

COLLEGE RULES IN BRIEF

Exchange of Information

Each student of HOTEL SCHOOL gets unique access to the electronic information platform (www.e-hotelschool.lv) where HOTEL SCHOOL publishes all information related to study. The student is obliged to visit daily the www.e-hotelschool.lv platform for obtaining relevant information, including changes in the schedule. The www.e-hotelschool.lv platform is available also in mobile version.

For convenience of students the most important information (the schedule of lectures and consultations of teachers, the schedule of submission of assignments, tests and examinations) is also available on info boards in the hall of HOTEL SCHOOL. The administration of HOTEL SCHOOL has to know the relevant e-mail address and a phone number of the student. Therefore, changing the contacts specified in the study contract, the student is obliged to inform HOTEL SCHOOL immediately.

In case of questions, students can ask to help the administration of HOTEL SCHOOL by e-mail: info@hotelschool.lv, by phone: +371 67213037, or coming in person to:

study department – room 43

student's service – room 47

Introductory Lectures

The student has to visit and listen to introductory lectures which will be organized on the first day of study to learn requirements of the study program, to familiarize oneself with organization of educational process, as well as internal rules of order and safety.

Students who weren't present at introductory lectures are obliged to study this information independently (information is published on www.e-hotelschool.lv).

Optional Subjects

The study program contains both mandatory and optional subjects. In the first week of each term students have to register the chosen subjects, having informed the director of the program (marina@hotelschool.lv). After registration the student can't change the choice.

Attendance

The student has to be present at HOTEL SCHOOL at all lectures, seminars, practical classes, tests and examinations specified in the schedule.

HOTEL SCHOOL keeps attendance record. The absence of the student is admissible only if the reference from the doctor is presented. In case of unjustified absenteeism, HOTEL SCHOOL can take a decision to expel the student.

Appearance and Behaviour

HOTEL SCHOOL offers a cloakroom for outer clothing. It is forbidden to be in outer clothes in audiences. During the winter period in rooms of HOTEL SCHOOL it is necessary to change footwear.

The students have to come to lectures, seminars, practical classes, tests and examinations in a student's uniform with the name tag. Administration and teachers of HOTEL SCHOOL have the right to demand from the student the observance of rules of appearance. Students who ignore rules of appearance can be expelled from the classroom and not allowed to participate in educational process.

Library

The library is in room 45. It offers specialized literature and connection to Emerald and *Лань* electronic data bases (a password is given by the librarian: library@hotelschool.lv).

It is possible to read books and magazines, to use computers and the Internet in the library free of charge. Copying, printing out and scanning material is charged additionally.

To take literature at home, it is necessary to be registered in the library and pay a deposit of 30 Euros which will be returned upon termination of study.

Independent Work

Independent work of the student is an essential part of training in HOTEL SCHOOL. The independent work (Assignment) is performed during the time, free from lectures. The student is supposed to work either in HOTEL SCHOOL library or at home (using electronic databases).

The student has to hand over the performed independent work, having loaded on the www.e-hotelschool.lv platform not later, the term appointed by the teacher. For delivery of work after the appointed term and also a work repeating an examination (if the student received unsatisfactory assessment) additional payment of 30 euros is raised.

Plagiarism	It is forbidden to use other author' works and to represent them as one's own. Performing independent work, it is necessary to specify all sources of information according to the formatting rules of HOTEL SCHOOL. Teachers of HOTEL SCHOOL check each work submitted by the student for plagiarism.
Tests and Exams	In the framework of each subject there are mid-term and final tests or examination which the student is obliged to pass on the appointed day. For late passing a test or examination after the appointed day (even if student's absence from classes is justified) as well as for retaking a test or examination (if the student has got unsatisfactory grade) additional payment of 30 Euros is charged.
Grading	According to the British diploma / certificate programmes the mark is put down by results of performance of assignments. According to the Latvian diploma / certificate programmes the mark is put down summarizing the results of independent work, mid-term tests, and final tests or examinations, which constitute the major part of assessment.
Qualification Internship	One of the programme requirements is to complete a qualification internship in a hotel. HOTEL SCHOOL staff finds a placement in partner hotels only if students have met the following requirements: <ol style="list-style-type: none"> 1. The student attends all lectures, absenteeism is justified. 2. The student has got good marks on all subjects of a term. 3. The student learns foreign languages and shows good results. 4. The student has prepared his/her resume (CV) and all necessary documents for the placement. 5. The student has come to an interview with the employer (upon necessity). 6. The student has signed the internship agreement and, if needed, completes all necessary documents for visa (upon necessity). 7. The student has no negative references from previous internship (if applicable). 8. Foreign students obligatory have to visit classes and learn Latvian. If at least one condition isn't met, the students themselves look for the place of internship.
Defence of Qualification Work and State Qualification Examination	Students who have received positive grades on all subjects and also successfully undergone qualification internship, are allowed to passing the state qualification examination, the constituent part of which is defence of qualification work.
Quality Control	For quality control of the study process organization HOTEL SCHOOL asks students to participate actively in anonymous polls, to express the opinion personally or via student's parliament. HOTEL SCHOOL at least once a year undergoes independent audit of quality. Students have to be present at meetings with external auditors (External Verifiers) personally.
Tuition Fee	It is necessary to pay for study according to the schedule specified in the study contract on time. In case of problems with payment it is necessary to address administration of HOTEL SCHOOL in writing and to ask about extension of term of payment. For a delay of payments for up to 1 month penalties are charged. For a delay of payments more than one month the student is exmatriculated.

Got acquainted with the rules and regulations

Student's name, surname, signature