

HOTEL SCHOOL



HOTEL MANAGEMENT COLLEGE

"HOTEL SCHOOL" Hotel Management College
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APPROVED
"HOTEL SCHOOL" Hotel Management College
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No 4-6/61

INTERNAL RULES AND SAFETY REGULATIONS FOR STUDENTS AT "HOTEL SCHOOL" HOTEL MANAGEMENT COLLEGE

1. General requirements

- 1.1. The Internal Rules and Regulations (hereinafter referred to as Regulations) at "HOTEL SCHOOL" Hotel Management Colleges (hereinafter referred to as HOTEL SCHOOL) establish students' duties, rights and responsibilities in case of a misconduct of these Regulations.
- 1.2. The Regulations are based on the requirements of the Higher Education Law, the HOTEL SCHOOL Procedures and other external and internal normative acts.
- 1.3. HOTEL SCHOOL staff members appointed by the Director shall introduce the Regulations to the students during the induction lecture before the start of the studies or on the first day of studies. Students confirm the acknowledgement of the Regulations by a signature.
- 1.4. The Regulations are freely available at Admissions Commission/Student Services (Room 47), Academic Department (Room 43), and HOTEL SCHOOL's electronic information resource on the Internet at: www.e-hotelschool.lv.

2. Student Work Organization

- 2.1. Studies at HOTEL SCHOOL are organized according to the Academic Calendar approved by the Director of HOTEL SCHOOL for each academic year. The annual academic plan comprises of:
 - 2.1.1. **Autumn Semester:** September – January (20 weeks);
 - 2.1.2. **Spring Semester:** February-June (20 weeks);
 - 2.1.3. **Summer Semester:** July – August (10 weeks). Classes may not be included in the summer semester.
- 2.2. The beginning and the end of the student study/work hours as well as breaks shall be determined in accordance with the Class Schedule, Consultation Schedule and Examination Schedule, approved by the Director of the HOTEL SCHOOL before the start of each academic semester. HOTEL SCHOOL introduces the previously mentioned schedules to students in a timely manner by displaying them at the HOTEL SCHOOL premises and by publishing on the HOTEL SCHOOL electronic information resource on the Internet at: www.e-hotelschool.lv.

- 2.3. **Classes at HOTEL SCHOOL start at 9.00 am and end on 9:00 pm.** One academic hour lasts 45 minutes. One class is equal to one academic hour. Break times are defined according to the Class Schedule.
- 2.4. Students should attend all classes, seminars, practical assignments and examination as per Class Schedule. HOTEL SCHOOL keeps track of student attendance. An absence is only admissible in the case of illness attested by a doctor's issued report.
- 2.5. Students should attend classes and examinations at least 5 minutes before the beginning of the class. In order to avoid interference with the study process, a student who is absent for more than 15 minutes from the beginning of the class or a test is not allowed in the classroom. The student may enter the classroom after the break.
- 2.6. HOTEL SCHOOL has got a cloakroom. It is not allowed to wear outdoor clothing in the classrooms and the library. During the wintertime students must change the footwear inside HOTEL SCHOOL premises.
- 2.7. Students must wear school uniform and name badge when attending the classes and examinations and a specialized cook uniform for practical classes in a training kitchen (in accordance with HOTEL SCHOOL Regulations on student attire, available on www.e-hotelschool.lv). The HOTEL SCHOOL academic and administration staff are entitled to request a student to comply with the Regulations on student attire. A student ignoring these rules may not be permitted to take part in the study process.
- 2.8. The student must bring his/ her own stationary (pen and notebook paper), learning tools (textbooks, foreign language workbooks, etc.) and a personal laptop (if previously asked by a teacher) to the class. A student who ignores these requirements may not be permitted to take part in the study process.
- 2.9. During the classes and examinations, it is prohibited:
 - 2.9.1. to eat (this must be done during a break time);
 - 2.9.2. to use mobile phone (it must be switched off);
 - 2.9.3. to leave the classroom (must wait until a break time), unless a student experiences a sudden emergency and can no longer participate in the class due to the health condition.

3. Student duties

- 3.1. To engage in the study process faithfully according to the chosen study programme;
- 3.2. To participate in a face-to-face induction lecture organised during the first week of studies;
- 3.3. To attend classes, by observing the timings (dates and times) of the study programme approved by the study plan, as well as other normative acts governing the study process;
- 3.4. To inform the Academic Department (Room 44) in case of absence, to provide necessary supporting documents on missed classes;
- 3.5. To settle the payments of the study programme in accordance with the Study Contract and the Regulations on tuition and other service fee payment procedure at HOTEL SCHOOL;
- 3.6. To respect the principles of academic integrity, to carry out all the individual tasks autonomously, without plagiarism – further dissemination of results of other person's creative work (means of expression, ideas, opinion) in your own name.
- 3.7. Not to disclose the password granted by HOTEL SCHOOL to third parties and to prevent third parties from accessing the HOTEL SCHOOL electronic information resource on the Internet (www.e-hotelschool.lv) using the student's assigned password; to use HOTEL SCHOOL's designed teaching materials, available on HOTEL SCHOOL's online resources for personal use only.
- 3.8. To represent HOTEL SCHOOL in international conferences and seminars, professional mastery contests, exhibitions and other events;
- 3.9. To maintain positive relations, to respect other students, Academic staff, the administration and other staff members, partners and visitors of the educational institution; to respect the remarks made by teachers and other employees, to respect the HOTEL SCHOOL symbols and traditions;
- 3.10. To comply with the smoking ban in the premises and territory of the educational institution, to ensure that cleanliness and order are maintained in the premises and territory of the educational establishment;
- 3.11. At the request of the Academic or Administration staff, to present the student card or other identification document at the premises of the educational establishment;
- 3.12. To align the organisation of extracurricular activities at HOTEL SCHOOL premises with the HOTEL SCHOOL Director.

