



ERASMUS + STUDENT GUIDE

K.Valdemāra iela 161, Rīga, Latvia, LV-1013



BA SCHOOL OF
BUSINESS AND FINANCE

www.ba.lv

I.

ABOUT BA SCHOOL OF BUSINESS AND FINANCE

1. Brief overview

BA School of Business and Finance (hereinafter - BASBF), in a national language - Banku augstskola - operates in accordance with regulatory enactments regulating higher education and scientific activities as well as the Constitution of BASBF. BASBF is a state founded higher education institution and has been operating since 1992-the successor to rights, duties, liabilities, archives, movable property and intellectual property of the Department under the Bank of Latvia, Banking college. BASBF is a derived public entity under the supervision of the Ministry of Education and Science.

BASBF educates students specifically in the areas of finance and business offering four study cycles – Short cycle, Bachelor's, Master's and Doctoral study programs, focusing on the niche of financial education, business management, IT, and cybersecurity. BASBF has established dual degree Bachelor of International Finance program with SBS Swiss Business School. BASBF offers 16 study programs, teaching in Latvian and English. The effectiveness of the implementation of the BASBF mission demonstrates by high graduate employability as well as by a high recognition of employers. All study programs have incorporated company traineeship as a compulsory requirement. The study process has gained international dimension. Every year the School receives international students.

More than 10000 finance and business professionals have graduated from the School so far. Today they work for leading companies, banks, auditing companies and various government institutions contributing to the growth of the whole sector with their knowledge and expertise. Graduates are nationally and internationally recognized entrepreneurs, managers, consultants, experts and professionals working both in public and private companies.

BASBF have more than 100 international partners within Erasmus+ Programme and other partnerships through research projects and various cooperation.

BASBF was awarded CEEMAN International Quality Accreditation, granted the status of a certified center of Scottish Qualifications Authority (SQA) and has obtained „Investors in Excellence” Quality Management Certificate by the British Quality Foundation.

2. BASBF Location and Buildings

BASBF is located at the end of K. Valdemara Street, which is one of the main arteries of the city. K. Valdemara Street leads to a suspension bridge over river Daugava that separates Riga into two parts. BASBF is placed at a large business office district with good infrastructure around, like grocery stores, shopping mall and public transport systems. BA School of Business and Finance owns two buildings.

The main 10-store building is at K. Valdemara Street, with information desk, conference hall, classrooms, Erasmus+ Office, other administrative offices, as well as Student Hostel on floors 7th to 10th. The other building is just behind the corner at Skanstes Street 43, with classrooms and Assembly Hall. When students will be looking at study schedule at internal BAIS portal, it is important to note in which building the class is held. For example, if next to study course name stands record for room 205/161 it means the class will be at main building, if the record says 106/43 it means the class will be held in other building. The first number indicates room number; the second number indicates number of street, respectively the building.



The main building K. Valdemara Street 161



The second building Skanstes Street 43

II. COVID-19



1. Where to find information about the Covid-19 in Latvia?

Center for Disease and Prevention is the main institution responsible for coordinating Covid-19 issues: <https://www.spkc.gov.lv/lv>






There is another website where to see basic information about Covid-19 issues: <https://covid19.gov.lv/en>

A vaccination or recovery certificate or a negative Covid-19 test is only required if the person enters Latvia from a particularly high-risk country. Information on particularly high-risk countries is published by the SPKC. At the moment there are no high-risk country in the list published.

III. EMERGENCY SITUATIONS

1. Emergency Phone Numbers

In an emergency, call the toll-free number 112, as this is the general contact number for the emergency services. This number can be used to contact the police, fire brigade, ambulance, and gas emergency services. Operators can take calls in Latvian, Russian, English.

	112 - Joint toll- free emergency number, including firefighters
	110 - Police
	113 - Ambulance
	114 - Gas emergency
	1188 - The largest information hotline in Latvia. It works 24/7. Call if you need to ask local things you do not know or are not able to find in the internet.

2. Health- What to do if you do not feel well?

If you need medical help which is not an emergency, here are medical centers, you can visit:

- Medicīnas centrs ARS: <https://arsmed.lv/en/>
- Veselības centrs 4: <https://vc4.lv/en>

In case you are not feeling well, contact the doctor, please let know your study course professor you are not able to come to class.

