

## SURVIVAL KIT for EXCHANGE STUDENTS

### INTERNATIONAL OFFICE / Room 112 /

Office for International Relations is the first place you have to visit after your arrival. It will provide all necessary information about practical matters, study information, etc.

Vice-rector for International Relations:

Prof. **Maija Sīpola**

Phone: +371 67223522

Mobile: +371 29140245

E-mail: [majja.sipola@jvlma.lv](mailto:majja.sipola@jvlma.lv)

Room 110

Erasmus coordinator:

**Vita Šilīņa**

Phone: +371 67820271

Mobile: +371 29448643

E-mail: [vita.silina@jvlma.lv](mailto:vita.silina@jvlma.lv)

Room 112 - open on working days 9:00 – 17:00

### ACADEMIC CALENDAR 2023/2024

Autumn semester: September 11, 2023 - January 21, 2024

Spring semester: February 5, 2024 - June 16, 2024

### ACCOMMODATION

JVLMA does not have student dormitories, but there are several options:

- Facebook group: *Riga Student Apartment Market /roommate, flatmate wanted, flatshare in Riga;*
- <https://rigastudentapartment.com/room/>
- <https://youthments.com/>

### ENTRY and RESIDENCE

#### EU/EFTA citizens

Students who are EU/EFTA citizens have the right to move and reside freely within the territory of Latvia no longer than one year. It is not required to register at the Office of Citizenship and Migration Affairs or receive the registration card.

#### Non-EU/EFTA citizens

Information about visas: <https://www.pmlp.gov.lv/en/home/services/visas-and-invitations/>

For further questions, please contact Prof. Maija Sīpola, the Vice-rector for International Relations:

[majja.sipola@jvlma.lv](mailto:majja.sipola@jvlma.lv)

### ISIC CARD

Your student card is a document proving the status of being a student at JVLMA.

The ISIC card entitles you to make room reservations in ASIMUT system, use the Academy library, collection of recordings, as well as grants discounts in the public transport, on theatre and concert tickets. Visit <https://www.isic.lv/en> or use the mobile application for more information on current discounts and offers.

Your ISIC card means free entrance for performances in the National Opera and Ballet Theatre with the exception of premieres and guest performances. You will have no assigned seat, but usually it is possible to find some free seat.

## PUBLIC TRANSPORT & STUDENT TICKET

Holders of ISIC cards are eligible for student discounts on monthly public transport ticket. The ticket is valid for all types of city public transport and it costs 15 €.

Should you wish to purchase a student ticket, please visit the International Office (Room 112) first to receive a Certificate that confirms your status as a JVLMA student. You should submit the Certificate and present your ISIC card at the customer service centre of *Rīgas Satiksme* afterwards.

The nearest customer service centres are located on Brīvības iela 49/53, Spīķeru iela 1 (near the Central market) and Prāgas iela 1 (Central bus station); see the map at <https://www.rigassatiksme.lv/en/tickets-and-e-ticket/ticket-trade-outlets/customer-service-centres/>

Trams, trolleybuses and buses provide public transportation in the city. Information of public transport routes and timetables you will find on *Rīgas Satiksme* website: [www.rigassatiksme.lv/en](http://www.rigassatiksme.lv/en)

## ROOMS for PRACTICING

JVLMA has online room reservation and event management system **ASIMUT** that is used in the most prestigious music academies in Europe. The ASIMUT system can be accessed using the direct link: <https://jvlma.asimut.net>. You may also use the ASIMUT mobile version for your smartphones: <https://jvlma.asimut.net/mobile>

Your user name and password for ASIMUT will be sent to your e-mail address before beginning of the studies.

It is recommended to change the password. Please note - the new password you will create must contain:

- \* at least 7 characters
- \* at least 1 capital letter
- \* at least 1 special symbol
- \* at least 1 numeral

In case of some problems, please contact the IT department: [it@jvlma.lv](mailto:it@jvlma.lv)

Latvian is set as the default language of ASIMUT. Under *Manas preferences* -> *Valoda* you will find an option to change the language. Please confirm your changes by clicking *Saglabāt*.

