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**HOTEL SCHOOL
HOTEL MANAGEMENT COLLEGE
INTERNAL RULES AND SAFETY PROCEDURES**

1. General requirements

- 1.1. HOTEL SCHOOL Hotel Management College (hereinafter - HOTEL SCHOOL) and its structural unit Professional continuing education and training institution of education Hotel Business Organisation School (hereinafter - HBOS) Internal rules and Safety Procedures for students (hereinafter Rules) and following these Rules provide internal order and safety.
- 1.2. The Rules determine the daily schedule, rights and obligations of students, their behaviour, prohibitions, exclusion procedure before the end of the study/educational programme, safety and health protection conditions, as well as responsibility for non-compliance with these Rules.
- 1.3. The Rules are binding for all HOTEL SCHOOL students and SHBO students.
- 1.4. The Rules are placed in a visible place in the institution of education and are available online: www.hotelschool.lv
- 1.5. Students are acquainted with the Internal rules, safety procedures and evacuation plan by the members of staff, appointed by the director of HOTEL SCHOOL. in the order provided for in the normative acts.
- 1.6. When signing study/training contract, the student with their signature certify that they have acquainted themselves with the Rules and they undertake to follow them.

2. Organization of educational process

- 2.1. The learning process is organized in semesters:
For the 1st course - autumn semester (from the beginning of September until the end of January) and spring semester (from the beginning of February until the end of June) in full-time studies;
For the 2nd course - autumn semester (from October until the end of January) and spring semester (from the beginning of February until the end of June) in full-time studies.
- 2.2. Duration of one class is 90 minutes or 2 academic hours of 45 minutes.
- 2.3. Classes and breaks are organized in two shifts.

Day shift:

1 st Class	9:00-10:30
Break 15 min.	
2 nd Class	10:45-12:15
Break 45 min.	
3 rd Class	13:00-14:30
Break 15 min.	
4 th Class	14:45-16:15
Break 15 min.	
5 th Class	16:30-18:00

Evening shift:	
1 st Class	17:45 – 19:15
Break 15 min.	
2 nd Class	19:30 – 21:00

- 2.4. Students come to classes not later than 5 minutes before the beginning of the lecture/class.
- 2.5. Educational process takes place in accordance with the list of lectures/classes, approved by the director.
- 2.6. At the beginning and the end of the day the students acquaint themselves with changes in the schedule of the classes and consultations, which is placed in a visible place in the facilities of the institution of education and online: www.hotelschool.lv
- 2.7. During the lectures/classes students follow the requirements of the lectures/teachers and take an active part in the learning process.
- 2.8. When the lecture/class begins students shall turn off their mobile phones and other personal electronic devices.
- 2.9. Eating (chewing gum, candy, etc.) during the lecture/class is prohibited.
- 2.10. Non-attendance of particular lectures/classes shall be coordinated with the administration of the institution of education.
- 2.11. The total amount of non-attendance of particular lectures/classes cannot exceed 30% of the total amount of the classes of the study course/subject and the intended amount of study/learning plan of the particular semester.
- 2.12. For longer periods of absence and lecture/class non-attendance (more than a day) justifying documents shall be submitted. A justifying reason is considered to be: illness of the student, work in a company which specialises the field of tourism or hospitality.
- 2.13. For any other case to be considered as an authorised reason of non-attendance it has to be coordinated with the director of HOTEL SCHOOL and SHBO.

3. Student rights and obligations

3.1. Student rights.

- 3.1.1. Upon beginning studies/training students shall acquaint themselves with the content of the study/educational programme and its terms (published in the webpage of the institution of education: www.hotelschool.lv).
- 3.1.2. Obtain qualitative knowledge and practical skills in accordance with the chosen study/educational programme.
- 3.1.3. In the process of studies/training use the facilities, equipment, devices and study materials.
- 3.1.4. Receive a motivated assessment of knowledge and skills in a timely manner and know the assessment criteria.
- 3.1.5. Receive individual consultations in accordance with a consultation schedule approved by the director.
- 3.1.6. Ask the permission of the director of the institution of education to repeatedly take study course/subject examinations (test or examinations) or final examination of a study/educational programme once (making the payment determined in the study/training contract and payment procedure of Ltd HOTEL SCHOOL Hotel Management College).
- 3.1.7. Receive help of lecturers/teachers, administration of the institution of education and polite attitude from other students, academic or general staff of the institution of education.
- 3.1.8. During the process of studies/training freely express one's opinion without prejudice to the norms of respect and politeness.
- 3.1.9. Make reasoned proposals for improvement of the study/training process.
- 3.1.10. Take active participation in student council and social life of the institution of education.
- 3.1.11. Represent HOTEL SCHOOL and SHBO in different events according to their abilities, interests and state of health.
- 3.1.12. Study in safe and not harmful conditions.
- 3.1.13. Receive personal data protection.

