

<b>UNIVERSITY OF LATVIA</b>	<b>THE PROCEDURES FOR THE INITIATION OF STUDIES IN SUBSEQUENT STUDY STAGES AT THE UNIVERSITY OF LATVIA</b>	Enclosure <b>APPROVED</b> By UL ordinance No.1/128 of 8.06.2009
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Approved in compliance with  
Article 5.10. of the UL Constitution

*With amendments made before 30.10.2017.*

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*Amendments: UL 15.02.2011. ordinance No. 1/65*

*UL 01.03.2011. ordinance No. 1/73*

*UL 09.04.2013. ordinance No. 1/116*

*UL 30.10.2017. ordinance No. 1/339*

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## **GENERAL REGULATIONS**

1. The procedures for the initiation of studies in subsequent study stages at the University of Latvia (hereinafter – Procedures) regulate the initiation of studies in subsequent study stages at the University of Latvia (hereinafter – the UL) in undergraduate, graduate and postgraduate study programmes including doctoral and residency studies.

2. The Procedures are developed in compliance with Section 47 of the Law on Institutions of Higher Education and with regulations No. 932 of the Cabinet of Ministers of the Republic of Latvia (hereinafter – CM) “Initiation of Studies in Subsequent Study Stages” issued on November 16, 2004.

3. The initiation of studies in subsequent study stages shall be possible for students and persons who have acquired a higher education study programme or a part thereof (not less than 40 credit points / 60 ECTS or two semesters) licensed or accredited in accordance with the procedures specified by regulatory enactments:

3.1. when transferring from another institution of higher education to the UL, studies may be initiated in a study programme of the same or lower level;

3.2. when transferring to another study programme of the UL, studies may be initiated in a study programme of the same or lower level;

3.3. when recommencing studies at the UL after a pause (ex-matriculation);

3.4. after acquisition of a first level vocational higher education studies may be continued in a higher education study programme for the acquisition of a bachelor degree or second level vocational higher education;

3.5. after acquisition of a qualification/degree studies may be continued in a higher education study programme of the same level for the acquisition of another qualification.

4. A person wishing to commence studies in subsequent study stages (hereinafter – the Applicant) shall apply only for the vacancies in the relevant study programme. The institution of higher education may refuse the initiation of studies in subsequent study stages if there are no vacancies in the relevant study programme.

#### **APPLICATION FOR THE INITIATION OF STUDIES**

5. The application for the initiation of studies in subsequent study stages shall be submitted to the authorized persons (hereinafter – secretary):

5.1. a person authorized by the Dean of the faculty;

5.2. a person authorized by the UL pro-rector for relevant scope of science (when continuing studies in doctoral or residency programmes);

5.3. a person authorized by the director of Department of Student Services (for international<sup>1</sup> applicants).

5.<sup>1</sup> The Applicant shall submit to the secretary the following documents by the first day of the registration week of a semester:

5.1.<sup>1</sup> an application and registration form for the initiation of studies in subsequent study stages (Appendix 1 and 2);

5.2.<sup>1</sup> an academic transcript issued by an institution of higher education in Latvian (if available) and English (applicants who previously studied at the UL produce a print-out from the Information System of the UL (hereinafter – LUIS) or a copy of the study card);

5.3.<sup>1</sup> legalized (should legalization be required<sup>2</sup>) copies of documents and the supplements thereto that confirm the obtained education; the above documents should be produced in original as well;

5.4.<sup>1</sup> notarized translation of the education documents and supplements thereto into Latvian or English should the documents be issued in any other language;

5.5.<sup>1</sup> a copy of identity document and original proof of identity documents.

5.<sup>2</sup> Applicants, who are to have residence permit shall apply for the same three months prior to the first day of the registration week.

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<sup>1</sup> International applicants – persons who are not citizens or non-citizens of the Republic of Latvia and who do not have a permanent residence permit

<sup>2</sup> Persons who have acquired their education abroad, prior to applying for the studies shall legalize education documents issued abroad. Should the education documents be issued by a country that has signed the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents, the documents shall bear the Apostille issued by an authorised institution of the issuing country. Education documents issued by other countries are authenticated or legalized by an authorised institution of the issuing country or else by a diplomatic or consular mission of the issuing country and then at the diplomatic or consular mission of Latvia in the respective country or at the Consular Department of the Ministry of Foreign Affairs of Latvia. Should the education documents be issued by the member states of the European Union, the European Economic Area, or Switzerland, the authentication or legalization of documents is not required.

*(LU 09.04.2013. ordinance No. 1/116)*

6. The Dean of the faculty, under certain conditions, has the right to allow accepting documents from applicants after the end of the registration week by setting down individual time periods for matriculation and recognition of previously acquired study courses.

7. The application can be lodged in person or as a registered post, or by a person authorised to represent the applicant and providing a letter of attorney that shall comply with regulatory enactments. If the copies of the documents for application are sent in via mail the applicant produces the originals when registering for the studies. If an applicant is unable to produce the original documents of education, the copies must be certified by a notary.