All rooms in the system are divided in groups according to the floors – Basement (*Pagrabstāvs*), Floor 1, Floor 2, Floor 3 (I), Floor 3 (II), Floor 4, Floor 5. Clicking on the group you will open all rooms on the respective floor.

The rooms that are open for reservation are displayed as white spaces. After making reservation click *Save* and your reservation will appear on your personal planner.

PLEASE DON'T FORGET TO CANCEL RESERVATION IF YOU ARE NOT ABLE TO USE IT, otherwise you will lose your quota.

You can make reservations 3 days in advance for max. 4 hours. However, after your 1st hour has passed, you can make a new reservation.

The reservation should be reconfirmed at one of the ASIMUT screens in the lobby with your student ISIC card directly before your reserved time. Don't be late – after 15` your reservation will be automatically deleted.

The employee at the key desk will issue the key for the room. **Please remember to return the key as soon as you finish practicing.**

**Before you left the room, please close the piano lid, shut the windows, switch off all electrical equipment and make sure that no personal belongings are left in the room.** Both JVLMA buildings are architectural monuments; please be very gentle with them.

## OPENING HOURS OF THE ACADEMY

Working days 7:30 – 22:00

Saturdays 9:00 – 19:00

Sundays 9:00 – 15:00

Keys of classrooms will be issued no later than 30 min. before the closing time and they should be returned 10 min. before the closing time.

## CLOAKROOM

It is advisable and safe to leave your coats and jackets in the cloakroom. Personal belongings should be kept in the lockers that are located in the cloakroom. **Renting a locker** costs € 1 a month; please ask Vita if you are interested in this option.

The cloakroom is open on working days from 9:00 until 18:00, closed on the weekends.

## INSTRUMENT STORAGE

There is a common lockable storage space for instruments in the cloakroom. No books, scores, clothes and other belongings are allowed there - instruments only! Please ask the cloakroom attendant for the key.

## INTERNET ACCESS

The Wi-Fi connection is available in both Academy's buildings. Network "JVLMA-BIP" is password-protected; the International Office will provide you with the access credentials.

Access to computers (including music notation program *Sibelius*) and Internet is available in Room 507 and in the book library (Room 106).

## PRINTING/COPYING

Printing and copying services are available at several locations:

- Book Library and Scores Library of JVLMA:
  - 1 copy (A4) – € 0.10
  - 25 copies – € 1.15
  - 50 copies – € 2.30
  - 100 copies – € 4.40
- "Merķeļa Druka" (Merķeļa iela 13 and Raiņa bulvāris 17): <https://www.merkeladruka.lv>
- "CopyPro" (Raiņa bulvāris 17): <https://www.copypro.lv/en> (working hours 24/7)

## JVLMA SPORTS CENTRE

JVLMA Sports centre is located in the courtyard of the academy (entrance from the side of the parking lot). Opening hours on Monday, Wednesday and Friday 16:00-20:00.

Here you can exercise at the gym. Do not hesitate to ask the coach of the centre for advice about the best equipment for you. In the sports hall you can play basketball, volleyball, table tennis or mini football.

Starting from September it is possible to visit a swimming pool in Ķīpsala - Ķīpsalas street 5 (10` from the centre, all buses and trolleybuses from the “National Theatre” stop on Valdemāra Street; next stop across the river Daugava - “Ķīpsala”) twice a week: on Tuesday and Thursday 8:00-8:40 or 8:40-9:20. Monthly ticket for swimming pool costs € 25.

If you are interested please register in advance with the coach Mārtiņš Veispals (tel. +371 29192362; [martins.veispals@jvlma.lv](mailto:martins.veispals@jvlma.lv), [sportacentrs@jvlma.lv](mailto:sportacentrs@jvlma.lv)), who is a swimming coach as well.