IV. RIGA PUBLIC TRANSPORT SYSTEM

1. Using Public Transport in Riga

Riga public transport system consists of bus, trams, trolley buses (buses with overhead wires) and mini bus lines. There is no underground in Riga. Riga Council Company Rīgas Satiksme or their subcontractors operate all Riga public transport.

Public transport starts to run after 5.00 in the morning to approximately midnight. Transport line operation time is different. Usually trams start to run earlier and finish later. For more information about the routes, please find in this link: www.rigassatiksme.lv/en/ you may also upload application **Transport LV** that will allow you to see the timetables of all buses, trams, trolley buses and mini buses.



Rīgas Satiksme logo



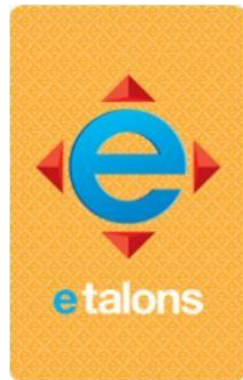
Transport LV mobile application

1.1. E-ticket = e-talons for Public Transport

E-ticket is a universal electronic ticket enabling the use of the most up-to-date and convenient means of payment for public transport services. We call our e-ticket **e-talons**. You may buy e-talons at **Narvesen** kiosk, which is a very popular place to buy e-talons. Narvesen is a kiosk chain you will find throughout the city as well as at the airport. You will be able to buy e-talons at petrol stations, "Latvia Post" offices in Riga and from the ticket vending machines at trams or bus stops, including airport bus station.

On your arrival, to get from Riga International airport to the city center, you will need to buy yellow e-talons to use public transport. As soon as you receive your student, card and apply for student personalized e-talons (up to two weeks from your arrival), you will have

to use non- personalized yellow e-talons. You can ask for certain amount of rides to put on your yellow non-personalized e-talons, one ride will cost 1.50 EUR. E-talons is valid only per one person, namely you will not be able to use one e-talons with two rides for you and your friend or validate two rides for both; each person has to have its own e-talons.



Yellow e-talons for rides



Now you can buy regular Riga public transport e-ticket also in mobile app Mobilly. In Mobilly you can buy train tickets, intercity coach, tickets, museum tickets, pay for parking and other services. Available for both Android and iOS. Or use other apps, which provide tickets for public transport. You can find information about here: <https://www.rigassatiksmelv/en/tickets-and-e-ticket/code-tickets/>

1.2. How to Receive Student Personalized e-talons?

As soon as you receive BASBF student card, you will be able to apply for and buy blue **student personalized e-talons**. Student card will be issued within first two weeks upon your arrival. Student personalized e-talons is significantly cheaper, it works as a monthly ticket and costs 15.00 EUR per month.

To receive a student personalized e-talons you will need to go to Rīgas Satiksme Customer service center and request personalized student e-talons. You need to take with you: **1)** EU citizen passport or ID card, **2)** BASBF student card and **3)** reference from BASBF that confirms that you are full time BA School of Business and Finance student. Please ask for the reference for public transport at BASBF info desk. The reference letter has to include your ID number.

The closest Rīgas Satiksme Customer service center to BASBF is at Brīvības Street 191, for other Rīgas Satiksme Customer service center look in the link:

<https://www.rigassatiksmelv/en/tickets-and-e-ticket/ticket-trade-outlets/customer-servicecentres/>

Once you have received student personalized e-talons you may recharge it for every next month at Rīgas Satiksme Customer service centers, Narvesen kiosk chain, petrol stations,

"Latvia Post" offices. Every time you validate your e-talons in the transport, you can see on the validator the due date of your e-talons.



Student personalized e-talons

1.3. How to Use e-talons?

When entering public transport – bus, trolleybus, tram or minibus a passenger has to apply e-talons to an electronic validator. Thus, the trip is registered and the passenger pays for the trip. You will hear a sound and see on the screen green light as soon as you validate your e-talons. If you have run out of rides or the monthly ticket has to be reloaded, you will see on validator's screen red light and the sound will be different. Every time you validate e-talons you can see how many rides are left or the due date of your monthly ticket. You may reload your monthly blue personalized student e-talons at Rīgas Satiksme Customer service centers, Narvesen kiosk chain, petrol stations, "Latvia Post" offices in Riga and public transport ticket vending machines.

V. TRAVEL INSTRUCTIONS

1. Arriving via Riga International Airport



Riga International Airport (RIX) is the international airport of the capital of Latvia, Riga and the largest airport in the Baltic States, serving approximately 7 million passengers per year.