*(LU 09.04.2013. ordinance No. 1/116)*

8. The submitted documents shall be registered in accordance with the record keeping requirements, specifying the application number, submission date and time.

### **ADMISSION DECISION**

9. When receiving the documents of an applicant the secretary:

9.1. Checks the free study places in the study programme and the accomplishment of the requirements set in Article 3 of this Procedure;

9.2. Compares the previously acquired study course with the study courses of the relevant study programme of the UL.

10. Should the secretary find previously acquired study courses not to be equal to the study courses of the relevant study programme of the UL, the applicant must fill in a Study course recognition form by entering the courses which need to be recognized.

11. The submitted documents of the applicant together with the filled Study course recognition form are sent by the secretary to the director of the study programme. The director of the study programme ensures the recognition procedure of the previously acquired study courses in compliance with The Study Course Recognition Procedure at the UL.

12. The director of the study programme, by the end of the registration week, enters in the application form of the applicant a recommendation for the Dean of the faculty (in case of doctoral and residency students, a recommendation is prepared for the pro-rector for relevant scope of science), based on which the student is enrolled in a particular semester of the relevant study programme, under the following conditions:

12.1. after the matriculation the total credit load of the subjects to be acquired additionally shall not exceed 20 credit points (30 ECTS);

12.2. amount of credit points obtained in a year together with study courses to be acquired additionally shall not exceed 40 credit points (60 ECTS);

12.3. registration for continuation of studies is allowed starting from the second semester of the study programme.

13. The Dean (for doctoral and residency students – pro-rector for relevant scope of science) shall take the decision on the matriculation (or rejection of matriculation) and registration of an applicant in the semester by the end of the first week of the semester.

14. The applicant is matriculated in the UL after the conclusion of the matriculation agreement and the fulfilment of financial obligations and registered for studies with the first day of the relevant semester of an academic year.

The payment procedure for residentship programmes is specified by CM Regulation No. 120 of December 13, 2001 “Regulation on Funding of Residentship Education and Posting of Resident Doctors”

15. The agreement on studies at the UL has to be concluded by the end of the second week of the study semester.

16. If the information submitted by the applicant fails to conform to the requirements specified in Article 3 of this Procedures or there are no free places in the relevant study programme the application for the beginning of studies is rejected (rejection to matriculate) in compliance with Article 13 of the Procedures. The Dean (for applicants of residentship programmes – Head of residency programme) shall issue a substantiated decision in person or by mail as a registered post. This fact is recorded in accordance with the record keeping requirements at the UL. The decision shall bear the following:

16.1. name, surname and identity number of the applicant;

16.2. the registration number, date and content of the application received;

16.3. the substantiation of the adopted decision with the reference to factual and legal reasons;

16.4. the procedure for filing an appeal.

17. Appeals against the decisions on matriculation as specified in Article 13 of the Procedures can be filed within a period of one month from the day the decision comes into force by submitting a written application to the Rector of the UL.

### **ADDITIONAL REQUIREMENTS**

18. The applicant must fulfil additional requirements, viz. acquire study courses of the relevant study programme at the UL should those have not been acquired during the previous study period or acquired in a smaller study load than it is required by the UL study programme, and pass examinations.

19. The student can fulfil the additional requirements:

19.1. before being matriculated at the UL, as a course attendee;

19.2. after matriculation in compliance with an individual study plan prepared and approved by the director of the study programme in accordance with Article 12 of the Procedures.

20. The fulfilment of the student individual study plan is controlled by the Dean but for applicants of residentship programmes – Head of the residentship programme.

21. Fulfilment of additional admission requirements is a paid service as specified in UL regulatory enactments.

## RECOMMENCEMENT OF STUDIES FOR FINAL EXAMINATIONS

22. Applicants who have completed the theoretical part of the relevant study programme within the recognition limitation period can continue studies for taking final examinations in the UL study programmes.

23. Applying for final examinations is regulated by Articles 5.1 – 5.4, 7 and 8 and takes place on the following dates:

23.1. thesis development and defence – no later than the end of the registration week of the semester where the defence of the thesis is planned;

23.2. defence of a thesis developed at the UL or the taking of a final examination – no later than four weeks before the respective examination.

24. If the information submitted by the applicant does not conform to the requirements set in Article 22 of the Procedures, the application is rejected (rejection of matriculation).

25. The decision on matriculation (or rejection of matriculation) for taking the final examinations is made by the Dean of the faculty following a recommendation of the director of the study programme; ice-rector for Research decides on matriculation of doctoral and residency applicants. The decision is drawn and announced to the applicants in compliance with Article 16 of the Procedures.

26. The applicant can appeal against the decision within the period of one month from the day of it coming into force by submitting a written application to the Rector of the UL.