Business](#) (in English)

[Master in Business Management](#)

[International Finance](#) (in English)

[Health management](#) (in English)

Doctoral Studies

[Doctoral Studies](#)

CONTACTS

Erasmus Code

LV RIGA29

Website

www.riseba.lv

Information for Exchange students

<http://www.riseba.lv/lv/for-international-students.html>



RISEBA main building

Address: 3 Meža Street, Riga, LV-1048

Fax: + 371 67 500 252

Telephone: + 371 67 500 265

E-mail: riseba@riseba.lv

Skype: riseba_info

You can reach the main building by trolleybus No 9, bus No 3 and 30 getting off at “Kalnciema iela” stop, as well as by tram No 4 or 5 getting off at “Nometņu iela” stop



RISEBA Architecture and Media Centre H2O 6

Address: 6 Ūdens Street, Riga, LV-1007

Telephone: + 371 29349122

E-mail: info@riseba.lv

Skype: riseba_udens

You can reach Architecture and Media Centre by buses No 3 or 13 (direction Bolderāja) getting off at “Lauksaimniecības mašīnbūves rūpnīca” (AS LMR) bus stop. Then you’ll have to walk back from the stop and turn left on the first street. Keep on walking along the street (passing by “Salmo” store) till you reach the furthest corner of RISEBA – turn left and you’ll find yourself in a small courtyard and see the entrance.

EXTERNAL RELATIONS DEPARTMENT CONTACTS

External Relations Department has broad range of responsibilities, one of the tasks is to ensure students and faculty mobility and advice and assist students in their international exposure.

It provides assistance and guidance for incoming international students on practical matters before, during and after their stay in Riga.

External Relations Department prepares information for brochures, information packages on practical matters, because we strongly believe how important it is to offer as well written information to international students. The brochure turns as a Guide, which helps not to get lost in a foreign country - Latvia and host institution - RISEBA.

International students are always welcomed at the External Relations Department either to answer day-to-day questions or solve problems, which could arise during your stay in a foreign country.



HEAD OF EXTERNAL RELATIONS DEPARTMENT

Ms Polina Naidenko

Tel.: +37167500262

E-mail: polina.naidenko@riseba.lv



ERASMUS COORDINATOR (Outgoing/Incoming students)

Ms. Galina Zilgalve

Tel.: +371 67500256

E-mail: galina.zilgalve@riseba.lv; erasmus@riseba.lv



INTERNATIONAL PROJECT MANAGER

Ms. Alina Dolmate

Tel.: +371 67500256

E-mail: alina.dolmate@riseba.lv

ASSISTANT to EXTERNAL RELATIONS & COMMUNICATIONS DEPARTMENTS



Ms. Santa Dobrovolska

Tel.: 37167500256

E-mail: santa.dobrovolska@riseba.lv

RISEBA IN PICTURES



ACADEMIC INFORMATION

PROGRAMMES AVAILABLE FOR EXCHANGE:

Bachelor Programmes	European Business Studies
	Architecture
	Audiovisual Media Arts (2 nd year, spring semester)
Master programmes	Audiovisual Media Arts
	Human Resource Management
	International Business
	International Finance
	Health Management
Course list	http://www.riseba.lv/images/Course list 2013-2014.pdf

ACADEMIC CALENDAR

AUTUMN SEMESTER

2nd September 2013 – 25th January 2014

<i>Orientation session</i>	<i>29th – 30th August 2013</i>
Beginning of courses for Bachelors	2 nd September 2013
Beginning of courses for Masters	15 th September 2013
<i>Christmas holidays</i>	<i>23rd December 2013 – 5th January 2014</i>
Examination period for Bachelors	6 th – 25 th January 2014
End of the semester for Masters	10 th February 2014

SPRING SEMESTER

27th January 2014 – 21st June 2014

<i>Orientation session</i>	<i>23rd – 24th January 2014</i>
Beginning of courses for Bachelors	27 th January 2014
Beginning of courses for Masters	15 th February 2014
<i>Easter holidays</i>	<i>18th – 21st April 2014</i>
<i>May holidays</i>	<i>1st – 5th May 2014</i>
Examination period for Bachelors	2 nd – 21 st June 2014
End of the semester for Masters	27 th June 2014

Notice: The exam schedule is set in accordance with RISEBA semester dates. It is possible that there will be exams on the last day of the semester. We strongly recommend that students to book their return flights with the semester dates in mind - the above dates MUST be respected according to internal regulations of Riga International School of economics and Business Administration! RISEBA will not modify the exam schedule due to early departure flights.