There are different connections between the airport and the city: public transport, taxi and car rental at the airport.

1.1. Option 1: Public Transport- Bus No. 22



Bus **Nº22** will take you from the airport to the city center in approximately 30 minutes, depending on traffic jams. Bus operates on working days from 5.40 to 23.30, Saturdays and Sundays from 5.45 to 23.10. As soon as you get of the river Daugava you can easily reach old town, the first bus stop is called "11. novembra krastmala", next bus stop name

is “Autoosta” and it’s close to Intercity Bus Station and right at the shopping mall Stockman. Bus stop “Centrāltirgus” will bring you almost in the Central Market.

Find from the following link the route and timetable for Bus N°22 direction from Riga International Airport (Lidosta) to the city center:

<https://saraksti.rigassatiksme.lv/index.html#bus/22/b-a/en>

Find from the following link the route and timetable for the way back to the airport- Bus No. 22 direction from the city center to Riga International Airport (Lidosta).

<https://saraksti.rigassatiksme.lv/index.html#bus/22/a-b/en>

1.2. Option 2: Taxi

There are plenty of taxi companies at the airport. Taxi fares are considerably cheaper if you pre-order your taxi. Most taxis accept credit cards, but it is wise to ask if taxi accepts credit cards before you hire it. It will cost you 15.00 EUR- 20.00 EUR, depending on the place where you go and traffic jams. Always ask to turn on the meter to avoid overcharging.

See some taxi company names and phone numbers you can pre-order taxi: **Baltic taxi (8500)**, **Red Cab (8383)**, **Panda taxi (+371 67600006)** or others.

A very convenient way of using taxi is to download app, for example, app **Bolt**. It is a cheaper taxi and you will be able to see in app how far is your taxi, how long it will take it to come and call or message your taxi driver. Bolt app indicates the price for the ride. App is linked to your credit card, but you can choose to pay by using app or pay cash.

2. Travelling from City Center to BASBF



2.1. Option No. 1 Public Transport Trolleybus No. 3

Trolleybus is a bus powered by electricity obtained from overhead wires. There is also bus No. 3, please never take this bus, it will take you to a different direction. Look for wires!

To get from the city center by **trolleybus N° 3** you will need the direction “Sarkandaugava”. The first stop from the city center to is Central Station, next “Merķeļa iela”. It’s easier to get on at **Merkela street**, since this is one-way street and you won’t miss the direction on public transport. Trolleybus N°3 will take you a bit through the city center and after passing the Art Academy of Latvia it will turn right on K. Valdemara street which is one of the main arteries of Riga.

You have get off at **Ierēdņu iela** (Ierednu Street). After getting off keep going straight; just the same direction your trolleybus. Pass the supermarket RIMI and then across the street you will see a ten floor building with a sign “Banku augstskola”, cross the street at the traffic lights and you have reached the destination.