- 3.13. Immediately notify changes of personal information, residence or contact details, telephone number, or e-mail address to the HOTEL SCHOOL administration, by sending a notice via e-mail to info@hotelschool.lv.
- 3.14. At the earliest opportunity, notify the Director of the Study Programme in writing about the termination or any other modifications of the study plan.

4. Student Rights

- 4.1. Upon commencement of the studies, to learn about the content of the study programme and the requirements for its acquisition (published on the HOTEL SCHOOL Electronic Information Resource: www.e-hotelschool.lv);
- 4.2. To obtain quality knowledge and practical skills according to a chosen study programme;
- 4.3. To use material - technical and informative basis of HOTEL SCHOOL within the context of study process, incl., HOTEL SCHOOL library, by taking up financial responsibility in case HOTEL SCHOOL suffers loss caused by a student. The student is responsible for paying fine for any damage or loss caused to library's inventory (i.e., books, periodical literature, methodological materials, CDs and other data storage devices) as well as for overdue borrowings in accordance with the terms and conditions of HOTEL SCHOOL library, that are available at the library or online - www.hotelschool.lv;
- 4.4. To receive a motivating knowledge and skill assessment in a timely manner and to know the evaluation criteria;
- 4.5. To receive individual consultations in accordance with Consultation Schedule approved by the HOTEL SCHOOL Director;
- 4.6. To ask HOTEL SCHOOL Director to re-take course assignments (tests and exams) or the final exam of the study programme in accordance with the HOTEL SCHOOL Procedures.
- 4.7. To terminate and re-start studies and choose the study courses (from the list of optional study courses of the programme) in accordance with HOTEL SCHOOL Procedures.
- 4.8. To receive the recognition of study results achieved in previous education and professional experience in accordance with the HOTEL SCHOOL Procedures.
- 4.9. To freely express thoughts and beliefs during the study process, without violating the bounds of respect and decency, and to receive a non-discriminatory and mutually courteous attitude from Academic, Administration and other staff members.
- 4.10. To make reasoned proposals for study process improvement, to lodge complaints against irregularities in the study process, and to have a response from the officials in accordance with HOTEL SCHOOL Procedures.
- 4.11. To vote and to be elected to HOTEL SCHOOL Students Parliament, to participate in HOTEL SCHOOL governing institutions of all levels, and to enjoy rights under other normative acts.
- 4.12. To study in a safe environment as well as to receive a personal data protection.
- 4.13. To perform audio and video recordings, and to take pictures during the study process upon receiving permission from the Academic staff.

5. Prohibitions

- 5.1. It is prohibited in HOTEL SCHOOL premises and territory:
 - 5.1.1. To use, bring, offer and sell tobacco products, alcoholic beverages, drugs and other intoxicating substances, be in a state of under-influence, play cards and other gambling, make commercial transactions;
 - 5.1.2. To carry or use explosive, flammable or other substances of a similar nature;
 - 5.1.3. To damage HOTEL SCHOOL or other students' assets;
 - 5.1.4. To use uncensored words and expressions, to show violent behaviour, to undermine students, teachers, and other HOTEL SCHOOL employees emotionally and psychologically;
 - 5.1.5. To bully or cause situations that may endanger the safety of oneself and others and cause injuries, to steal the HOTEL SCHOOL's or other students' property;
 - 5.1.6. To demonstrate physical intimacy;
 - 5.1.7. To attend an educational establishment in dirty, inappropriate clothing containing lewd or offensive inscriptions on human dignity, images promoting harmful habits, violence, pornography and clothing that exaggeratedly exposes parts of the cleavage and the waist;

- 5.1.8. To litter HOTEL SCHOOL premises and adjacent areas;
- 5.1.9. To invite and bring unauthorised persons to HOTEL SCHOOL.

