



**LATVIJAS
UNIVERSITĀTE**

**ENROLMENT RULES IN
UNIVERSITY OF LATVIA**

APPROVED
Senate 30.05.2016. session
order No. 15

Issued in accordance with University law article 65. part 2 and MK 10.10.2006. rules No. 846 "Noteikumi par prasībām, kritērijiem un kārtību uzņemšanai studiju programmās".

*With amendments issued until 02.07.2018.
Amendments: LU Senate 02.07.2018 order No. 235*

I. TERMS USED IN RULES

- 1.1. Postgraduate studies** – studies that can be started in Master's or professional higher education programmes after acquiring a Bachelor's or comparable degree.
- 1.2. State-funded study places** – study places that will be funded by State budget.
- 1.3. Entrance examination** – an examination of skills and knowledge in accordance with previously acquired level of education and the programme of the entrance examination.
- 1.4. Matriculation** – the recording process into the student register of University of Latvia.
- 1.5. 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.
- 1.6. 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.
- 1.7. Study places for tuition fee** – study places that are not funded by state. They are instead funded by an individual or a legal entity.
- 1.8. Undergraduate studies** – studies in Bachelor's, first or second level professional higher education study programmes that require at least general secondary prior education.
- 1.9. Application** – a hand-written or electronical statement to participate in a competition for a study programme or sub-programme.

1.10. Candidate – a study candidate that has acquired rights to apply for a study place in accordance with competition results.

1.11. Preferential claims – rights to participate in a relieved competition or claim additional points for competition ranking.

1.12. Ranking – the ranking of applicants in descending order in accordance with their acquired points and preferential claims in the competition.

1.13. Applicant – a person who has applied for a study place to start studies in University of Latvia.

1.14. Registration – a written statement declaring a decision to start studying in University of Latvia.

1.15. Registrar – a person responsible for receiving documents for registration as well as verifying their validity in accordance with enrolment rules in University of Latvia.

1.16. Level of studies – undergraduate, postgraduate, residency and doctoral studies.

1.17. Number of study places – the set amount of study places for matriculation by study programmes, sub-programmes, study forms, levels and languages.

1.18. 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.

II. GENERAL RULES

2. Rights to study in University of Latvia (further in text – LU) are given regardless of a persons gender, social or economical 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.

3. Rights to apply for a state-funded or privately (or by a legal entity) funded study place in a programme or sub-programme by their language streams are given to:

3.1. citizens and non-citizens of Republic of Latvia;

3.2. citizens of countries within the European Union;

3.3. citizens of European Economic Area;

3.4. citizens of Swiss Confederation;

3.5. inhabitants of countries within the European Union who have a valid residence permit.

4. Foreigners who are not mentioned in point 3 of this article:

4.1. cannot apply for state-funded study places;

- 4.2. can participate in the competition in study language streams for study places funded by an individual or a legal entity.
5. Rights to study for state budget funds for attaining a degree (Bachelor`s, Master`s, Doctor`s) or 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.
6. Individuals can attain preferential claims with an order if they have had award-winning performances in school subject Olympiads state-wide or internationally, scientific conferences of Latvian pupils, competitions organized by LU and specialist classes organized by LU.
7. The enrolment process consists of:
 - 7.1. application;
 - 7.2. entrance examinations;
 - 7.3. determination of competition ranking results;
 - 7.4. disclosure of competition ranking results;
 - 7.5. registration for studies;
 - 7.6. matriculation.
8. The enrolment process is also regulated by these components which are finalized by an order before the start of the process:
 - 8.1. requirements and criteria for enrolment in undergraduate study programmes;
 - 8.2. requirements and criteria for enrolment in postgraduate study programmes;
 - 8.3. requirements and criteria for enrolment in doctoral study programmes;
 - 8.4. requirements and criteria for enrolment in residency study programmes;
 - 8.5. enrolment regulations for the academic year;
 - 8.6. the estimation of cost of registration;
 - 8.7. cost of studies in programmes;
 - 8.8. number of study places for enrolment;
 - 8.9. regulations for entry examination preparations;
 - 8.10. the staff of enrolment board;
 - 8.11. the staff of entrance examination board;
 - 8.12. the time and place of entrance examinations.
9. The enrolment process is monitored and controlled by vice-rectors of LU in accordance with the division of authorities.