APPLICATION PROCEDURE & DEADLINES

NOMINATION DEADLINES

For autumn semester **15th May** For spring semester **15th October**

APPLICATION DEADLINES

For autumn semester **15th June** For spring semester **15th November**

DOCUMENTS REQUIRED

- a completed application form for Incoming students
- a completed Learning agreement
- a passport photocopy or ID card photocopy
- an international health insurance photocopy
- 2 photos
- Proof of solid English language knowledge - Letter of recommendation or TOEFL/ IELTS certificate

Application forms can be obtained from RISEBA website www.riseba.lv/en/for-international-students.html

Application documents should be sent by post to:

Galina Zilgalve
ERASMUS COORDINATOR
RISEBA
Meza iela 3
Riga, LV-1048
LATVIA

STUDYING AT RISEBA

Academic Considerations

Many of courses consist of a full-time semester of study. Exchange students make up their own curriculum by selecting courses up to 30 ECTS. Students can take courses from different years within autumn or spring semesters, but of course there can be also some overlaps. Please note: it is not possible to combine courses from different programmes.

Learning system

Moodle platform is used as RISEBA electronic learning system. Students can access the study materials at any time. Incoming students will receive individual login details, and will have Access only to the selected courses. The learning system is available at www.e.riseba.lv

Language proficiency

A good knowledge of English is required in order to successfully follow the courses offered to international students. RISEBA does not require any kind of English test (for exchange students) prior to your arrival. But RISEBA strongly recommends that your command of English is at least equal to a higher score than 550 for TOEFL test and 6.0 for IELTS.

The Credit system

One Latvian credit is equal to 1.5 ECTS. The materials provided to foreign exchange students holds information about courses already with ECTS.

Examinations

All courses include written and/or oral examinations. During one course you will have at least two exams and final exam at the end of the course. There are "10" marks (from 1-10, you can pass course if you do not have lower than 4) awarded in the Latvian universities. If a student fails an examination, there is the possibility of taking a re-sit examination later in the semester. The examination re-sitting is free of charge for exchange students. Only successfully completed courses are recorded on the student's official transcript.

Description of institutional grading system:

	%	10 grade system	Transcript	Assesment criteria: Knowledge and skills
A	96 – 100	10	With distinction	Knowledge exceeds standard requirements of the programme. A student is involved in independent research and demonstrates deep understanding of an issue.
A	90 – 95	9	Excellent	Knowledge fully meets the requirements of the programme, a student is capable of applying the knowledge to real life situations.
B	80 – 89	8	Very good	Knowledge fully meets the requirements of the programme, however in some cases a student cannot demonstrate deep understanding of an issue and is not able to apply the knowledge to more complicated situations.
C	70 – 79	7	Good	Knowledge fully meets the requirements of the programme, however there are some minor deficiencies in the acquisition of knowledge.
D	60 – 69	6	Almost good	Knowledge fully meets the requirements of the programme, however there are some deficiencies in the acquisition of a certain major issues.
E	50 – 59	5	Satisfactory	In general the programme has been acquired, but a student cannot demonstrate deep understanding of quite a number of major issues.
E	40 – 49	4	Almost satisfactory	In general the programme has been acquired, but a student cannot demonstrate understanding of a quite a number major issues and is not able to apply the acquired knowledge.
FX	26 – 39	3	Bad	A student has a basic understanding of major issues of the subject, but cannot apply the knowledge.
F	10 – 25	2	Very bad	A student has a basic understanding of major issues of the subject, but still totally lacks understanding of some of the major areas.
F	1 – 9	1	Very, very bad	No understanding of the subject.

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

Transcript of Records

A transcript of records will be issued according to Latvian grading system and the ECTS system and transferred to you and your home university within one month after the end of the semester.

Academic Culture

Relations between students and teachers may seem informal to foreign students. You are encouraged to ask question both inside and outside the classroom. Mostly classes contains of lecturing, cases studies and work in groups. You need not to hesitate to ask a question about things you do not understand or comment on things you disagree with.

Latvian Language

Latvian is one of the Baltic Languages which belongs to Indo-European language's group. Latvian is related to Lithuanian language. For international students we recommend that you learn at least some words in Latvian to further enjoy your stay here. RISEBA offers 3.0 ECTS course in Latvian. At orientation session you will be informed about possibility to take Latvian Language course. There should be at least five exchange students for this course.