6. Removal from the HOTEL SCHOOL student list

- 6.1. Students shall be removed from the student list if at the end of the study programme:
 - 6.1.1. A student has expressed such a wish;
 - 6.1.2. It is clarified that student's previous education does not meet the study programme requirements regarding the previous education;
 - 6.1.3. It is discovered that a student has withheld information about his or her actual state of health (diseases and physical injuries not permitted in course programme acquisition or hospitality company requirements) or by making other false statements;
 - 6.1.4. The student does not commence the studies or attend classes within the period specified in the Study Contract;
 - 6.1.5. Student has not fulfilled the requirements of the study programme within specified time limits and has not agreed about the terms and conditions of academic debts with the HOTEL SCHOOL Director;
 - 6.1.6. Student has not paid the fees or other service charges within the specified time limits in accordance with the study contract and the regulations on tuition fee and other service payments at HOTEL SCHOOL.
 - 6.1.7. A foreign student has not submitted documents for a residence permit or has not complied with the requirements of the Office of Citizenship and Migration Affairs of the Republic of Latvia in order to receive and register residence permit in accordance with the legislation procedures;
 - 6.1.8. A foreign student showing resistance to Latvian law enforcement officials;
 - 6.1.9. Student has committed a serious breach of HOTEL SCHOOL Internal Rules and Safety Regulations, in this case the enrolment termination is used as a disciplinary penalty;

7. Safety and health conditions

7.1. Evacuation plan.

- 7.1.1. The evacuation plan and information on the emergency procedures are placed in the HOTEL SCHOOL premises at the exit door (on the 4th floor of the building).

7.2. Fire protection.

- 7.2.1. Action plan for the students in the event of fire:
 - 7.2.1.1. Immediately notify Fire and Rescue Service by calling **01** or **112** and school teaching staff or other employees of HOTEL SCHOOL in person or by calling (+371) 67213037.
 - 7.2.1.2. Act in accordance with the instructions given by the teaching staff or other employees of the HOTEL SCHOOL, to evacuate (leave the premises) using the nearest fire exit. The fire exits are marked with informative signs. The use of lifts is prohibited.
- 7.2.2. Students are prohibited from using fire-fighting equipment for other purposes.
- 7.2.3. It is categorically forbidden to handle devices or equipment that light up with an open flame (candles, cigarette lighters, etc.).
- 7.2.4. Students must make sure that all the necessary measures are taken to prevent possible fire when leaving HOTEL SCHOOL premises/classrooms.

7.3. Electrical Safety.

- 7.3.1. Students are prohibited from changing electric bulbs, as well as from performing any repairs to electrical equipment.
- 7.3.2. Students are prohibited from connecting non-standard or defective electrical equipment to the electrical network of HOTEL SCHOOL without a permission.
- 7.3.3. Any damage to electrical equipment (defective wiring, plugs, sockets etc.) must be communicated to the school teaching staff or other employees of HOTEL SCHOOL in person or by calling (+371) 67213037 immediately and the access of the affected defective device must be restricted.
- 7.3.4. Students must make sure that all electrical installations are turned off when leaving HOTEL SCHOOL premises.

7.4. First aid.

- 7.4.1. The first aid kit is located in the Academic Department (Room 43).

7.4.2. In the event of an accident or a life-threatening illness, it is necessary to seek medical assistance by calling **03** or **112** immediately, as well as to notify school teaching staff or other employees of HOTEL SCHOOL in person or by calling (+371) 67213037. The first aid must be provided within the given opportunity and competences.

7.5. Safety during practical training.

7.5.1. HOTEL SCHOOL has developed the following safety instructions (hereinafter referred to as the Instructions) for student practical training organization:

- 7.5.1.1. Computer Classroom Safety Instructions;
- 7.5.1.2. Training Restaurant and Bar Safety Instructions;
- 7.5.1.3. Training Kitchen Safety Instructions.

7.5.2. A teacher, who has got a scheduled practical training classes in the computer classroom (ilab), training restaurant and bar or in the training kitchen, is responsible for providing students with the appropriate instructions before or at the beginning of their practice. Students confirm the acknowledgement of the Regulations by a signature. The instructions must be available to students at the practical training place for each lesson.

7.6. Safety during the internship.

7.6.1. The student safety during the study and qualification internships are ensured in accordance with the Labour Protection Law.

7.7. Other terms and conditions.

7.7.1. In the event of extreme emergencies, students are responsible in accordance with the Law.

8. Disciplinary sanctions for breaches of the internal rules and security regulations

- 8.1. For breaches of Regulations, the Director of the HOTEL SCHOOL may issue an expulsion warning (termination of enrolment). This warning shall be valid for 5 months from the time of its application.
- 8.2. Serious infringements of these Regulations may be subject to removal from the student list (termination of enrolment).
- 8.3. The disciplinary penalty shall be applied according to the assessment of the nature of the infringement, its consequences, the degree of student's responsibility and the reports on his/her personality description.
- 8.4. Every HOTEL SCHOOL student, teacher or employee is eligible to report violations of the Regulations. A written statement describing the infringement must be delivered to the HOTEL SCHOOL Director. Before the disciplinary penalty application, the HOTEL SCHOOL Director shall request a written explanation of the committed offence from the student.
- 8.5. The disciplinary penalty may be imposed no later than one month from the date of the infringement.

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