10. The enrolment process is run by the LU Enrolment Board (henceforth – Enrolment Board). The Enrolment Board have rights to suspend a persons participation in the enrolment process if they have not fulfilled the requirements of regulations.

11. Enrolment process is organized and provided by:

11.1. the department of Student Services in association with faculties – for undergraduate, postgraduate and doctoral studies;

11.2. the head of Residency Development Programme – for residency studies.

(redacted LU Senate 02.07.2018. order No. 235)

12. An individual has rights to:

12.1. 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;

12.2. dispute Enrolment Boards decision mentioned in point 12.1 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.

III. APPLYING FOR STUDIES

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

14. Applying for studies can be done by:

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

14.2. electronically in undergraduate studies if all the necessary validation resources are available. The application has to be confirmed by arriving in person in predetermined dates;

14.3. electronically in postgraduate studies for LU graduates who have graduated in year 2003 or later if all the necessary validation resources are available;

14.4. by mandating another person who provides the mandate, the copy of an ID of the applicant and the originals or documents verifying the required prior education;

14.5. foreigners – electronically by uploading the documents necessary for enrolment.

15. 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 Student Services. 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, LU can terminate the contract.

(redacted LU Senate 02.07.2018. order No. 235)

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

16.1. 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). The equalization of the required assessments is done by the university;

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

17. An individuals responsibilities include:

17.1. to get familiar with LU Enrolment regulations;

17.2. to correctly and precisely submit the application;

17.3. to submit or provide the required documents;

17.4. to pay the registration fee.

18. LU responsibilities is to organize the application:

18.1. the department of Student Services – for undergraduate, doctoral study programmes as well as all study levels in case of foreign applicants;

18.2. faculties – for postgraduate study programmes;

18.3. the head of Residency Development Programme – for residency study programmes.

(redacted LU Senate 02.07.2018. order No. 235)

19. If the number of applicants in a study programme is smaller than the set minimum number of study places within that programme or sub-programme, the Enrolment Board can terminate the enrolment process in the study programme or sub-programme.

20. Faculties and the department of Student Services prepare a list of alternative study programmes or sub-programmes for applicants in case of the Enrolment Board order specified in point 19.

(redacted LU Senate 02.07.2018. order No. 235)

IV. ENTRANCE EXAMINATIONS

21. The goal of entrance examinations is to determine the adequacy of an applicants prior education and the chosen study programme (sub-programme).
22. The Entrance Examination Board is approved by the rector with the recommendation of the faculties dean.
23. The board consists of a chairman (can also have a deputy), a secretary and board members. The Board is able to make decisions if the chairman (or deputy) and two members are present in a session. 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. Decisions are made based on the amount of votes. If votes “for” and “against” are even the vote of the chairman determines the outcome.
24. The board has to include:
 - 24.1. for undergraduate and professional postgraduate study programmes – at least three individuals with a Master`s degree;
 - 24.2. Master`s and professional postgraduate Master`s study programmes – at least three individuals with a scientific degree or assistant professor academic title.
25. Entrance examination Board chairmen prepare an entrance examination program and submit them to vice-rectors in accordance with their authority division.
26. Entrance examination Board prepare the entrance examination materials, run the entrance examination process and evaluate the applicants.
27. In case of doctoral study programmes the entrance examination board functions are carried out by the Doctoral Council.
28. In case of residency study programmes the entrance examination board functions are carried out by the Residency Enrolment Board.
29. The applicants responsibilities include:
 - 29.1. arrive to the examination in a timely manner with a valid ID and a print-out of the application;
 - 29.2. to follow the instructions of the entrance examination organizers;
 - 29.3. to only use aid in the form of which is specified in entrance examination materials;
 - 29.4. to submit the work in a timely manner.
30. LU responsibilities include:
 - 30.1. faculties:

- 30.1.1. prepare and organize entrance examinations in accordance with the programmes specified and accepted by the Entrance Examination Board and vice-rector;
- 30.1.2. to ensure equal and fitting work conditions for the entrance examination;
- 30.1.3. to disallow unequal attitude against applicants;
- 30.1.4. to evaluate the entrance examination results in a fast and objective manner;
- 30.1.5. to ensure the input of data in the LU Information System for postgraduate study programmes;
- 30.2. department of Student Services – to ensure the input of data in the LU Information System for undergraduate and doctoral study programmes;
- 30.3. the head of Residency Development Programme – to ensure the input of data in the LU Information System for residency study programmes.

(redacted LU Senate 02.07.2018. order No. 235)

V. COMPETITION AND THE DISCLOSURE OF ITS RESULTS

31. In competition:

- 31.1. 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;
- 31.2. for post-graduate studies – applicants are ranked and their rights to register for the chosen programme, sub-programme, study form and language are determined.

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

33. 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.

34. 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 make a decision to disapprove the competition results and:

- 34.1. vice-rectors can announce continued enrolment in the study programme (sub-programme) or;
- 34.2. reject the registration for study programme (sub-programme) or;
- 34.3. offer the applicants to register in a different study programme form or alternative programme, taking the cost, type of funding, number of study places of the applicants selected programme (sub-programme) into account.

35. The faculties and the department of Student Services prepare an alternative programme (sub-programme) list to fulfil point 34.3.

(redacted LU Senate 02.07.2018. order No. 235)

36. LU responsibilities include:

36.1. faculties:

36.1.1. determine the competition results in postgraduate study programmes;

36.1.2. submit the results to the department of Student Services;

36.1.3. disclose the Enrolment Board-approved results or a different decision made in accordance with points 34.1 to 34.3;

36.2. the head of Residency Development Programme:

36.2.1. determine the competition results for residency study programmes;

36.2.2. submit the results to the department of Student Services;

36.2.3. disclose the Enrolment Board-approved results or a different decision made in accordance with points 34.1 to 34.3;

36.3. department of Student Services:

36.3.1. determine the competition results for undergraduate and doctoral study programmes;

36.3.2. to compile the competition results and prepare proposals for Enrolment Board decisions;

36.3.3. disclose the Enrolment Board-approved results or a different decision made in accordance with points 34.1 to 34.3.

(redacted LU Senate 02.07.2018. order No. 235)

VI. REGISTRATION FOR STUDIES AND MATRICULATION

37. The goal of registration is the fulfilment of the determined study places in matriculation in accordance with competition results. Registration is done in the LU determined time.

38. Candidate loses rights for the acquired study place by the competition results in case the candidate does not register for studies on time.

39. After the registration period is over remaining state-funded study places within a study programme (sub-programme) are awarded to the next candidates with individually funded study places or applicants who did not acquire rights to register for the studies.

40. After the registration period is over the remaining individually funded study places are awarded to the applicants who did not acquire rights to register for the studies in accordance with competition results.

41. 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.

42. Responsibilities of a candidate include:

42.1. registration for study programme (sub-programme) and to follow set due dates;

42.2. to submit all documents necessary for registration;

42.3. to sign a study contract which determines the mutual responsibilities of the student and LU during the study process.

43. LU responsibilities include:

43.1. faculties, department of Student Services representative and the head of Residency Development Programme – to register the candidates for studies, prepare and organize the signing of study contracts;

43.2. department of Student Services – to prepare projects of matriculation orders and submit them to vice-rectors for signing in accordance with the division of authorities.

(redacted LU Senate 02.07.2018. order No. 235)

VI. FINAL REGULATIONS

44. Once these regulations are active the Enrolment regulations in University of Latvia approved in Senate 26.04.2010 order No. 363 are no longer valid.

Senate Chairman

M. Kļaviņš