FACILITIES AT RISEBA

Lecture and seminar rooms

All seminar rooms are equipped with data and overhead projectors, white screens and boards that allow teachers seamlessly shift their teaching methods. All rooms are light, comfortable and with good audibility. In a few words- suitable for effective studies.

Conference rooms

RISEBA has several large, modern conference rooms of 80 - 110 seats. These are equipped with modern multimedia, overhead, data projectors and white boards.

Computer labs

Every student is welcome to our fully equipped computer labs. Each student is provided with a computer account giving access to all centrally run PCs in the network. All our students have free access to email, Internet and are able to print materials necessary for studies.



Students have the access to standard software: word-processing, spreadsheets, presentations, data base programmes. To enable students to make best use of computer labs, they are encouraged to communicate with our supportive staff on duty. They are available during regular lab opening hours. Computer Labs have convenient opening hours – 12 hours per day from Monday till Friday, and 7 hours on Saturdays.

Library

The Library is the heart of our school. It is quiet and airy and provides good conditions conducive for effective studies. You will find literature in English, French, Latvian and Russian. Approximately 55% of books are in English, 22% - in Latvian, 22%- in Russian and 1% in French. All materials are listed in the electronic catalogue, and easy to use.

The library is also equipped with PCs, giving you the access to RISEBA's computer network. You will be able to work on your other tasks from the library itself.

There are two databases for searching the necessary information:

- original electronic catalogue RSEBAA Library;
- Electronic catalogue ProQuest, EMERALD, GMID, etc.

Electronic database RSEBAA Library has several tools, its user can:

- quickly review large amount of information;
- sort information by different characteristics;
- get comprehensive, precise, high quality information in a timely manner.

Electronic database **www.proquest.com** allows using articles of different magazines and newspapers in different fields of sciences.

It has long opening hours from Monday till Saturday and staff on duty is always happy to assist with any question.

Cafe

The modern black and white décor complemented with bright drawings on the walls of the café at the



on

basement, lends itself to the student friendly community feeling that our institution promotes. The cosy and comfortable simplicity of the arrangement is an especially unique part of the cafe experience. Menu items range from different nationality food to usual beef and pork delicacies, pastas and pancakes to traditional vegetarian favourites and salads.

The café offers additional services like meal, cold snacks and refreshment catering for conferences and special gatherings.

Dentist centre

A healthy smile goes a long way! The Dentist Centre is within walking distance and offers a variety of services.

Copy centre

There is a copy centre at RISEBA. It is located on the first floor of the main building. The Copy centre staff will assist you with printing and copying.

You can make also copies free of charge on the first floor of the main building. If you make copies on this copy machine on second side of the paper is the advertisement from the companies who provide this service.

RISEBA ARCHITECTURE AND MEDIA CENTER H2O 6

H2O 6 is the biggest media centre in the Baltic countries, hosting international events, exhibitions, theatrical performances and offering facilities with modern equipment. H2O 6 offers RISEBA students video and audio studios, a photo studio, and an Apple Authorised Training Centre, to enhance students' practical knowledge.

H2O 6 offers possibilities to ensure RISEBA students enjoy a modern learning environment – video conferences with academic staff from USA, and workshops with advertising and media experts from Latvia and abroad.

For the full list of services H2O 6 provides and photos of the premises, visit <http://www.h2o6.lv/>.

PRACTICAL INFORMATION

STUDENT VISAS AND RESIDENCE PERMITS

Students from outside Europe must obtain a long-term visa or residence permits if they intended to study in Latvia for more than 3 months. Students from EU countries should obtain for residence permit if stay in Latvia longer than 90 days during half year period!

Visit the Latvia's Embassy or Consular office in your country and get familiar with all the formalities, what you may need for Visa (www.am.gov.lv) and Residence permit (<http://www.pmlp.gov.lv/en/home/services/residence-permits/#1>)

If you have any questions or query, don not hesitate to ask us (Ms Santa Dobrovolska, e-mail: santa.dobrovolska@riseba.lv or Ms. Galina Zilgalve, e-mail: galina.zilgalve@riseba.lv). We will help you in registration and arrangement for visa and residence permit.

Passport

You will need a valid passport or a European Union ID Card when visiting Latvia. Make sure that your passport is valid for the whole period you will be staying in Latvia. If you do not have a passport, or if it expires before the exchange period ends, you should apply for a new one immediately.

