



## TERMS OF ADMISSION AT UNIVERSITY OF LATVIA

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Amended by 28.03.2022.

Amendments: LU Senate 28.03.2022 order No.2- 3/44

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Issued in accordance with University law article 46. part 2 and  
MK 10.10.2006. rules No. 846 “*Noteikumi par prasībām,  
kritērijiem un kārtību uzņemšanai studiju programmās*”.

### I. GENERAL RULES

1. The rules of admission to the University of Latvia (hereinafter – the UL) determine the principles of admission to the study programs of the UL, as well as determine the application, entrance examination, competition, and its publication procedures for studies at the University of Latvia.
2. The following terms are used in the rules:
  - 2.1. **Postgraduate studies** - studies that can be started in Master's or higher professional education study programs after obtaining a bachelor's degree or an equivalent degree.
  - 2.2. **State-funded study places** – study places that will be funded by State budget.
  - 2.3. **Entrance examination** – an examination of skills and knowledge in accordance with previously acquired level of education and the programme of the entrance examination.
  - 2.4. **Matriculation** – the recording process into the student register of University of Latvia.
  - 2.5. **Competition** – the summarization and ranking of results as well as comparing them with study places within the study programme or sub-programme in accordance with its evaluation criteria.
  - 2.6. **Competition evaluation criteria** – centralized examinations and/or entrance examinations, grade evaluation of prior education diploma that enable the applicant to participate in competition for matriculation for approved study places in the selected study programme or sub-programme.
  - 2.7. **Study places for tuition fee** – study places that are not funded by state. They are instead funded by an individual or a legal entity.
  - 2.8. **Undergraduate studies** – studies in Bachelor's, first or second level professional

higher education study programmes that require at least general secondary prior education.

- 2.9. **Application** - a person's hand-written or electronic statement to participate in a competition (application) for a study place in a specific study program or sub-program.
- 2.10. **Candidate** - an applicant who has acquired rights to apply for a study place in accordance with competition results.
- 2.11. **Preferential claims** – rights to participate in a relieved competition or claim additional points for competition ranking.
- 2.12. **Ranking** – the ranking of applicants in descending order in accordance with their acquired points and preferential claims in the competition.
- 2.13. **Applicant** – a person who has applied for a study place to start studies in University of Latvia.
- 2.14. **Registration** - a written or electronic statement declaring a decision to start studying in University of Latvia.
- 2.15. **Registrar** – a person responsible for receiving documents for registration as well as verifying their validity in accordance with terms of admission in University of Latvia.
- 2.16. **Level of studies** – undergraduate, postgraduate, residency and doctoral studies.
- 2.17. **Number of study places** – the set amount of study places for matriculation by study programmes, sub-programmes, study forms, levels, and languages.
- 2.18. **Requirements for enrolment** – the required prior education or other factors that the applicant has to fulfil in order to apply for competition in a study programme or sub-programme.
3. Rights to study in University of Latvia are given regardless of a person's gender, social or economic status, race, nationality, political views and religious beliefs, occupation, or place of residence if they fulfil enrolment requirements and have fulfilled actions required for enrolment.
4. Rights to apply for a state-funded or privately, or by a legal entity, funded study place in a programme (sub-programme) by their language streams are given to:
- 4.1. citizens and non-citizens of Republic of Latvia;
  - 4.2. citizens of countries within the European Union;
  - 4.3. citizens of European Economic Area;
  - 4.4. citizens of Swiss Confederation;
  - 4.5. inhabitants of countries within the European Union who have a valid residence permit.
5. Foreigners who are not mentioned in point 4 of this article:
- 5.1. cannot apply for state-funded study places;
  - 5.2. participates in a joint competition for study places in the program (study sub-program) by study language streams funded by an individual or a legal entity.
6. Rights to study for a state budget funds for attaining a degree (Bachelor's, Master's), scientific degree (doctor) or higher education professional qualification can be used by an individual multiple times. Nonetheless an individual can study only in one study programme for state budget funds at any given time.
7. Individuals with the UL order can attain preferential claims if they have had award- winning

performances in school subject Olympiads state-wide or internationally, scientific conferences of Latvian pupils, competitions for research and creative works organized by the University of Latvia and classes for young specialists.

8. The enrolment process consists of:

- 8.1. application;
- 8.2. entrance examinations;
- 8.3. determination of competition ranking results;
- 8.4. disclosure of competition ranking results;
- 8.5. registration for studies;
- 8.6. matriculation.