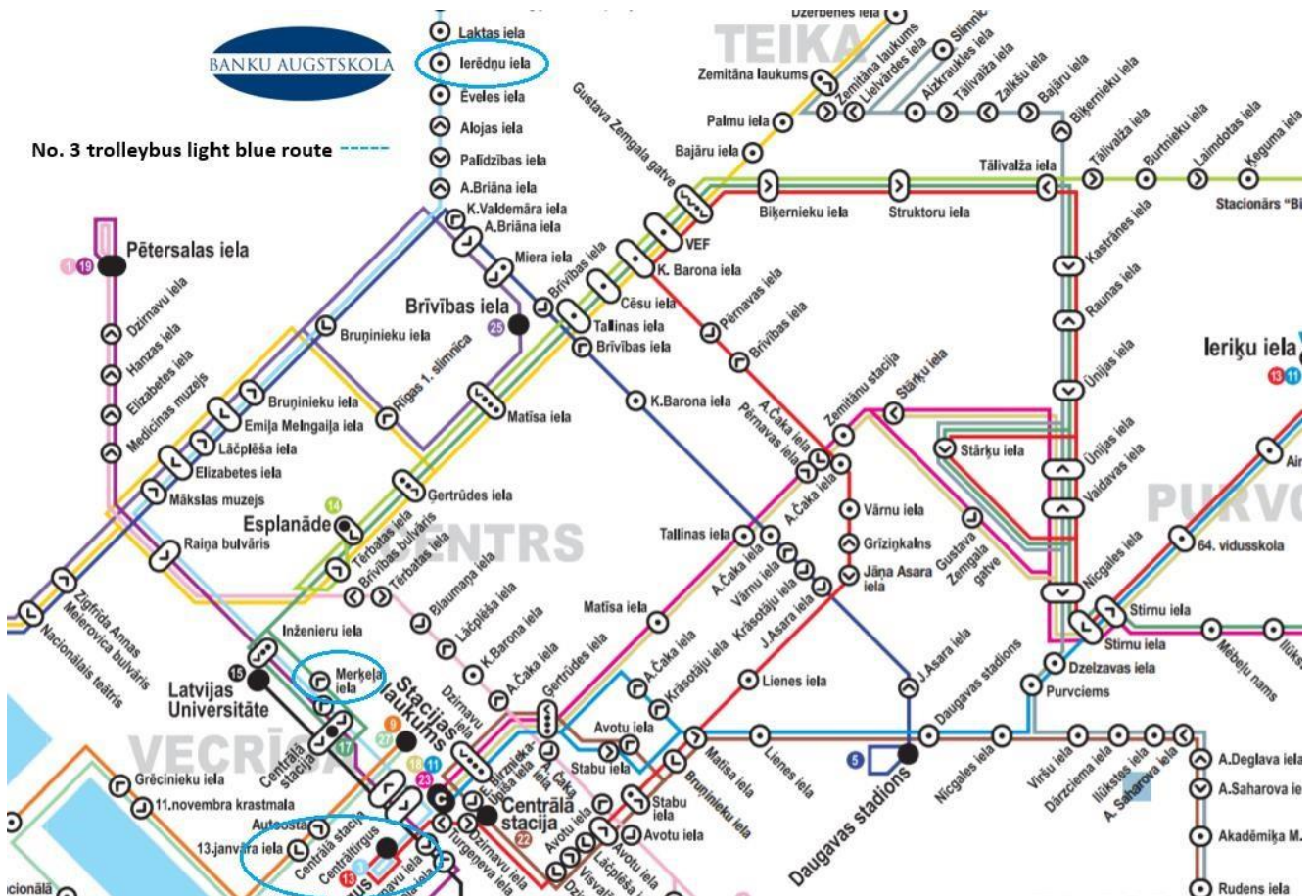


Logo and sign in front of the building of BA School of Business and Finance

Find from the following link the route and timetable for trolleybus No. 3 from the city center to BASBF:

<https://saraksti.rigassatiksme.lv/index.html#trol/3/a-b/en>

Please follow the light blue route, which is N°3 trolleybus route.



Graphical route for trolleybus N°3

You may also take a bus N°11, route is very similar to trolleybus N°3, but the interval for bus N°11 is longer.

To go back to the city center by using the trolleybus N°3 you need to take a 2-minute walk towards the city center to the public transport stop. It takes the same route you came.

Find from the following link for the route and timetable for trolleybus N° 3 from BASBF to the city center.

<https://saraksti.rigassatiksme.lv/index.html#trol/3/b-a/en>

You may also take a bus **N°24**. The first stop is the same like for trolleybus N°3 and bus N°11. It goes different route but brings just next to the BASF building. Final stop called **Upes Street**. On the way back final stop called **Brīvības Boulevard** (next to the Freedom monument and Old town).

Find from the following link for the route and timetable for trolleybus N° 3 from BASBF to the city center.

<https://saraksti.rigassatiksme.lv/index.html#bus/24/b-a/1047/en>

2.2. Option 2: Taxi

You may call for any taxi company: **Baltic taxi (8500)**, **Red Cab (8383)**, **Panda taxi (+371 67600006)** or download **Bolt** or **Yandex** taxi company applications at your phone.

3. Driving and Parking a Car in Riga



Nowadays many big cities experience a rising traffic congestion and Riga is not an exception. In the city center, you most likely will not be able to find free-of charge parking lots. You can park cars free of charge on Saturdays and on Sundays from 5.00 until 20.00 anywhere where it is allowed by traffic rules, except in old town of Riga. In old town, you will have to pay 5.00 EUR for the first hour and 8.00 EUR for every next hour, most of the cars in old town have special permission to drive and park.