ACCOMODATION

Unfortunately, at the moment RISEBA does not provide dormitories. The usual process is that students arrive to Riga and for the first couple of days/a week stay in the hostel, and then rent an apartment with other students. Here are some options:

OK Hotel RISEBA has the agreement with, which is situated close to the school. The prices are: 295Eur per month per single room, 197Eur per month double room and 148Eur per month triple room. www.okhotel.lv

Hostels <http://www.hostelworld.com/findabed.php/ChosenCity.Riga/ChosenCountry.Latvia?source=googleadwordsothertopcities&kid=236222&aid=2&gclid=CML5vYCwvLMCFWZ2cAodEUoA1w>

Rental agencies: **APARTA A Real Est Latvia**

<http://www.aparta.lv/>

LATIO Rīgas Kore

Tel.: +371 67032300 <http://www.rigaskore.lv/?lang=en> <http://www.latio.lv/en/>

SIRTA Centrum Apartments

Kr.Barona 36-13, Rīga <http://www.centrum-apartments.com/> Tel: +37167213622 www.sirta.lv

OLD RIGA APARTMENTS <http://www.apartments-oldriga.com/>

COST OF LIVING

Average cost of living per month:

- Accommodation (flat renting, not shared): 200-500 EUR
- Accommodation (room renting, shared): 200 - 300 EUR

*costs depend on the location

Food: 200-400 EUR

- Hot meals in RISEBA café: 3-6 EUR (per meal)
- Meals at the city centre: 5-9 EUR (per meal)
- Vegetables: 0.5-3 EUR (1 kilo)
- Fruit: 1-3 EUR (1 kilo)
- Loaf of bread: 0.7-1 EUR
- Meat: 4-7 EUR (1 kilo)
- 1.5 litre bottle of mineral water: 0.85 EUR
- 0.5 litre bottle of beer: 0.7-1.3 EUR
- Clothing: 7-30 EUR
- Laundry: 3-7 EUR

Transportation: 11 - 25 EUR

- Taxi (from the city centre to suburbs): 7-15 EUR (1 transfer)
- The monthly tickets for students: 12.5-22 EUR (trams, trolleybuses, buses)
- City –centre public transport (one-way) ticket: 1.20EUR

Leisure, personal needs: 100 EUR

- Cinema ticket: 5-10 EUR
- Opera ticket: 7-42 EUR
- Rock concerts: 7.5-30 EUR

PERSONAL SECURITY

Riga, like all big cities has areas that are less safe than others. When you are new to a place and do not know where the safe and dangerous places are, you can be especially vulnerable.

Be aware about your personal security by following these basic rules:

- Avoid isolated places, especially at night
- Stick to well-lit routes where there are people in sight
- Stick together - try not to be out alone after dark
- If you are going out late, try to tell someone where you are going and what time you expect to be back
- When using cash machines, look behind you - watch out for people watching you
- Try not to use cash machines late at night
- Avoid carrying large amounts of cash around with you
- Mobile phones, laptop computers, digital music players are attractive to thieves; be careful about where you take them and how you use them
- Do not accept lifts from strangers

EMERGENCY NUMBERS

General:	tel. 112
Fire Brigade:	tel. 112 or 01
Police:	tel. 110 or 02
Ambulance:	tel. 113 or 03
Gas Emergency:	tel. 114 or 04
Dental emergency:	tel. 67 273 140

INSURANCE/ MEDICAL FACILITIES

Students are obliged to have a valid health insurance during the stay in Latvia.

EU students should have European Health Insurance Card to get Access to the medical facilities with discounts.

All strong medicines can be bought only in pharmacies producing doctor's receipts. One doctor's visit for consultation or in order to obtain a receipt costs starting from EUR 15. Contact details of family doctors or general practitioners you can find in Yellow pages.

RISEBA does not take any responsibility for exchange students' medical expenses in case of illness or emergency.

Medical check-up

As you will be staying in Latvia for some months we recommend having a medical check-up before you leave. If you use any medication, make sure that the prescriptions you will need during your stay are valid long time enough, so that you can rely on medication that you are familiar with.

