



COLLEGE OF LAW

# STUDENT GUIDE BOOK



## Contents

|     |                                  |    |
|-----|----------------------------------|----|
| 1.  | Contacts.....                    | 3  |
| 2.  | Study programmes.....            | 4  |
| 3.  | International cooperation.....   | 4  |
| 4.  | Application and deadline.....    | 5  |
| 5.  | Entry information .....          | 5  |
| 6.  | Application and deadline.....    | 5  |
| 7.  | Study timetable.....             | 6  |
| 8.  | Grading system in Latvia.....    | 7  |
| 9.  | Diploma supplement.....          | 7  |
| 10. | Accommodation.....               | 8  |
| 11. | Medical and health service.....  | 9  |
| 12. | Emergency calls .....            | 9  |
| 13. | Insurance .....                  | 10 |
| 14. | Visas and Residence permits..... | 10 |
| 15. | Life in Riga .....               | 11 |

### *College of Law founded in 2000.*

College of Law is one of the leading short cycle higher educational institutions in Latvia with more than 7 200 graduates.



## **CONTACTS**

### **International Relations Office**

Intra Luce

Deputy Director

Room 213,

Kronvalda bulvaris 1a, Riga, Latvia, LV-1010

Phone: +371 67508862

E-mail: [intra@jk.lv](mailto:intra@jk.lv)



## COLLEGE OF LAW OFFERS FIVE STUDY PROGRAMMES:



- Law (*Study programme in English*)
- Human resources management
- Accounting and finance
- Administration and management of real estate (*Study programme in English*)
- Computer system and network administration

College as a teaching institution and study programmes are accredited.

## INTERNATIONAL COOPERATION

College of Law is intensively expanding its international cooperation. With a view to strengthening its international collaborative links the College of Law became in December 2012 a member of the UNO education programme **PRME** (Principles for Responsible Management Education). The

College is also affiliated with other international organisations:  (European Association of Institution in Higher Education),  (World Federation of Colleges and Polytechnics),

 (American Association of Community Colleges) and  (The International Real Estate Federation). The College takes part in a number of activities held under the auspices of these organisations, e.g. conferences, seminars, exchange visits, etc. College of Law has a partner

institutions across Europe under  **ERASMUS programme.**



## **APPLICATION AND DEADLINE**

| <b>Student Applications</b>  |  |                                 |
|------------------------------|--|---------------------------------|
|                              | <b>Term 1 (Fall Semester)</b>  | <b>Term 2 (Spring Semester)</b> |
| <b>Deadlines</b>             | 30 June  | 1 December                      |
| <b>Application procedure</b> | 1. Online in web page <a href="http://www.jk.lv">www.jk.lv</a><br>2. Via student's home institution, filling out the "Application Form for Erasmus Student" and "Learning agreement", which can be found on <a href="http://www.jk.lv">http://www.jk.lv</a> web pages on in annexes of this students guide. Please fill it and submit it by fax and by post. |                                 |

## **ENTRY INFORMATION**

### **Application procedure**

In order to apply please prepare the following application documents:

- A copy of the document attesting to completion of secondary education;
- Copy of passport;
- Three photos (3x4);
- English skills will be tested in discussion.

All of the documents listened above may be submitted in electronic form or sent by registered post to, or presented in person to the College of Law (Juridiskā Koledža) in Riga or at any of its administrative offices outside of Riga (see Contact us for details).

## **STUDY TIMETABLE**

| <b>Academic calendar</b>                    |  |  |
|---|--|--|
|   | <b>Term 1 (Fall Semester)</b>                | <b>Term 2 (Spring Semester)</b>              |
| <b>Start of courses/term</b>                | 1 September                                  | 1 February                                   |
| <b>Examination</b>                          | within one month from the end of the course* | within one month from the end of the course* |
| <b>Presentation of study research paper</b> | 23 October – 26 October                      | 26 February – 28 February                    |
| <b>Graduates</b>                            | 1 <sup>st</sup> Saturday of November         | 1 <sup>st</sup> Saturday of March            |

*Studies are organised in modules; once a series of lectures/activities within a module has been completed an examination follows no earlier than after seven days and no later than after one month has elapsed.*



## **GRADING SYSTEM IN LATVIA**

The grading system in Latvian higher education institutions is the following:

| Achievement level | Grade | Meaning                                | Approx. ECTS grade |
|-------------------|-------|--|--------------------|
| very high         | 10    | izcili (with distinction)              | A                  |
| very high         | 9     | teicami (excellent)                    | A                  |
| high              | 8     | ļoti labi (very good)                  | B                  |
| high              | 7     | labi (good)                            | C                  |
| medium            | 6     | gandrīz labi (almost good)             | D                  |
| medium            | 5     | viduvēji (satisfactory)                | E                  |
| medium            | 4     | gandrīz viduvēji (almost satisfactory) | E/FX               |
| low               | 3 -1  | negatīvs vērtējums (unsatisfactory)    | Fail               |

**Diploma supplement:** [http://www.jk.lv/en/diploma\\_supplement](http://www.jk.lv/en/diploma_supplement)



## **ACCOMMODATION**

The College of Law has contracts with a number of service (staff) hotels and student hostels so that the student may be able to choose accommodations best suited to his needs, as regards location, comfort level and cost.

