



APPROVED

Rector

_____ A.Melnis

_____. _____ 2021

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Chairman of the Convent

_____ M.Romele

_____. _____ 2021

REGULATIONS
on the procedure for registration and reporting of listeners

APPROVED

Senate meeting _____. _____ 2021

Minutes of the meeting Nr. _____

GENERAL PROVISIONS

1. The listener is a foreign student who, on the basis of the Study Agreement for natural or legal persons (hereinafter - the Agreement), is registered for the acquisition of a specific RIGA AERONAUTICAL INSTITUTE (hereinafter - RAI) study program and fulfills the academic obligations of the study courses.
2. The enrollment of a student in the listeners of the RAI study course takes place by the order of the RAI Rector after concluding a bilateral agreement, the tuition fees specified in the agreement for the current study year and the receipt of the deposit money. Cash deposit is a part of the tuition fee in the amount of 1000 EUR, which remains for the entire study period and is credited as a part of the fee at the beginning of the 7th semester. Aim: to promote the student's motivation for successful acquisition of courses until the graduation of the program and obtaining a diploma.
3. RAI does not return the cash deposit:
 - 3.1. If the listener does not continue to process the documents for visa or temporary residence permit (hereinafter – TRP) receipt for any reason after receiving an invitation from RAI;
 - 3.2. If the student is disenrolled in the period up to the 7th semester (evaluating each case individually).
4. The RAI Study Department registers the listener, prepares the personal file and stores it until it is transferred to the RAI archive.
5. The listener fulfills the academic obligations of the RAI study course, participates in lectures, laboratory works, he/she can use the services of RAI library and computer classrooms.
6. If the student has participated in the study process as a listener of the RAI study course, when he is enrolled as a student, all previously obtained successful assessments are credited.
7. The directors of the study programs inform the study department about the participation of the listeners in the study course, as well as prepare reports on enrollment/disenrollment.
8. The preparation of individual protocols and the entry of progress in the RAI information system shall be ensured by the Vice-Rectorate and the Study Department in accordance with the established procedures.
9. The listener can receive a certificate of passed examinations and tests from RAI.
10. The matriculation of a student, when he/she is transferred from the listeners to the students of the RAI study course, takes place within 6 months after signing the bilateral agreement and submitting the RAI invitation to apply for a TRP according to the legislation of the Republic of Latvia as well as after paying the tuition fee for the current study year as specified in the Agreement, payment of the cash deposit and receipt of a positive decision of the OCMA on the issuance of TRP.
11. If the listener has not used within specified time period the OCMA approved application which has been sent for the transfer of documents for the receipt of TRP or, after its expiration, has not requested RAI repeatedly that the application is again submitted for approval to OCMA, the contract is terminated and RAI withholds 100% of the deposit.

12. If the listener has received a positive decision from the OCMA, he/she must notify the RAI Admissions Committee within 2 weeks and provide information on when the foreign student will arrive in Latvia and start studies.
13. If the listener has not informed RAI and does not start studies within 3 months from the notification of the positive decision made by OCMA, RAI reserves the right to deduct 100% of the deposit money.
14. If the RAI listener receives negative decision from OCMA to his/her TRP request, the contract is terminated and RAI withholds 10% of the full 1-year tuition fee.