In case, you have health problems, you can look for medical assistance in one of the clinics in Riga:

Medical Centre ARS <http://ars-med.lv/about-us/?lang=en>

SIA „Veselības centrs – 4” www.vc4.lv

SIA „Aura - R” www.aura-r.lv

SIA „Veselības centrs „Pļavnieki” www.plavnieki.lv

SIA „Dziedniecība” www.mfd.lv

SIA „Veselības centrs 11” www.veselibascentrs11.lv

SIA „Vesels” www.siavesels.lv

SIA „Pulss – 5” www.pulss5.lv

SIA „Elite” www.mc-elite.lv

SIA „Valeo” www.vacvaleo.lv

SIA „Juglas medicīnas centrs” www.mcjugla.lv

A/S „Vecmīlgrāvja primārās veselības aprūpes centrs” www.ljmc.lv

In case of emergence call 112 or 113

Vaccinations

When entering Latvia, there are generally no vaccination requirements. Temporary regulations may sometimes apply to travellers from specific countries.

STUDENT CARD

As RISEBA student you will receive ISIC student card. ISIC is the International Student Identity Card recognised and accepted in more than 125 countries including Latvia. Students can use ISIC to get benefits and discounts for a variety of services, e.g., discounts in cafes, museums, cinema and much more. Find out what ISIC has to offer here: www.isic.org and www.isic.lv.

BANKS AND CURRENCY

Many local banks in Latvia offer a wide range of services. There is no branch of any bank in campus. However, within 10 minutes drive by tram, the major banks can be found at the city centre.

Opening a bank account: Different banks have different requirements as well as different types of savings and checking accounts. You may wish to bring enough cash or traveller's cheques to cover your expenses while deciding on the bank you wish to open an account. In order to open a bank account you will need passport.

Working hours: mainly from 9am until 6pm, but some of banks are open daily until 7pm and some on Sundays, too.

Money: A Visa Card or Master card is commonly accepted. In Latvia, you can use the cards directly for payment, as well as for withdrawals from your bank account.

As of 1st January 2014 the official currency of Latvia is **EURO**:



TRANSPORTATION

Public transport in Riga <http://www.rigassatiksmelv/en/>

Getting around in Latvia is easy and economical. An efficient public transportation network offers taxis, buses, trolley buses and trams in Riga.

Bus, trolley bus and tram traffic in the cities usually starts at 05.30 in the morning and ends by midnight. Some routes have night service every hour. One-way ticket can be obtained in any kiosk for EUR 0.60, you can also obtain the ticket inside the transport, but it will cost EUR 1,20.

You have a possibility to buy a monthly ticket. You can choose from different types:
for one definite traffic route
for one, two or all three kind of transports.

The price for the monthly tickets for students ranges from EUR 15 – 30 approximately. You will be asked to produce monthly ticket together with your student card to the conductor each time after your getting on the transport.

The inhabitants of the most distant living city's districts often use electric trains as the everyday means of transportation. It helps to economize time during rush hours, when the traffic is heavy and buses, trams and trolley bus are crowded.

Driving in Latvia

Foreign driving licenses are valid in Latvia. You must always carry your driving license when driving. Do not drink alcohol and drive! Latvia has stricter regulations than many other countries when it comes to drinking and driving.

It is compulsory for both drivers and passengers in the front seats of the cars and light vehicles to have their safety belts fastened when moving.

In built-up areas the general limit is 50 km/h, on minor trunk roads the speed limit is 90 km/h.

Taxis

“Baltic Taxi”, tel: 8500, <http://baltictaxi.lv/en/>

“Red Cab Taxi”, tel: 8383, <http://www.rtp.lv/pakalpojuma-apraksts>

“Rigas Taxi”, tel.: 80001010, <http://www.taxi.lv/?l=3>

“Alviksa”, tel: 67253535; 67607474, www.alviksa.lv

“Lady Taxi”, tel: 27800900, <http://www.ladytaxi.lv/public/31390.html>

“Smile Taxi”, tel.:22577677, <http://www.smiletaxi.lv/en/index.php>

“Taksi.lv”, tel.: 80009922, www.taksi.lv

We strongly do not recommend taking black Mercedes taxi, as they have been caught on cheating foreigners many times.