9. In order to ensure the admission process to the University of Latvia, in addition to these regulations, the following shall be determined by the order of the University of Latvia:

- 9.1. requirements and criteria for enrolment in undergraduate study programmes;
- 9.2. requirements and criteria for enrolment in postgraduate study programmes;
- 9.3. requirements and criteria for enrolment in doctoral study programmes;
- 9.4. requirements and criteria for enrolment in residency study programmes;
- 9.5. enrolment regulations for the academic year;
- 9.6. the estimation of cost of registration;
- 9.7. cost of studies in programmes;
- 9.8. number of study places for enrolment;
- 9.9. regulations for entry examination preparations;
- 9.10. the staff of enrolment board;
- 9.11. the staff of entrance examination board;
- 9.12. the time and place of entrance examinations.

10. The enrolment process is monitored and controlled by vice-rectors of UL in accordance with the division of authorities.

11. The enrolment process is run by the UL Enrolment Board (henceforth – Enrolment Board). The Enrolment Board have rights to suspend a person's participation in the enrolment process if they have not fulfilled the requirements of regulations.

12. Enrolment process is organized and provided by:

12.1. the department of Study Services in association with faculties and branches – for undergraduate and higher level studies;

12.2. Residency Development Program - for residency studies

12.2.1. the admission process to the state budget study places in the residency takes place in the joint admission of the University of Latvia and Riga Stradins University (RSU), in accordance with the admission terms approved by both higher education institutions;

12.2.2. the admission process to paid study places at the residency takes place in accordance

with the procedures specified in these regulations of the University of Latvia;

12.3. Academic department – for doctoral studies.

13. An individual has rights to:

13.1. submit a motivated complaint about the violations in enrolment process or the termination of the participation in the enrolment process issued by the Enrolment Board within 3 days of the orders disclosure. The complaint is then considered by the Enrolment Board within 3 days;

13.2. dispute Enrolment Boards decision mentioned in point 13.1 within 7 days of the decisions disclosure by submitting a complaint to the rector. Rectors' decision can be appealed in accordance with the administrative process regulations.

## II. APPLICATION FOR STUDIES

14. Applying for studies is done by study programmes, specifying the study form and language. With the proposal of faculty, according to the admission terms, applications can be done in separate study sub - programmes.

15. Applying for studies can be done by:

15.1. arriving in person with documents validating the person and the required prior education;

15.2. electronically in undergraduate studies using the Unified Admission in basic study programs on the e-services portal [www.latvija.lv](http://www.latvija.lv), if all the necessary validation resources are available. The application has to be confirmed by arriving in person in predetermined dates; Graduates of Latvian secondary schools who have graduated starting from 2019 may approve the electronic application themselves in accordance with the procedure specified in the Admission Procedure for the academic year;

15.3. electronically in postgraduate studies for UL graduates, using the LU Information System, who have graduated in year 2003 or later if all the necessary validation resources are available;

15.4. electronically, by submitting the application and the documents necessary for admission in other ways specified in the Admission Procedure for the academic year;

15.5. electronically, using the admission platform <http://apply.lu.lv> (DreamApply), by uploading required documents for admission.

16. Individuals who will have their prior education documents issued later than the application acceptance dates can submit an application with the permission of the director of Study Services and can participate in all stages of the admission process in accordance with the regulations. The individual will partake in the enrolment process in the same way. If the individual attains a study place and signs the study contract but fails to provide the prior education document until the specified date, the UL can terminate the contract.

17. Individuals who have acquired previous education in foreign countries are required to do the following before applying for studies:

17.1. carry out an expertise of academic degrees, diplomas and general education documents in Latvia except in cases of international contract cases. The expertise is done by the Latvian Academic Information centre (*AIC – Akadēmiskais Informācijas Centrs*) or another institution specified in the

regulatory enactments of the Republic of Latvia. The equalization of the required assessments is done by the university;

17.2. carry out the legalization of the issued documents in accordance with the law of document legalization.

18. An individual's responsibilities include:

- 18.1. to get familiar with UL Admission regulations;
- 18.2. to correctly and precisely submit the electronic or written application;
- 18.3. to submit, present or upload the required documents;
- 18.4. to pay the registration fee.

19. The application of the UL is organized by the following structural units of the UL:

19.1. the department of Study Services – for undergraduate study programmes as well as all study levels in case of foreign applicants;

19.2. faculties and branches – for postgraduate study programmes;

19.3. Residency Development Program - for residency study programs.

19.4. Academic department - for doctoral study programs.

20. If by the end of the application period the number of applicants in a study programme or sub-programme is smaller than the set minimum number of study places, the Enrolment Board can terminate the enrolment process in the study programme (sub-programme).