There are two parking payment options, first paying at the parking pay station near your parking and the second pay by using application for Riga parking – **Mobilly**. For more information about Mobilly and parking please find following link: mobilly.lv/en/paymentfor-parking/

To rent a car you may use internationally well-known car rental companies like **Europcar**, **Avis**, **Hertz** and **Sixth** having offices in Riga. You may also use car Rental Company focusing on renting out cars in Baltic States- **Prime Car Rent**. There is also a local car sharing service – **Carguru**, download app and start to use it. For more find out there: www.carguru.lv/en

VI. ICT - Internet and Mobile Communications

Latvia is a high-speed Internet country. In total, there are more than 4300 free Wi-Fi access points in Latvia. Listed below are most popular Internet and mobile communication providers.

TET - <https://www.tet.lv/>

LMT - <https://www.lmt.lv/lv/>

Bite - <https://www.bite.lv/>

VII. HOUSING



1. BASBF Student Hostel

The hostel is located in the main building of the BASBF (7th – 10th floors), address: K. Valdemara Street 161, which practically means that you are only a few floors away from your classes and other study activities in the School.

In order to apply for hostel, student need to fill in **rental registration form** to rent a room. The rental registration form can be sent prior your arrival. The rental agreement will be signed upon your arrival. Registration form has to be sent to administrator of Student Hostel Tamara Pavlovskā: tamara.pavlovskā@ba.lv

The types of rooms, price list, registration form and description can be found here: <https://www.ba.lv/studies/about-life-in-hostels/>



Administrator
Mrs Tamara Pavlovskā
Telephone: +371 67387324
E-mail: tamara.pavlovskā@ba.lv/ leva.Balodedarb@ba.lv

VIII. ACADEMIC ISSUES



1. BASBF email

Upon your arrival BASBF IT department will create you a new email, which contains your name and surname: name.surname@ba.lv. During your Erasmus+ studies and stay in Latvia we will be communicating with you using this email. All academic issues and communication with your professors will be done using BASBF email. To activate your BASBF email you will receive a message to your private or your university email.

2. Student Card

Within two weeks after your arrival you will receive a student card issued by BASBF. You will need to present the student card to buy your student e-ticket (etalons), it also works as a door opener in BASBF Student hostel, for those who live there. Student card is proof you are a student and it might give you some discounts and bonuses in Riga.

3. Study Schedule and Other Information

BASBF has a module type learning system. All study courses are not posted online at the beginning of semester, they are added to schedule gradually, however all announced courses before your Erasmus will be delivered. To check the schedule, you can go to <https://bais.ba.lv/> Use the ID and password BASBF IT department has sent to you. The schedule is not personalized, namely you can see all the study courses. To see study courses for Erasmus students, you have to choose your study group name, usually it is **1ER1**, **1ER2** or **1ER3**, depending on the study semester. In this site you will also find news in BA School of business and other information related to students.

Timetable for Students

Print

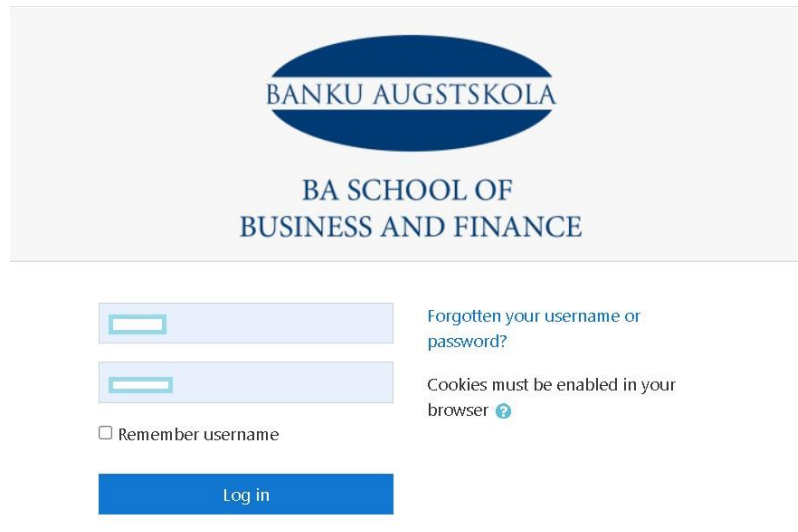
September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Today: 7/6/2021

- 1BPa
- 1BPa7
- 1BPa8
- 1BPT
- 1BPV1
- 1BPV7
- 1BPVv
- 1BPVv7
- 1D
- 1ER1**
- 1ER2
- 1ER3
- 1E1

4. Studijas.ba.lv - Internal Study Portal

To your e-mail you will receive the information about registering to BAIS Portal, which is BASBF study portal: <https://studies.ba.lv/>



