

 <p>UNIVERSITY OF LATVIA</p>	<p>REGULATION ON ENROLMENT PROCEDURE AT THE UNIVERSITY OF LATVIA</p>	<p>Enclosure APPROVED in the session of Senate of 26.04.2010, Decision No. 363</p>
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With amendments that are made till 28.11.2011.

Amendments: Decision of LU Senate No. 166 of 28.11.2011.

1. TERMS USED IN THE REGULATION

1.1. **Postgraduate studies** – studies that can be started in Master's or higher professional education study programs after obtaining Bachelor's degree or its equivalent.

1.2. **State funded places** – study places that are financed from the resources of the state budget.

1.3. **Entrance examination** – check of knowledge, skills and abilities in compliance with the previously acquired level of education and the program of entrance examinations.

1.4. **Matriculation** – registration of the person in the student register of the University of Latvia (matricula).

1.5. **Competition** – compilation, ranging and comparison of the results and their comparison with the number of study places in the study program or direction in accordance with the evaluation criteria of the competition.

1.6. **Competition evaluation criteria** – centralized examinations and/or entrance examination, and/or the evaluation of the previous education document which permits the candidate to participate in the competition for matriculation on approved study places in the chosen study program (study direction).

1.7. **Studies for tuition fee** – study places that are not financed from the state budget resources but from the resources of individual persons or legal entities.

1.8. **Undergraduate studies** – studies that can be started in Bachelor's, first and second level higher professional educational programs, if the candidate has previously obtained at least general secondary education.

1.9. **Applying** – the wish of a person expressed in a written or electronic way to participate in the competition (application) for a place of studies in a certain study program or direction.

1.10. **Candidate** – applicant who has obtained the right to register for a study place on the basis of the results of contest.

1.11. **Advantages** – the right of a person to participate in the competition with easement or to receive additional points in the competition.

1.12. **Ranging** – listing of the candidates in descending order on the basis of the points obtained in accordance with the competition evaluation criteria and advantages.

1.13. **Applicant** – the person who has applied for starting studies at the University of Latvia.

1.14. **Registration** – written commitment of the candidate to start studies at the University of Latvia.

1.15. **Registering clerk** – the persona who accepts applications and registration documents for studies, checks them and is responsible for the compliance of the documents with the requirements of the Enrolment Regulation at the University of Latvia.

1.16. **Level of studies** – undergraduate studies, postgraduate studies, doctoral or residency studies.

1.17. **Number of study places** – number of study places defined for matriculation in study programs, directions, forms, levels and the language group of studies.

1.18. **Enrolment requirements** – a certain level of previous education and other terms that are required for the applicant in order to apply for the competition for a study place in a certain study program or direction.

2. GENERAL PRINCIPLES

2.1. The Regulation on Enrolment Procedure at the University of Latvia (hereinafter referred to as the Regulation) has been issued in accordance with Section 46, paragraph two of the Law on Institutions of Higher Education, Regulation No. 846 adopted by the Cabinet of Ministers on 10.10.2006 and LU Character.

2.2. The right to study at the University of Latvia (hereinafter referred to as LU) is granted to the persons disregarding their gender, social or financial situation, race, nationality, political views, religious beliefs, occupation and place of residence if these persons correspond to the requirements for enrolment and have performed the activities required for enrolment.

2.3. The following persons shall have the right to candidate for study places that are funded by the state budget resources and the resources of individual persons or legal entities in a program (direction of studies) in language groups:

2.3.1. citizens and non-citizens of the Republic of Latvia;

2.3.2. citizens of EU Member States;

2.3.3. citizens of the European Economic Area;

2.3.4. citizens of the Swiss Confederation;

2.3.5. permanent residents of the European Union who have valid residence permit.

2.4. The foreigners who are not mentioned in paragraph 2.3:

2.4.1. cannot apply for study places that are funded from the state budget resources;

2.4.2. shall participate in the joint competition for study places funded by the resources of individual persons or legal entities in a program (direction of studies) in language groups.

2.5. Individual persons shall have the right to study for the state budget resources in order to obtain a certain academic degree (Bachelor's, Master's), scientific degree (doctor) or to obtain higher educational professional qualification for several times. It is allowed to study for the state budget resources only in one study program simultaneously.

2.6. It is allowed to issue an order according to which the priorities for the candidates for the places in undergraduate study programs are defined for the persons who have obtained awards in national and international competitions in study subjects, scientific conferences of pupils in Latvia, competitions of scientific research and creative works organized by LU, and in the activities organized by LU in the schools of new specialists.