This form of accommodation is an excellent choice offered to students, both for short stays and longer stays in conveniently located rooms, with single occupancy and larger number of occupants (up to 5 maximum) per room, at affordable prices.



The College is able to put students in touch with owners of flats who are prepared to let these to individuals wishing to establish long-term residence in Riga.

If you need accommodation in a student hostel, please indicate this on your application, alternatively on the occasion of first registering for study, or by contacting the College information desk where all of your information requests will be met. We shall find the best solution for each student that indicates a need for assistance.

Students have the opportunity to choose single or shared room in a hostel or hostel by following the link <http://1home.eu/student-hotel/>





## **MEDICAL AND HEALTH SERVICE**

The hospital closest to the College of Law is **Rīgas 1.slimnīca**

*Bruņinieku iela 5, Rīga, LV-1001*

*Phone: +371 67366323*

*Email:*

[poliklinika.bruninieku@Islimnica.lv](mailto:poliklinika.bruninieku@Islimnica.lv)

**Access by Public transport:**

*3., 5., 25. Trolley bus, stop "Bruņinieku iela"*

*14., 17. Trolley bus, stop "Matīsa iela"*

*12., 25. Trolley bus, stop "1.pilsētas slimnīca"*

*11. Bus, stop "Bruņinieku iela"*

*20. Bus, stop "1.pilsētas slimnīca"*

*11. Tram, stop "Brīvības iela"*

## **EMERGENCY CALLS**

|           |                  |
|-----------|------------------|
| Fire      | 112              |
| Police    | 110              |
| Ambulance | 113              |
| Inquires  | 1180, 1188, 1199 |

Central phone

(in case of any accident) 112

**HOTLINE FOR TOURISTS**

+371 22033000

## **INSURANCE**

Students from an EU or EFTA member state must provide an EHIC chip card (European Health Insurance Card) as proof that they are insured under a statutory health insurance scheme in their home country.

Students from other countries must take out student health insurance to cover their stay in Latvia. International exchange students can either use a private health insurance recommended by the Latvian diplomatic mission (embassy or consulate) in the relevant home country or, alternatively, can take out a student health insurance cover in Latvia which typically costs about €50 per year.

## **VISAS AND RESIDENCE PERMITS**

|   | <b>EU and EEA Citizens/<br/>Citizens of Countries with<br/>which Latvia have non-visa<br/>regime</b>   | <b>Non- EU and Non-EEA Citizens/<br/>Citizens of countries who need<br/>entrance visa for coming to Latvia</b>  |
|---|--|---|
| <b>Comment on visa<br/>applications</b> | When entering Latvian territory, citizens from the EU and the EEA countries and Citizens of Countries with which Latvia have non-visa regime are required to produce either a valid passport or an identity card approved as a valid travel document. You need a residence permit if their stay lasts for longer than three months   | Citizens from those countries not belonging to the EU and EEA need a valid passport.<br>Visa requirements vary according to the nationality of the visitor and length of the stay. Applications for a visa must be submitted to a Latvian diplomatic mission in the applicant's country of permanent residence before travelling to Latvia. Please note that the process can take several weeks. The student is responsible for applying the visa him/herself. The College of Law will provide an invitation letter if needed. Please remember to request for it attach to applications form. Further information:<br><a href="http://www.ocma.gov.lv">http://www.ocma.gov.lv</a> |
| <b>Comment on<br/>residence permit</b>  | Students who intend to stay in Latvia for an uninterrupted study period of three months or longer, must obtain a residence permit through the Latvian embassy or other diplomatic mission in their home country, before traveling to Latvia. A student residence permit can be obtained for a maximum study period of one year at a time. EU and EEA citizens/citizens of Countries with which Latvia have non-visa regime can apply for residence permit once they are in Latvia. Further information:<br><a href="http://www.ocma.gov.lv">http://www.ocma.gov.lv</a> |   |

## **LIFE IN RIGA**

**Riga, the capital of Latvia**, was officially founded in 1201. Riga is divided into six administrative districts: Centra, Kurzeme, Ziemeļu, Latgale, Vidzeme and Zemgale districts.