Travel outside Riga

Latvian Railways

Latvia's railway system includes routes from Riga to all other major towns in the country. The Central Railway Terminal in Riga is located at Stacijas Laukums. For information about train schedules call:

Information about passenger train timetables	67232134
Information about international trains	67233095
Ticket booking	67216664, 67233397
Website	www.ldz.lv

Riga Bus Station (Autoosta). Open from 05.00-24.00 It offers bus communications with almost all the largest localities of Latvia. There are also international routes. You can book tickets at the bus station on the day of the trip or up to five days in advance. Call for information: tel. 90000009 (0.34 EUR/0.24 LVL per minute), ticket-booking tel. 90001111 (0.52 EUR/0.36 LVL per minute), <http://www.autoosta.lv/?lang=en>

International Connections

Bus Terminal: Prāgas Str. 1, near the Central market, tel. 9000009. There are comfortable buses to major cities in the east and in the west.

Eurolines: Prāgas Str.1, at the bus terminal, tel.67 214080 agency@eurolines.lv , www.eurolines.lv
Their buses have direct service to Berlin, Hamburg, Munich, Cologne and many other destinations all over Germany; to St. Petersburg, Moscow, Kaliningrad and other destinations in Russia; and to Lithuania and Estonia. Tickets sold at bus stations and travel agencies. **Ecolines:** Prāgas Str.1, at the bus terminal, tel.67 214512 ecolines@ecolines.lv, www.ecolines.lv. Their buses service many destinations - Moscow, Amsterdam, Brussels, Antwerp, London, Paris, Lille, Kiev and Odessa in Ukraine, and all over Germany. **Nordeka:** Dzirciema Str.121, tel. 67 211200 nordeka@nordeka.lv www.nordeka.lv. They have bus service to Tallinn, Klaipeda, Kaliningrad, Kaunas, Minsk, Warsaw, Bialystok and St. Petersburg; local routes, too.

Airport

Biggest airport in Latvia is Riga International airport which is 12 km from Riga city centre. www.riga-airport.com It is easy to reach from/to Riga International airport to Riga city centre by public transport-bus number 22 which goes every 20 min., travel time approx. 25 min.

The biggest carrier is Air Baltic, which connects Riga with major Europe cities. Air travel is more expensive than rail and buses. Air Baltic flight reservations www.airbaltic.com

POSTAL SERVICES, TELEPHONE

Post & Postal services

<http://www.pasts.lv/en/>

The main Riga post office is conveniently located at Brivibas bulv. 32 1, tel. 67502815. Open: 07-21; Sat.08-20, Sun. 10-18. In addition to a range of other services, you can also make international calls, send and receive faxes, and send and receive money etc.

Express Mail

- **DHL Freight Express Latvia** 55 Brīvības iela, Riga Tel: 66010000 Open: 09.00-18.00 Sat. 10.00-14.00, ex.Sunday <http://www.dhl.lv/en.html>
- **UPS United Parcel Service** K. Ulmaņa gatve 2 LV-1004 Rīga Tel: 67805650 Open: 09.00-17.00 <http://www.ups.com/content/lv/en/index.jsx>
- **TNT Express Worldwide** Pliēnciema iela 11, Mārupes pag. Rīgas rajons Tel: 67668000 Open: 09.00-18.00 ex Sat, Sun www.tnt.com

Telecommunication services

International calls

For international calls **to** Latvia, add **+371** before the above numbers.

For international calls **from** Latvia, dial 00-access code-phone number.

"Lattelekom" helpline Tel: **80008040**

Mobile Phones

Three companies offer various kinds of services, you can choose, which suits your needs best:

- **Latvijas Mobilais Telefons (LMT)** www.lmt.lv 6 Ropažu street, Riga, LMT toll-free 24-hour informative phone: 8000076, e-mail: info@lmt.lv
- **Tele2** www.tele2.lv 3 Kurzemes pr., LV-1067, Riga, Latvia
Tele2 secretariat (business hours: 9⁰⁰ - 17⁰⁰): 67060069
- **Bite** www.bite.lv Bite informative phone: 1601

Pre-paid cards

Pre-paid cards are also available and can be purchased at shops, cafés, ATM machines and newspaper stands.