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Remember username

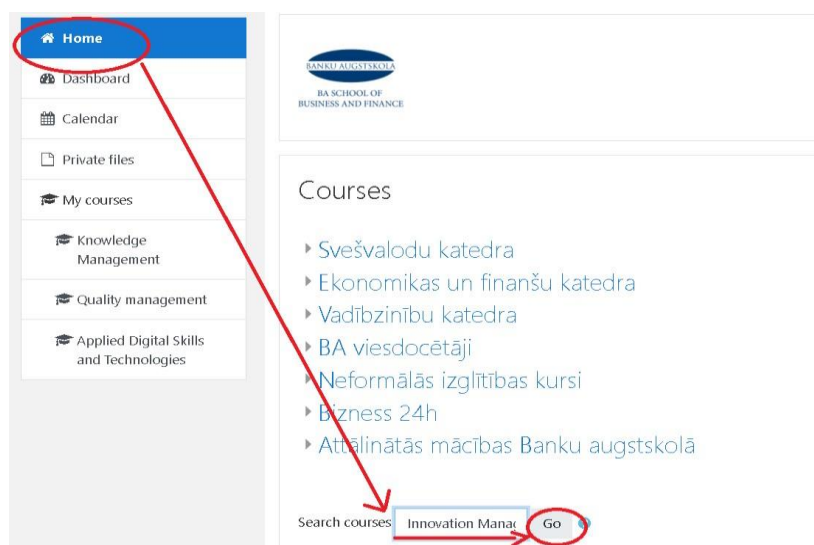
Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

This portal contains study materials. For each study course you have chosen and added in your Learning Agreement you have to enroll yourself. Your professor will be sending the code to your study course for your enrolment.

To find your course write in the name of the course and choose the right one.



Home

Dashboard

Calendar

Private files

My courses

Knowledge Management

Quality management

Applied Digital Skills and Technologies

BANKU AUGSTSKOLA
BA SCHOOL OF
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Courses

- ▶ Svešvalodu katedra
- ▶ Ekonomikas un finanšu katedra
- ▶ Vadībzinību katedra
- ▶ BA viesdocētāji
- ▶ Neformālās izglītības kursi
- ▶ Bizness 24h
- ▶ Attālinātās mācības Banku augstskolā

Search courses: Innovation Manag Go

IX. LIVING IN LATVIA



1. Student Buddy

BA School of Business and Finance Student Council organizes integration program for foreign Erasmus+ students. "Student Buddy" program helps international students to adapt in BASBF study environment. A local student "buddy" is assigned to each the student to help and guide through first steps of living and studying in Latvia.

2. National Holidays in Latvia

During national holidays the school and other public institutions in Latvia are closed, most of shopping malls stay open. Your classes will not be scheduled during national holidays, please check your academic schedules, since some holiday dates may vary from year to year.

20 November Independence Day of Latvia (November 18)	1 May Labour Day
23.12.2023. - 01.01.2024. Christmas holidays	04.05.2024.-06.05.2024. National holidays
29.03.2024.-01.04.2024. Easter holidays	23.06.-26.06.2024. Midsummer celebrations Līgo and Jāņi

3. Survival Phrases in Latvian

Please	Lūdzu! [lu:dzu]
Thank you	Paldies [paldies]
Yes	Jā [ja:]
No	Nē [ne:]
Hello!	Labdien! [labdien]
Goodbye!	Uz redzēšanos! [uzredze:shanos]
Help!	Palīgā! [pali:ga:]
I don't understand it.	Es nesaprotu [es nesaproutu]
How much does it cost?	Cik tas maksā? [cik tas maksa:]
Excuse me!	Atvainojiet! [atvainoujiet]

Latvian language belongs to the Indo-European language family and one of two living Baltic languages, the other remaining Baltic language is Lithuanian. Latvian is the official language of the Republic of Latvia.

4. Shopping and Grocery stores

The largest grocery store chains in Riga are RIMI and Maxima. One of RIMI grocery stores are located very close to BASBF main building.