2.7. The enrolment procedure consists of:

2.7.1. application;

2.7.2. entrance examinations;

2.7.3. defining the results of the competition;

2.7.4. publishing the results of the competition;

2.7.5. registration for studies;

2.7.6. matriculation.

2.8. In addition, the enrolment process is regulated and before the beginning of the process, the following parts of the Regulation are approved by an order:

2.8.1. requirements for enrolment and criteria for undergraduate programs;

2.8.2. requirements for enrolment and criteria for higher level study programs;

2.8.3. requirements for enrolment and criteria for doctoral study programs;

2.8.4. requirements for enrolment and criteria for residency study programs;

2.8.5. order of enrolment for the respective academic year;

2.8.6. cost estimate of the registration fee;

2.8.7. tuition fee in study programs;

2.8.8. number of study places for enrolment;

- 2.8.9. the order of preparation the materials of entrance examinations;
- 2.8.10. the composition of the enrolment commission;
- 2.8.11. the composition of the commission of entrance examinations;
- 2.8.12. place and time of the entrance examinations.

2.9. The enrolment procedure is controlled and supervised by LU deputy rectors in accordance with the divisions of the powers.

2.10. The enrolment procedure is directed by the LU Enrolment Commission (hereinafter referred to as the Enrolment Commission). The Enrolment Commission shall have the right to terminate the participation of the person in enrolment procedure, if this person has not complied with the enrolment requirements stipulated by the normative regulations.

2.11. The enrolment procedure is organized and ensured by:

- 2.11.1. the Student Service in cooperation with faculties – for undergraduate and postgraduate studies;
- 2.11.2. the Academic Department – for doctoral studies;
- 2.11.3. the head of residency development programs – for residency studies.

2.12. The person shall have the rights and obligations:

2.12.1. to submit a motivated complaint on the violations in the enrolment procedure, on the decision of the Enrolment Commission to terminate the participation of the person in the enrolment process or on the results of the competition within three business days as from making the decision and announcing the results. The complaint shall be revised within three business days by the Enrolment Commission;

2.12.2. to dispute the decision made by the Enrolment Commission concerning the complaint stipulated by Paragraph 2.12.1 within seven days as from the date of its notification by submitting a complaint to the rector. The decision made by the rector can be appealed in accordance with the order stipulated by the Law on Administrative Procedure;

2.12.3. to comply with the LU Internal Regulations for students and LU Code of Academic Ethics.

(wording of Decision No. 166 made by LU Senate on 28.11.2011)

3. APPLICATION FOR STUDIES

3.1. The application for studies is organized in study programs by indicating study form and the language of studies. According to the proposal made by the Faculty Council the application can be organized by study directions in accordance with the enrolment terms.

3.2. The application for the studies can be organized in the following way:

3.2.1. by appearing in person and presenting the identification document and the document confirming the completion of the previous education necessary for commencing the studies;

3.2.2. electronically for undergraduate studies: in case the student has the necessary electronic means of identification. Electronic application must be confirmed by appearing in person during the defined dates of application;

3.2.3. electronically for postgraduate studies: by LU graduates starting with year 2003, in case they have the necessary electronic means of identification;

3.2.4. by authorizing another person who can present the power of attorney, the copy of the identification document of the person who has issued the power of attorney and the originals of previously obtained education that are necessary for commencing the studies;

3.2.5. foreigners – by sending an application by mail together with the copies of educational documents that are legalized (in case of necessity) of this person and the translation of these documents in the Latvian and English languages with the notary certification.

3.3. Persons, who officially receive the document of previous education after the deadline of submitting the applications, shall submit the application for studies with the permit of the Student Service Director and participate in all stages of enrolment procedure in compliance with this Regulation. In case the person has obtained a study place in the result of the competition, and has concluded the agreement on studies but has not presented the original of the respective education document before the deadline set by the director of the Student Service, LU shall have the right to terminate the agreement on studies.

3.4. Persons, who have obtained previous education in foreign countries, before applying for the studies:

3.4.1. makes the expertise of academic degrees and diplomas, as well as secondary education certificates in Latvia except for the cases stipulated by international agreements. The expertise is performed by the Academic Information Centre of Latvia; the equalization to the evaluation of competition selection criteria is performed by the higher educational establishment;

3.4.2. performs the legalization of an education document issued in a foreign country; in case the education document has been issued by a foreign country which is the member state of the Hague Convention of 5 October 1961 „Abolishing the Requirements of Legislation for Foreign Public Documents”, the document is supplemented by a certification (*apostille*), which is issued by the competent institution

of the issuing country. the education documents issued by the other countries are legalized by the competent institution of the issuing country or in the diplomatic or consular representative office of the issuing country, and after that, in the diplomatic or consular representative office of the Republic of Latvia in the respective country or in the Consular Department of the Ministry of Foreign Affairs of the Republic of Latvia. It is not necessary to legalize education documents that are issued in the member state of the European Union, European Economic Area or Swiss Confederation.