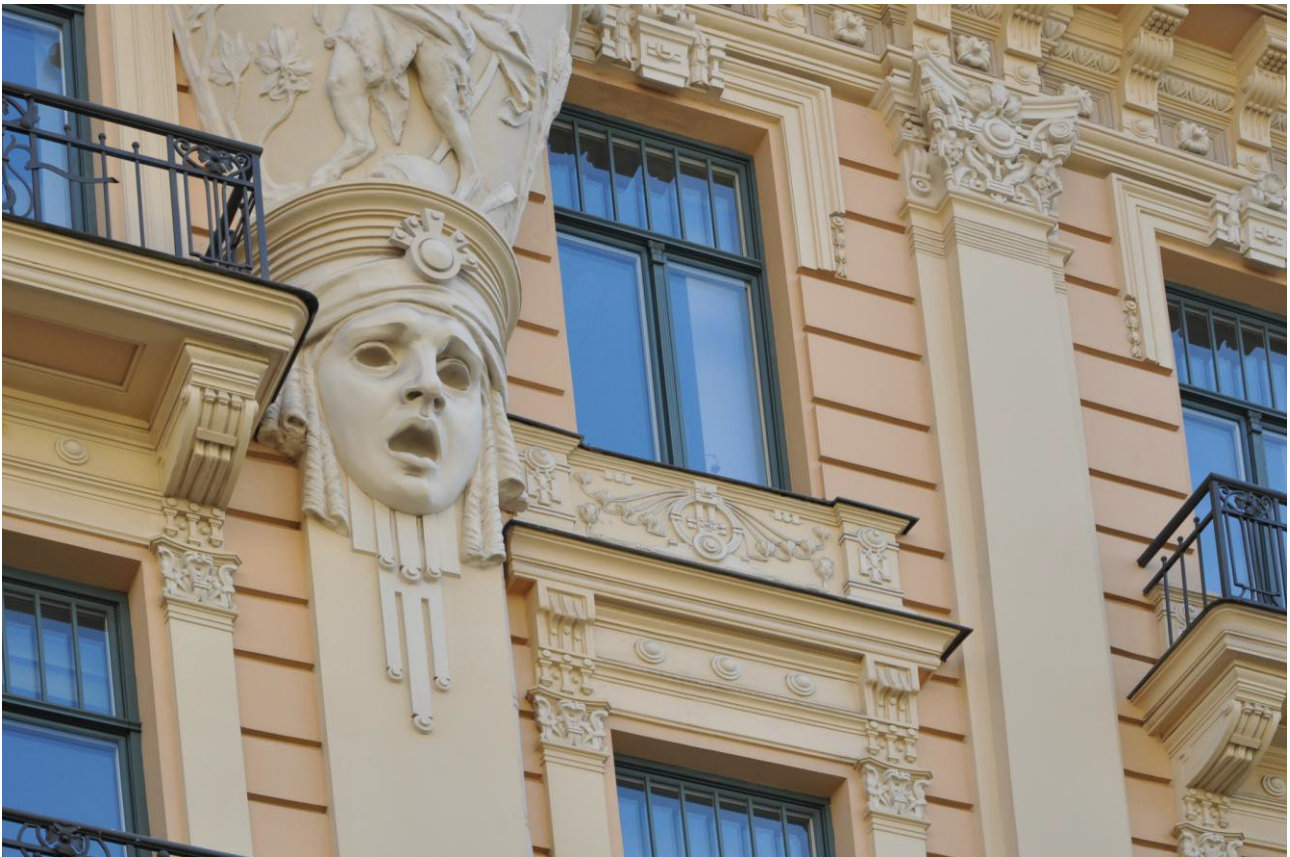
**Riga is located** on the shore of the Baltic Sea, at the southern coast of the Gulf of Riga, on the Riga coastal plain. The historical core of Riga is situated on the right bank of the Daugava River, about 10 kilometers from where the Daugava flows into the Gulf of Riga. The natural terrain of this area is a flat and sandy plain, about 1 to 10 meters above the sea level.

**Climate in Riga** is influenced by its proximity to the sea; therefore it is moderately warm and humid. Summers are comparatively cool and cloudy (average temperature in July is +16.9 C; average precipitation (rainfall) – 85 mm). Winters are comparatively warm with frequent thaws (average temperature in January – 4,7 C, thaws may set in for about 10 days a month). Snow cover forms during mid-December and may remain through mid-March. About 40% of the days in a year are cloudy (overcast), with average precipitation 700-720 mm a year.

## Riga's Architecture and Environment

In the architecture of the historic centre of Riga examples of all architectural styles characteristic for the Northern Europe, from Gothic to Modernism, are found.

Buildings dating from the turn of the 19<sup>th</sup> and 20<sup>th</sup> centuries are important elements taken into account in planning development of the historic centre, oriented towards the direction of main streets in the Old City, and which emerged approximately in the 14<sup>th</sup> century. Dismantling of outdated defence systems (ramparts, dams, other fortification elements) took place between 1857 and 1863, and provided an important impetus for urban development.



As a result, the picturesque Boulevard Circle was designed and at the turn of the 19<sup>th</sup> and 20<sup>th</sup> centuries, with the rapid development of high-rise dwelling construction, unique Art Nouveau examples were created. In some districts of Riga, for various reasons, complex wooden constructions of that time have still been preserved, and that is an amazing phenomenon in the 21<sup>st</sup> century. In 1997 the historic centre of Riga due to this valued architecture was inscribed on the UNESCO World Heritage List.



**MORE INFORMATION ABOUT RIGA:**

[www.liveriga.com/](http://www.liveriga.com/)

[www.local-life.com/riga](http://www.local-life.com/riga)

<https://www.riga.lv/EN/Channels/...Riga/...Riga/.../DziveRi>

[www.liveriga.com/en/](http://www.liveriga.com/en/)

[www.aboutriga.net](http://www.aboutriga.net)