There are several shopping malls all over Riga with RIMI and Maxima stores in them. One of Latvian tradition is to buy groceries at **Riga Central Market** www.rct.lv, located close to the Central Station and Coach station, address Nēģu Street 7. Hangar iron constructions each selling different type of groceries, there is milk and bread pavilion, meat pavilion, fish pavilion and other. Outside of hangars there are a many sellers. Riga Central Market is the largest open air farmer's market in Baltics. There you will find a large variety of local and seasonal food.



Food delivery has become very popular and the service is vital during self-isolation period. Two largest prepared food delivery companies are Bolt and Wolt.



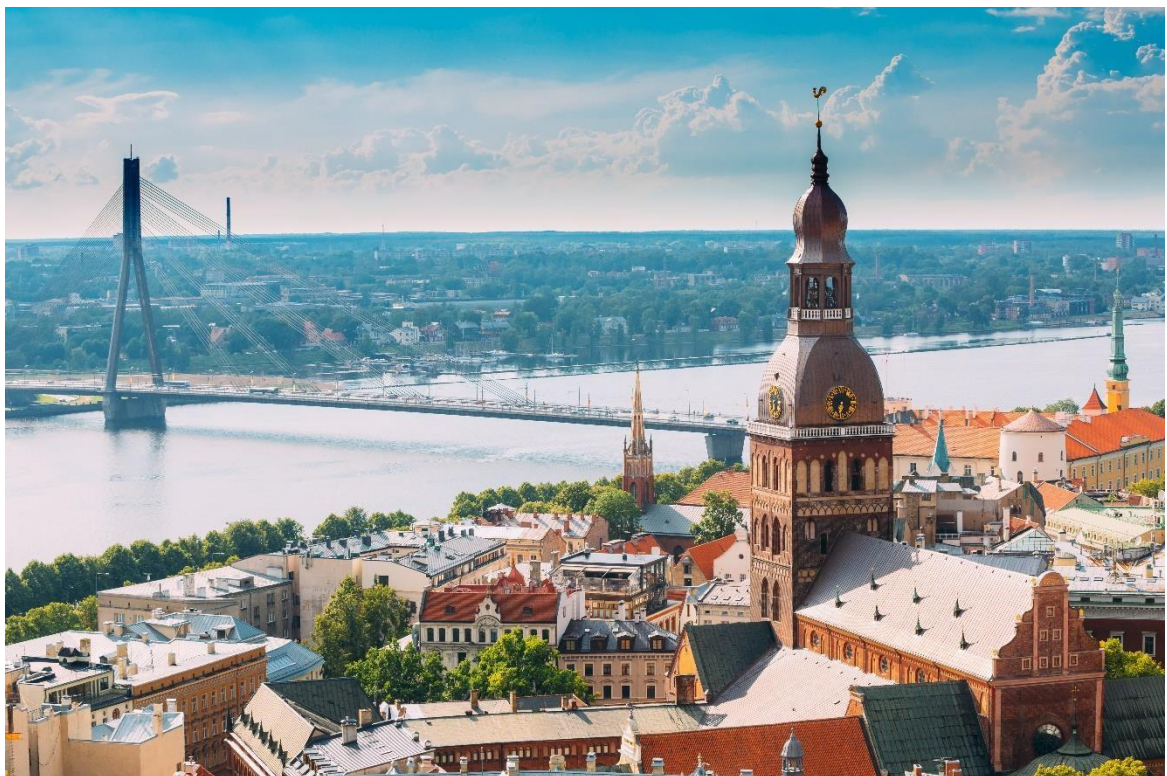
There is also a grocery delivery companies, one of them www.barbora.lv

Welcome to Latvia and BA School of Business and Finance!

Latvia lies on the eastern shores of the Baltic Sea, with white sand beaches, and the landscape generally is very flat, largely covered by forest. Latvia has four seasons; temperature varies from -20 °C in winter to +30 °C in summer. Member of European Union and North Atlantic Treaty Organization since 2004, national currency Euro. Latvian nation speaks three languages- Latvian, Russian and English.



Riga, the capital of Latvia, is not only the crown jewel of Latvia, but also of the Baltics. Riga's Old Town is a UNESCO World Heritage Site. Riga has more than 600 000 inhabitants, making it the largest city in the Baltic States. Strong international presence thanks to Riga International Airport serving over 7 million passengers yearly and having a national airline company.



Panorama view old town and the River Daugava

BA School of Business and Finance

Address: Krišjāņa Valdemāra Street 161, Riga LV-1013, Latvia www.ba.lv

For more information write to: erasmus@ba.lv or aiga.anitena@ba.lv