3.5. The persons have the following obligations:

- 3.5.1. to get introduced with the Regulation on Enrolment Procedure at LU;
- 3.5.2. to fill in the application form correctly and precisely and submit it;
- 3.5.3. to submit or present the required documents;
- 3.5.4. to pay the registration fee.

3.6. LU has the obligation to organize the application:

- 3.6.1. the Student Service – for undergraduate study programs and for foreigners at all levels of studies;
- 3.6.2. faculties – for higher level study programs;
- 3.6.3. Academic Department – for doctoral study programs;
- 3.6.4. the head of the Residency Development Program – for residency study programs.

3.7. In case till the deadline of application, the number of the candidates in study program or direction is smaller than the minimum number of study places established by LU, the Enrolment Commission can make the decision to terminate the enrolment procedure in this study program (direction).

3.8. Faculties, in cooperation with the Student Service, prepare the list of the alternative study programs (directions) that can be offered for the candidate during the period of application, in case the Enrolment Commission has made the decision pursuant to the paragraph 3.7 of this Regulation to terminate the process of enrolment.

(Wording of Decision No. 166 made by LU Senate of 28.11.2011)

4. ENTRANCE EXAMINATIONS

4.1. The aim of entrance examinations is to check the compliance of previously obtained knowledge of the candidate to the requirements of the study program (direction).

4.2. The composition of the commission of the entrance examinations is approved by the rector on the basis of the proposal received from the dean of the faculty.

4.3. The commission consists of the head (deputy head is also possible), secretary and the members of the commission. The commission has the right to make a decision if the head or a deputy head, if any, participate in the meeting, as well as two members of the commission who have the right to vote. The head of the commission, the deputy head and the members are the representatives of the academic personnel having the voting right in the commission. The secretary of the commission shall have the right to vote if the secretary is a representative of the academic personnel. The representatives of professional organizations can also be included in the composition of the commission with the right to vote. The commission makes the decisions with the simple majority of voices. In case the number of voices „for” and „against” is equal, the vote of the head of the commission will be the decisive.

4.4. The composition of the Commission must be the following:

4.4.1. in case of the basic study programs and the professional higher educational programs (with a previously acquired higher education) – at least three persons with Master’s degree;

4.4.2. in case of Master’s and professional higher education programs – at least three persons with a scientific degree or the academic title of assistant professor.

4.5. The heads of the enrolment prepare the program of entrance examinations and submit it for approval to the deputy rectors in accordance with the division of the powers.

4.6. The commission of the entrance examinations prepare the materials for the entrance examinations, perform the entrance examinations and evaluate the candidates.

4.7. The functions of the Commission of Entrance Examinations in doctoral study program are performed by the Doctoral Council of the respective area.

4.8. The functions of the Commission of Entrance Examinations residency study program are performed by the Enrolment Commission for the residency studies.

4.9. The duties of the candidate are the following:

4.9.1. to appear in entrance examination in due time by taking with him/her a personal identification document and the printout of the registration application;

4.9.2. to comply with the directions of the persons who organize the entrance examinations;

4.9.3. to use only such supplementary aids that are envisaged by the materials of entrance examinations;

4.9.4. to hand in the entrance examination work in due time.

4.10. The obligations of LU are the following:

4.10.1. for the faculties:

4.10.1.1. to prepare and organize the entrance examinations in accordance with the entrance examination programs that are prepared by the Commission of Entrance Examinations and approved by the deputy rector;

4.10.1.2. to ensure that all candidates have comparative and adequate working conditions for passing the entrance examination;

4.10.1.3. to eliminate the possibility of segregation of the candidates;

4.10.1.4. to evaluate the results of the entrance examinations in objective way and in due time;

4.10.1.5. to ensure that the results of the candidates of postgraduate study programs are entered in LU Informative System.

4.10.2. The Student Service – ensures that the results of the candidates of undergraduate study programs are entered in LU Informative System;

4.10.3. The Academic Department – ensures that the results of the candidates of doctoral study programs are entered in LU Informative System;

4.10.4. The head of the Residency Development Program – ensures that the results of the candidates of residency study programs are entered in LU Informative System.