PUBLIC HOLIDAYS

New Year's Day	January 1
Good Friday	18 April, 2014
Easter	20 – 21 April, 2014
Labour Day	May 1
Latvian Republic declaration of independence	May 4
Midsummer fest	June 23, 24
Independence Day	November 18
Christmas day	December 24, 25, 26
New Year's Eve	December 31

SHOPPING

Supermarkets:

Rimi www.rimi.lv

Maxima www.maxima.lv

Iki www.iki.lv

Prisma www.prisma.lv

Elvi www.elvi.lv



Shopping Centres:

Galleria Riga <http://galleriariga.lv/en>

Galerija Centrs <http://www.galerijacentrs.lv/en>

Origo <http://www.origo.lv/en>

Stockmann <http://www.stockmann.lv/portal/32/>

Olimpia <http://olimpia.lv/en/>

Domina Shopping <http://www.domina-shopping.lv/en>

Spice <http://www.spice.lv/en>

Alfa <http://www.alfaparks.lv/en>

Riga Plaza <http://www.rigaplaza.lv/en>

CINEMAS

There are three major cinemas in Riga both in the centre and on each side of the river Daugava. The average ticket price in cinemas 7 EUR. All films are shown in original languages with subtitles in Latvian and Russian.

Forumcinemas <http://forumcinemas.lv/eng/>

Multikino <http://multikino.lv/lv/sobrid/>

Cinamon <http://www.cinamonkino.lv/>

OTHER PRACTICAL ISSUES

Electricity

The current is 220 volts. The outlets or plugs are the same as all over in Europe.

Smoking

It is good manners to always ask before smoking. Smoking is not allowed within and 10 meters from the public buildings (schools, universities, governmental buildings etc.). Nor is it allowed in restaurants and public bars in Latvia.

Time

Latvia is on Eastern European Time (EET). This means that we are 2 hours ahead of Greenwich Mean Time (GMT). Daylight –saving time is in effect from March to October.

LATVIA IN BRIEF

Latvia is located in North-eastern Europe, on the east coast of the Baltic Sea. It is the central country of the Baltic States (Estonia, Latvia and Lithuania). The capital city is Riga.

English, Russian, and German are the most common foreign languages.

The most prospective production sectors are information technologies, electronics and mechanical engineering, chemical and pharmaceutical industries, wood processing, food processing industry and textiles industry.

The largest trade-partner is the European Union. Latvia's three major ports are Ventspils, Riga and Liepaja. Ventspils is the busiest port in the Baltic Sea region and is among the 15 leading European ports in terms of cargo turnover.

The vibrancy of cultural life of the 2.3 million people is a product of talented artists, performers and writers that honed and developed their skills in cities and regions all over Latvia. You can meet many who continue to live and work in their hometowns or rural settings, blending the influences of traditional roots with the modern, cosmopolitan influences of the nation's capital. It is hoped that you will be soaked into this multi-faceted, dynamic culture, sharing this spiritual desire to live and flourish as Latvians, as Europeans, and as the shapers of the 21st century.

Source: The Latvian Institute



RIGA – A CITY TO EXPLORE

Riga is the largest city of the Baltic States.

It is situated on both banks of the river Daugava near the Gulf of Riga. Daugava River separates Riga in two parts. On the right bank, you can admire the eldest part of the city – Vecrīga (Old Riga). You will notice that it is surrounded by the ring of boulevards.

The left bank is occupied by Pārdaugava, where RISEBA is located. Three vehicular transport bridges and one Railway Bridge connect both banks of Daugava River.

Riga is green-city of 700 parks, gardens and squares. Everyone has possibility to share the life of 788,000 Rigans who live the oldest still existing medieval city. Ponder on the value of Riga's cultural and historical significance – which has been recognised by the fact that its old city centre has been included in UNESCO's list of the world's most important cultural and natural sites.

Riga belongs to the cultural space of Western Europe. For the city, dynamic and diverse music and arts activities are typical. Over centuries, the creative atmosphere evolved in Riga and inspired composers, poets and artists. Six professional theatres, Latvia National Opera, Latvia Philharmonic Orchestra, several large concert halls and many art galleries represent cultural life in Riga.

The city of inspiration awaits you...

Sources: The Latvian Institute, Riga TCIC, Tūrisma attīstības valsts aģentūra



USEFUL LINKS

Inquiries

1188, www.1188.lv

1189, www.1189.lv

www.zl.lv

Information about LATVIA:

www.latvija.lv

<http://www.mfa.gov.lv/en/service/>

Tourism in Latvia, Riga and other regions of Latvia

<http://www.latvia.travel/en>

<http://www.travellatvia.lv/8/10/0/en/>

<http://www.lonelyplanet.com/latvia>

<http://www.inyourpocket.com/latvia>

<http://www.vietas.lv/eng/>

www.riga.lv

www.liveriga.lv

www.rigathisweek.lv

<http://www.celotajs.lv/en>