## LIBRARY

JVLMA library is the oldest music and related literature repository in Latvia, safekeeping rare manuscripts, scores, books, sound and video recordings, and periodicals. Library stock holds approximately 92000 scores and 4500 books; special funds consist of research works by academic staff and students of former Latvian State Conservatoire and JVLMA. Musical scores by Latvian musicians, manuscripts, photographs and historical materials are also available.

There is a free of charge information database in the reading room: encyclopaedias, dictionaries and periodicals. Reading room provides excellent environment for studies and information gathering as well as free Internet access.

Opening hours:

	Scores (Room 103)	Books, Reading room (Room 106)	Audio-visual recordings (Room 215)
Monday	9:00 – 17:00	9:00 – 17:00	9:00 – 17:00
Tuesday	9:00 – 17:00	9:00 – 17:00	9:00 – 17:00
Wednesday	9:00 – 17:00	9:00 – 17:00	9:00 – 17:00
Thursday	9:00 – 17:00	9:00 – 17:00	9:00 – 17:00
Friday	9:00 – 16:00	9:00 – 16:00	9:00 – 16:00
Saturday	Closed	Closed	Closed
Sunday	Closed	Closed	Closed

Contact information:

E-mail	<a href="mailto:jvlma_biblioteka@jvlma.lv">jvlma_biblioteka@jvlma.lv</a>
Facebook	JVLMA Bibliotēka
Twitter	@JVLMA_bibl

### Main rules:

- During your first visit, the librarian will assign you a User ID number, which allows using the JVLMA library online catalogue and following the return deadlines.
- In case of overdue library books/scores/materials, the fine is charged for each day and each borrowed item: € 0.05 for regular materials, € 1.00 for archive materials and the single-copy items.

Books and scores:

- The maximum borrowing time is 1 semester, the minimum – 1 day, depending on the actual book/score.
- It is not possible to take home materials from archive and the single-copy items.
- Twice a year (in December and June) all borrowed materials must be **re-registered** by presenting them at the library.

Audio-visual recordings:

- It is possible to take sound recordings home (CD, DVD, except vinyl) for 2 days maximum.

Available databases:

- Digital catalogue of books, scores and recordings, archive of photographs: [https://kopkatalogs.lv/F/?&func=find-b-0&local\\_base=lma01](https://kopkatalogs.lv/F/?&func=find-b-0&local_base=lma01). (access using your Library-user ID number);
- Oxford Music Online: <https://www.oxfordmusiconline.com/> (available from IP address of JVLMA);
- Berliner Philharmoniker Digital Concert Hall: <https://www.digitalconcerthall.com/en/home> (the access information is provided by a librarian);
- Naxos Music Library: <https://www.naxosmusiclibrary.com/home.asp?url=%2Fdefault%2Easp> (the access information is provided by a librarian);
- Naxos Music Library Jazz: <https://www.naxosmusiclibrary.com/jazz/home.asp?url=%2Fjazz%2Fdefault%2Easp> (the access information is provided by a librarian);
- ScienceDirect: <https://www.sciencedirect.com/> (available from IP address of JVLMA);
- SCOPUS: <https://www.scopus.com/search/form.uri?display=basic> (available from IP address of JVLMA);
- Web of Science: [http://apps.webofknowledge.com/WOS\\_GeneralSearch\\_input.do?product=WOS&search\\_mode=GeneralSearch&SID=E2G6sRZ3JoilBcHzz7b&preferencesSaved=](http://apps.webofknowledge.com/WOS_GeneralSearch_input.do?product=WOS&search_mode=GeneralSearch&SID=E2G6sRZ3JoilBcHzz7b&preferencesSaved=) (available from IP address of JVLMA).

## CANTEEN

The Academy's canteen serves comfort food for a reasonable price. Opening hours: Mon-Thu 9:30-16:00, Fri 9:30-15:00.