(Wording of Decision No. 166 made by LU Senate of 28.11.2011)

5. COMPETITION AND PUBLISHING ITS RESULTS

5.1. Competition:

5.1.1. determines the right of the candidate for undergraduate studies to register for the study program (direction) in compliance with the priorities indicated in the application and in accordance with the evaluation of the competition selection criteria;

5.1.2. ranges in descending order the candidates for postgraduate studies on the basis of competition selection criteria and defines their right to register for studies in the selected program, study direction, study form and the language group of studies.

5.2. The results of the competitions are approved by the decision of the Commission of Entrance Examinations.

5.3. The duty of the candidate is to get acquainted with the results of the contest within the timeframe set for the respective academic year.

5.4. In case after summarizing the results of the contest, the number of candidates for the study program or study direction is smaller than the minimum number of study places established by LU, the Enrolment Commission makes the decision not to approve the results of the competition and:

5.4.1. deputy rector can announce the continuation of enrolment in study program (study direction) or;

5.4.2. refuse registration for study program or study direction, or;

5.4.3. offer the candidates to register in a different form of studies or in alternative study programs or directions, taking into consideration the obtained number of places of studies funded by state budget or for tuition fee in the study program where the candidate has initially applied for studies.

5.5. The faculties in cooperation with the Students Service prepare the list of alternative study programs (directions) in order to comply with paragraph 5.4.3 of this Regulation.

5.6. The obligations of LU are the following:

5.6.1. faculties:

5.6.1.1. to define the results of the competition in postgraduate programs;

5.6.1.2. to submit the results of the competition in the Students Service;

5.6.1.3. to publish the results of the competition approved by the Enrolment Commission or any other decision that has been adopted in accordance with the order of paragraphs 5.4.1 – 5.4.3 of this Regulation;

5.6.2. the Academic department:

5.6.2.1. to define the results of the competition in doctoral programs;

5.6.2.2. to submit the results of the competition in the Student Service;

5.6.2.3. to publish the results of the competition approved by the Enrolment Commission or any other decision that has been adopted in accordance with the order of paragraphs 5.4.1 – 5.4.3 of this Regulation;

5.6.3. the head of Residency Development Programs:

5.6.3.1. to define the results of the competition in residency programs;

5.6.3.2. to submit the results of the competition in the Student Service;

5.6.3.3. to publish the results of the competition approved by the Enrolment Commission or any other decision that has been adopted in accordance with the order of paragraphs 5.4.1 – 5.4.3 of this Regulation;

5.6.4. Students service:

5.6.4.1. to define the results of the competition in undergraduate programs;

5.6.4.2. to batch the results of the competition and to prepare the proposals for the decisions of Enrolment Commission;

5.6.4.3. to publish the results of the competition approved by the Enrolment Commission or any other decision that has been adopted in accordance with the order of paragraphs 5.4.1 – 5.4.3 of this Regulation.

(Wording of Decision No. 166 made by LU Senate of 28.11.2011)

6. REĢISTRĒŠANĀS STUDIJĀM UN IMATRIKULĀCIJA

6.1. The aim of registration is to fill up the study places planned for matriculation on the basis of the results of the competition. Registration has to be done within the time limited established by LU.

6.2. Candidates lose their right for the obtained study place for which they have the right to on the basis of the results of the competition, if they do not register within the timeframe stipulated by LU.

6.3. After the end of the registration deadline, on the basis of the results of the competition, free study places in the respective study program (study direction) that are financed from the state budget are filled with the next candidates that have registered for the study places for tuition fee or the candidates who have participated in the competition but have not obtained the right to register for studies.

6.4. After the end of the registration deadline, on the basis of the results of the competition, free study places in the respective study program (study direction) that are financed by individual persons or legal entities are filled with the next candidates that have participated in the competition but have not obtained the right to register for studies.

6.5. If the number of candidates that have registered for the study program is smaller than the minimum number of study places planned by LU, the deputy rector can announce the continuation of the enrolment in the respective study program.

6.6. The duties of the candidate are the following:

6.6.1. to register for the study program or study direction and comply with the set deadlines;

6.6.2. to submit all necessary documents;

6.6.3. to sign study agreement that envisage mutual rights and obligations of the student and LU during the process of studies.

6.7. the obligations of LU are the following:

6.7.1. the representative of the faculties, Academic Department and the head of Residency Development Program shall register the candidates for studies, prepare and organize signing of study agreements;

6.7.2. the Students Service and the Academic Department shall prepare a draft order of matriculation and submit it for signature to the deputy rectors in accordance with the division of the powers.

(Wording of Decision No. 166 made by LU Senate of 28.11.2011)