21. The Faculty in co-operation with the Study Service Department shall prepare a list of alternative study programs (sub-programs) in which applicants may be offered to apply during the application period, if the Admission Commission has decided to terminate the admission process specified in point 20.

### III. ENTRANCE EXAMINATIONS

22. The goal of entrance examinations is to determine the adequacy of an applicant's prior education and the chosen study programme (sub-programme).

23. The Entrance Examination Board is approved by the rector with the recommendation of the faculty's dean.

24. The entrance examination commission shall consist of the chairman (may also be a deputy), the secretary and members of the commission. The entrance examination commission has a quorum if at least the chairman or deputy chairman, if any, and two voting members of the commission participate in the evaluation of the entrance examination. The chairman, deputy and members are members of the academic staff with voting rights in its board. The board secretary has voting rights if they are also a member of the academic staff. The board can also include industry professionals who can also have voting rights. The entrance examination commission determines the assessment of the entrance examination in accordance with the approved entrance examination materials. The final grade of the entrance examination is expressed in points and may be the sum of the marks of all the members entitled to vote in the entrance examination committee or the average grade.

25. The competent entrance examination commission must be:

25.1. for undergraduate and professional higher education study programs (with previous higher education) - at least three individuals with a Master`s degree;

25.2. Master`s and in professional higher education master's study programs – at least three individuals with a scientific degree or assistant professor academic title.

26. Entrance examination Board prepare the entrance examination materials and submit them to vice-rectors in accordance with their authority division.

27. Entrance examination Board run the entrance examination process and evaluate the applicants in accordance with the approved entrance examination materials.

28. In case of doctoral study programmes the entrance examination board functions are carried out by the Doctoral Council.

29. In case of residency study programmes the entrance examination board functions are carried out by the Residency Enrolment Board.

30. The applicants responsibilities include:

30.1. arrive to the examination in a timely manner with a valid ID and a print-out of the application;

30.2. to follow the instructions of the entrance examination organizers;

30.3. to only use aid in the form of which is specified in entrance examination materials;

30.4. to submit the work in a timely manner.

31. If an applicant fails to comply with the obligations specified in Paragraph 30 of these Regulations, the entrance examination commission shall make an oral reprimand for the violation or suspend the applicant from the examination by making an appropriate entry “suspended” in the examination organization protocol, draws up an act (attached), requests an explanation from the applicant. Within 7 days, the UL shall send a copy of the deed certified to the applicant in accordance with the procedures specified in regulatory enactments if the applicant has requested it. The applicant may take the entrance examination, from which he / she was suspended, repeatedly in the next academic year, when the UL announces admission to the respective study program.

32. UL responsibilities include:

32.1. faculties:

32.1.1. prepare and organize entrance examinations in accordance with the programmes specified and accepted by the Entrance Examination Board and vice- rector;

32.1.2. to ensure equal and fitting work conditions for the entrance examination;

32.1.3. to disallow unequal attitude against applicants;

32.1.4. to evaluate the entrance examination results in a fast and objective manner;

32.1.5. to ensure the input of data in the LU Information System for postgraduate study programmes;

32.2. department of Study Services - to ensure the entry of results in the Unified Admission in Basic Study Programs in the Information System for Basic Study Programs;

32.2. Residency Development Programme – to ensure the input of results in the UL Information System for residency study programmes:

32.3. Academic department - to ensure the entry of results in the UL Information System for doctoral study programs.

#### IV. COMPETITION AND THE DISCLOSURE OF ITS RESULTS

33. In competition:

33.1. for undergraduate studies – the rights of the applicant to register in accordance with the priorities and criteria evaluation for the chosen study programme (sub- programme) specified in the application;

33.2. for post-graduate studies – applicants are ranked and their rights to register for the chosen programme, sub-programme, study form and language are determined.

34. The results are approved with an order of the Enrolment Board.

35. The duty of an applicant is to get familiar with the results of the competition in accordance with the specified dates in the enrolment process.

36. If the number of candidates after the competition results for a study programme or sub-programme is smaller than the determined minimum amount of study places – the Enrolment Board can decide to disapprove the competition results and:

36.1. vice-rectors can announce continued enrolment in the study programme (sub- programme) or;

36.2. reject the registration for study programme or sub-programme and offer the applicants to register in a different study programme form or alternative programme, or sub-programme of the applicant's choice. If the applicant does not want to apply for a study place in another study program or sub-program, the registration fee will be refunded.