## CONCERTS

You are welcome to attend all concerts organized by JVLMA. The admission is usually free; however, donations are welcome. Printed concert programs are available for a small fee. Ticketed concerts can be attended for free as well, but only after the third bell and if there are free seats. Please follow the information on posters, the computer screen in the lobby, Academy's website (Event calendar) or Facebook and Twitter accounts.

## TELEPHONE

There are three main GSM operators in Latvia: LMT, Tele2 and BITE. New SIM cards and pre-paid cards can be purchased in most newsagent's shops, e.g., Narvesen.

## **ROOMS, DEPARTMENTS and CONCERT HALLS**

Room 101 - Department of Study Programmes

**Room 103 - Music Library – Scores**

**Room 106 - Books, Reading room**

**Room 215 - Audio-visual Library**

Room 109 - Head Office, Secretariat and Rector

**Room 110 - International Relations: Maija Sīpola**

**Room 112 - International Relations: Vita Šiliņa, Anita Alksne**

Room 113 - Concert Department

Room 121 - Department of Wind Instruments

Room 122 - Department of String Instruments

Room 123 - Department of Music Education

Room 127 - Sports Centre (entrance from the side of the parking lot)

**Room 128 - Organ Hall**

Room 134 - Department of Early Music

**Room 136 - LMT Chamber Hall**

**Room 026 - Stone Hall**

Room 137 - Department of Choreography

**Room 202 - Great Hall**

Room 203 - Science and Research Department

Room 207 - Piano Department

Room 210 - Department of Musicology

Room 211 - Department of Composition

Room 224, 225 - Department of Choir Conducting

**Room 232 - Chamber Hall**

Room 305 - Opera studio

Room 319, 320 - Department of Music Technology

Room 328 - Department of Jazz Music

Room 405 - Department of Compulsory Piano







Room 504 - IT department

**Room 507 - Computer room** (available if not reserved for lessons)

**Room 002 - Canteen**

Practicing rooms are mostly located in the second building and on the 3<sup>rd</sup> floor of the main building.

## SAFETY INFORMATION

- In case of alarm  , immediately take your instrument and documents and proceed to the emergency exits. All the exits on the 1st floor are emergency exits. It is strictly prohibited to use the elevator!!! 
- In case the emergency exit door to the courtyard is closed, you can open it by pushing the button in the green box next to the door. 
- In case of fire  , proceed to the nearest emergency exit or call **112** and tell the Fire and Rescue Service dispatcher the address (Barona Street 1), room number, your name and describe the situation.
- In case of a serious injury, call **112** and tell the Fire and Rescue Service dispatcher the address (Barona Street 1), room number, your name and describe the injury.
- It is strictly prohibited to smoke in the premises of JVLMA. No smoking near the central entrance! Smoking area is located in the backyard. 
- In case of electricity/power blackout  proceed to the key desk, lighting up your way with the mobile phone.
- Immediately inform the key desk attendant or your fellow students in case of any extraordinary situation in the Academy.

**Fire and Rescue Service: 112**

## USEFUL LINKS

[www.jvlma.lv](http://www.jvlma.lv) – homepage of Jāzeps Vītols Latvian Academy of Music

[https://www.instagram.com/esn\\_riga/](https://www.instagram.com/esn_riga/) (Instagram); <https://www.facebook.com/ESN.Riga/> (Facebook) -  
Erasmus Student Network Riga

<https://www.latvia.travel/en/article/culture>

<https://www.latvia.travel/en/article/interesting-facts-about-latvia>

<https://www.integration.lv/en> - Information Centre for Newcomers

<https://www.latvijaskoncerti.lv/en/> – Latvian National concert agency

[www.inso.lv](http://www.inso.lv) – Latvian National Symphonic Orchestra

<https://www.opera.lv/en/> – Latvian National Opera and Ballet

[www.sinfoniettariga.lv](http://www.sinfoniettariga.lv) – State chamber orchestra

<https://www.bilesuparadize.lv/en/>, [www.bilesuserviss.lv/eng/](http://www.bilesuserviss.lv/eng/) – online booking office, tickets for concerts,  
theatre etc.