- 3.1.14. The director may express gratitude, award with a recognition or award financially those students, whose extra curriculum activities increase the authority or prestige of the institution of education.

3.2. Obligations of students.

- 3.2.1. Study in good faith in order to obtain education in accordance with the chosen study/educational programme.
- 3.2.2. Take part in the introductory training, which is organized in the first week of the studies/training.
- 3.2.3. Comply with the deadline, approved in the study/training plan (the date and time), as well as comply with study process regulatory normative acts.
- 3.2.4. Make payments for the acquisition of the study/educational programme in accordance with study/training contract and Regulations regarding service fees and payment procedure in Ltd HOTEL SCHOOL Hotel Management College.
- 3.2.5. During the programme to conduct all individual works independently, not allowing plagiarism - an act of using the results of another person's creative activities (means of expression, ideas, opinions) without authorization and the representation of that author's work as one's own, as by not crediting the original author.
- 3.2.6. Inform the administration of the institution of education regarding non-attendance in a timely manner, present justifying documents on the non-attended classes.
- 3.2.7. At the earliest opportunity warn the director of the institution of education on the termination of training or changes in the study/training plan.
- 3.2.8. Represent HOTEL SCHOOL or SHBO in contests, shows or other events.
- 3.2.9. Respect each other, fellow students, lecturers, teachers, administration of the institution of education and other employees, cooperation partners and visitors, respect the instructions of the staff of the institution of education, respect the symbolism and traditions of HOTEL SCHOOL.
- 3.2.10. Carefully handle property of the institution of education. If the property is damaged or losses have been caused, to compensate the losses in civil procedure. Handle the property of others carefully.
- 3.2.11. Comply with the smoking ban in the facilities and territory of the institution of education.
- 3.2.12. Take care of maintaining cleanliness and order in the facilities and territory of the institution of education.
- 3.2.13. Arrive at the institution of education in clean, smart clothes and clean shoes, which comply with the requirements of HOTEL SCHOOL and SHBO regarding clothes.
- 3.2.14. Take responsibility for student documentation (placement diary) usage and storage.
- 3.2.15. Upon request of the employee of the institution of education show the student identity card or other identity document.
- 3.2.16. Greet lecturers, teachers and other staff of the institution of education, cooperation partners.
- 3.2.17. Take care of health of oneself and others.
- 3.2.18. Immediately inform about changes in personal data, address or contact information, phone number, e-mail, and other changes to the administration of the institution of education.

4. Prohibitions

- 4.1. In the facilities of the institution of education it is forbidden to use, offer and sell tobacco products, alcoholic beverages, narcotic and other intoxicating substances, to be in the state of intoxication, play cards and other gambling games, perform any commercial activities.
- 4.2. Bring in the facilities of the institution of education or its territory explosive, flammable or other substances and use them.
- 4.3. Carry and use objects which are not intended for the training/study process and which may threaten the security of themselves and others.
- 4.4. During the lecture/class to eat or chew chewing gum.
- 4.5. Not to use mobile phone during the lecture/classes - the phone has to be set to silent mode and has to be kept in the bag. Without a permission from the teacher/lecturer to use players,

- laptops and palmtop computers, radios, cameras and other devices during the classes. The institution of education takes no responsibility for the lost items of such kind.
- 4.6. Cause damage to the property of the institution of education and other students.
 - 4.7. Use rude language, violence.
 - 4.8. Influence others emotionally, psychologically, humiliate other students, lecturers, teachers and other employees.
 - 4.9. Aggressive behaviour, cause situations, which can cause threats to one's safety, take possession of the material things of other students or the institution of education.
 - 4.10. Demonstrate physical intimacy.
 - 4.11. Arrive at the institution of education in dirty, uncultured clothes with abusive writings, which advertise harmful behaviour, violence, pornography.
 - 4.12. Arrive in clothes with too deep décolleté or naked small of the back.
 - 4.13. Litter the institution of education or its territory.
 - 4.14. Leave the auditorium during the lecture/class without the permission of the lecturer/teacher.
 - 4.15. During the lesson to talk on a mobile phone in the hallway.
 - 4.16. Be late for classes.
 - 4.17. Invite and bring outsiders into the institution of education.

5. Exclusion of HOTEL SCHOOL or SHBO list of students

- 5.1. The student is excluded from the list of students before the acquisition of the study/educational programme if:
 - 5.1.1. the student has expressed such a wish;
 - 5.1.2. it is found out that the previous education, gained by the student, does not comply with the requirements of the study/educational programme;
 - 5.1.3. the student has failed to fulfil the requirements of the study/educational programme in the determined period of time;
 - 5.1.4. the student has failed to make the study tuition or other payments in the determined period of time in accordance with study/training contract and Regulations regarding service fees and payment procedure in Ltd HOTEL SCHOOL Hotel Management College;
 - 5.1.5. if the student has violated these Rules fundamentally, exclusion is applied as a disciplinary measure.