37. The faculties with the department of Study Services prepare an alternative programme (sub-programme) list to fulfil point 36.2.

38. UL responsibilities include:

38.1. faculties and branches:

38.1.1. determine the competition results in postgraduate study programmes;

38.1.2. submit electronically the competition results to the department of Study Services;

38.1.3. disclose the Enrolment Board-approved results or a different decision made in accordance with points 36.1 to 36.2;

38.2. the head of Residency Development Programme:

38.2.1. determine the competition results for residency study programmes;

38.2.2. submit the results to the department of Study Services;

38.2.3. disclose the Enrolment Board-approved results or a different decision made in accordance with points 36.1 to 36.2;

38.3. department of Study Services:

38.3.1. determine the competition results for undergraduate study programmes;

- 38.3.2. to compile the competition results and prepare proposals for Enrolment Board decisions;
- 38.3.3. disclose the Enrolment Board-approved results or a different decision made in accordance with points 36.1 to 36.2;
- 38.4. Academic department:
  - 38.4.1. determine the competition results for doctoral study programmes;
  - 38.4.2. to compile the competition results and prepare proposals for Enrolment Board decisions;
  - 38.4.3. disclose the Enrolment Board-approved results or a different decision made in accordance with points 36.1 to 36.2.
  - 38.4.4. to submit the results of the competition to the department of Study Services.

## V. REGISTRATION FOR STUDIES AND MATRICULATION

- 39. The goal of registration is the fulfilment of the determined study places in matriculation in accordance with competition results. Registration is done in the UL determined time.
- 40. Candidate loses rights for the acquired study place by the competition results in case the candidate does not register for studies on time.
- 41. After the registration period is over remaining state-funded study places within a study programme (sub-programme) are awarded to the next candidates in the order of the results of the competition with individually funded study places or the applicants who have participated in the competition, have fulfilled the minimum requirements specified in the entrance examinations, but have not acquired the right to register for studies (reserve).
- 42. After the registration period is over remaining individually funded study places within a study programme (sub-programme) are awarded to the next candidates in the order of the results of the competition, who have participated in the competition, fulfilled the minimum requirements specified in the entrance examinations, but have not acquired the right to register for studies (reserve).
- 43. If the amount of candidates within a study programme is lower than the set minimum study place number, vice-rectors can announce a continued enrolment in the study programme.
- 44. Responsibilities of a candidate include:
  - 44.1. to register electronically or in person for the study program or study sub-program and to follow the specified deadlines;
  - 44.2. to submit or upload all documents necessary for registration;
  - 44.3. to sign electronically or in written format a study contract which determines the mutual responsibilities of the student and UL during the study process;
- 45. UL responsibilities include:
  - 45.1. faculties, branches, department of Study Services representative and the head of Residency Development Programme – to register the candidates for studies, prepare and organize the signing of study contracts;
  - 45.2. department of Study Services – to prepare projects of matriculation orders and submit them to vice-rectors for signing in accordance with the division of authorities;



45.3. Academic department representative to prepare projects of matriculation orders of applicants and submit them to vice-rectors for signing in accordance with the division of authorities.

## VI. FINAL REGULATIONS

46. Once these regulations are active the Enrolment regulations in University of Latvia approved in Senate 30.05.2016 order No. 15 are no longer valid.

Senate Chairman (signature\*) M.  
Auziņš

*S. Ķestere, 67033950*

Send: to all departments

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☐ **THIS DOCUMENT IS ELECTRONICALLY SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP**

Appendix  
To Terms of Admission at UL

## REPORT

Riga

Date: \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_

No. ....

Entrance examination commission approved by UL \_\_\_\_\_. Order No. \_\_\_\_, finds the following \_\_\_\_\_  
(name and surname)

committed a violation during the entrance examination of the study program \_\_\_\_\_:  
(name)

- ☐ use of unauthorized aids in the test;
- ☐ disturbance of the work of the entrance examination commission or the entrance examination of other applicants;
- ☐ plagiarism - writing off the work of another applicant;
- ☐ other intentional actions that hinder or interfere with the course of the examination.

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The applicant may take the entrance examination, from which he / she was suspended, repeatedly in the next academic semester / year, when the UL announces admission to the respective program.

**The report was drawn up by:**

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**The report is signed by:**

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**I have read the report** \_\_\_\_\_

.....

...../

Date: .