6. Safety and health protection conditions

6.1. Evacuation plan.

- 6.1.1. Evacuation plan and information regarding emergency procedures are placed in the facilities of the institution of education (4th floor of the building) by the exit.

6.2. Fire security.

- 6.2.1. The actions of students in case of fire:
 - 6.2.1.1. immediately inform fire fighting and rescue services, by calling **01** or **112** and the administration of the institution of education in person (Rooms 43, 44) or by calling 67213037.
 - 6.2.1.2. acting in accordance with the instructions of the teaching staff, lecturers or employees, evacuate via the nearest evacuation exit. Evacuation exits are marked with signs. It is prohibited to use the elevator during evacuation.
- 6.2.2. Students are prohibited to use the fire fighting equipment for other purposes.
- 6.2.3. In the premises of the institution of education it is strictly forbidden to use objects and devices which burn with open flames (candles, lighters, etc.).
- 6.2.4. Upon leaving the premises of the institution of education, the student shall make sure that all steps have been taken to prevent a possible fire.

6.3. Electrical safety.

- 6.3.1. Students are forbidden to change light bulbs, as well as to do any other electrical repairs.
- 6.3.2. Students are not allowed to connect to electrical power network non-standard or damaged electrical devices without a permission.
- 6.3.3. When noticing any electrical damages (damaged wire isolation, plugs, power points, etc.) the students shall immediately inform the administration of the institution of education

in person (rooms 43, 44) or by calling 67213037. At the same time to prevent other people accessing the damaged device.

6.3.4. When leaving the facilities of the institution of education make sure that all electric devices have been turned off.

6.4. First medical assistance.

6.4.1. First aid kit can be found in the administration room (room 43).

6.4.2. In case of an accident or sudden life threatening illness, medical assistance shall be called immediately by calling **03** or **112**, or immediately inform the administration of the institution of education in person (rooms 43, 44) or by calling 67213037. As possible, and in the frameworks of one's competence, give first assistance to the sick person.

6.5. Safety during practical training.

6.5.1. During the first class the lecturer/teacher of the particular subject acquaints students with safety instructions in the rooms, where equipment and substances, which can harm the health and safety, are located.

6.5.2. By signing in the study report book, students confirm that they have got acquainted with the safety instructions.

6.6. Safety during placement.

6.6.1. Safety of students during qualification placement is in accordance with the Labour Protection Law.

6.7. Procedure to be observed by parents of students and other persons whilst in the facilities of the institution of education.

6.7.1. Upon arrival at the institution of education outsiders shall show their personal identity documents and tell the reason of their arrival to the administration of the institution of education.

6.7.2. It is not allowed to ask a student, lecturer, teacher or representative of management to leave the class to accept a visitor.

6.7.3. Until the student, lecturer, teacher or representative of management is informed, the visitor shall wait in the hallway. Visitors are not allowed to independently walk around the facilities of the institution of education - only accompanied by an employee of the institution of education.

6.7.4. If a visitor refuses to tell their name, surname, the aim of their visit, show identification document, the director of the institution of education shall be immediately informed.

6.8. Other provisions.

6.8.1. In case if one sees threats to one's safety or to the safety of others in activities of another person, whilst in the facilities of the institution of education, one is obliged to immediately inform the administration of the institution of education in person or by calling 67213037.

6.8.2. In case there is suspicion about physical or emotional violence against students or any administrative or criminal violations, the lecturers, teachers or administration shall immediately inform law enforcement authorities.

6.8.3. In case there is suspicion about the use of narcotic, psychotropic, toxic substances or alcohol in the facilities of the institution of education or its territory, the lecturers, teachers or administration of the institution of education shall immediately inform the law enforcement authorities and call the ambulance.

6.8.4. Students take responsibility on their caused extreme situations as stipulated by the law.

7. Disciplinary measures for non-compliance with Safety Regulations and Internal rules

7.1. With the order of the director of the institution of education students may receive a warning about their exclusion from the list of students if they have violated the Rules. This warning is in force 5 months from the day of its addressing.

7.2. For significant violations of the Rules students may be excluded from the list of students as a disciplinary measure.

7.3. Disciplinary measure is applied evaluating the nature of the violation, its consequences, the degree of the student's fault, as well as their personality.

7.4. Any student, lecturer, teacher or other employee of the institution of education is entitled to record a violation of the Rules. The director of the institution of education shall be informed about the recorded violation in a written form. Before the application of disciplinary measure,

the institution of education requires the student to submit a written explanation on the violation.

- 7.5. Disciplinary measure may be applied not later than one month from the date when the violation was found.

8. Amendments To Internal Rules And Safety Procedures

- 8.1. Amendments and additions to the Rules may be proposed by the Director of institution of education, teachers, lecturers or other employees.
- 8.2. Amendments and supplements are approved by the Director of the institution of education.

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HOTEL SCHOOL Hotel Management College
Director

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