

CONFIRMED

at the RSEBAA Senate meeting of

08.05.2007

Prot. No. 3/07

Regulations for Admission Commission

1. General terms and conditions

- 1.1. This by-law stipulates the procedure for the formation of the Admissions Committee, its competences and activity, as well as the requirements and criteria for admission to **RSEBAA** study programmes.
- 1.2. The **RSEBAA** Admissions Committee is a collegial body, whose competence it is:
 - 1.2.1. to organise the admission process for their basic studies and higher level studies **RSEBAA**;
 - 1.2.2. to make decisions related to registration and enrolment of students at **RSEBAA**;
 - 1.2.3. to review students' appeals and proposals.
- 1.3. The Admissions Committee is formed by order of the **RSEBAA** Rector by the start of the admissions process for the current academic year and its working term is one academic year.
- 1.4. The Admissions Committee functions in the following composition:
 - 1.4.1. Committee Chair;
 - 1.4.2. Committee Secretary;
 - 1.4.3. Committee Members.
- 1.5. The division of the duties of the Admissions Committee in relation to the admission process at **RSEBAA** is as follows:
 - 1.5.1. Committee Chairman - supervises applications for studies, organisation of examinations, publication of competition results, reviews proposals, announces additional admissions and signs decisions declining enrolment;
 - 1.5.2. Committee Secretary - coordinates the admissions process, preparation of regulatory documents, organises preparation and implementation of the admissions process, and notification of competition results;
 - 1.5.3. Committee members - arrange applications for higher level studies, registration of students for studies in conformity with **RSEBAA** admissions regulations, as well as study agreements.
- 1.6. The Admissions Committee works in accordance with the Admissions regulations, which are drawn up for each subsequent academic year, approved at the **RSEBAA** Senate and published by 1 November of the current year.

2. Admission to Study Programmes

- 2.1. Admission to **RSEBAA** study programmes includes:
 - 2.1.1. registration of students for studies;
 - 2.1.2. holding competitions for study places;
 - 2.1.3. notification of competition results;
 - 2.1.4. signing study agreements;
 - 2.1.5. entry on the student roll (enrolment).
- 2.2. In the admissions regulations, the University specifies:
 - 2.2.1. competition assessment criteria and the closing date for the competition;
 - 2.2.2. the procedure by which a person is admitted to the study programme;
 - 2.2.3. the mutual rights of the person concerned and **RSEBAA** and their duties within the admission process;
 - 2.2.4. the procedure according to which a person has access to information about the admission process;

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- 2.2.5. the procedure according to which a person can dispute and appeal decisions related to admission to the study programme.

3. Registration for studies

- 3.1. Registering for studies at **RSEBAA**, a person that aspires to admission to the study programme shall:
 - 3.1.1. submit a copy of his or her passport and present the passport;
 - 3.1.2. submit a document certifying his or her secondary education - if this person is aspiring to admission to the full-time or part-time Bachelor's or professional study programme in which the admission requirement is a previously acquired secondary education;
 - 3.1.3. submit centralised examination certificates - people who have obtained their secondary education after 2004, who are not foreigners and not registered as persons with special needs;
 - 3.1.4. submit a document certifying a previously obtained higher education, if the person concerned is aspiring to admission to Master's or doctoral study programmes;
 - 3.1.5. submit (as required) certificates or diplomas certifying the candidate's accomplishments;
 - 3.1.6. if the person concerned their education document or degree overseas, his or her submission should be accompanied by a statement from the Academic Information Centre regarding which educational document or degree awarded in Latvia is equivalent to the relevant educational document or degree obtained overseas;
 - 3.1.7. complete the registration form;
 - 3.1.8. submit 4 photographs (3x4 cm);
 - 3.1.9. deposit an irrevocable registration fee at a bank.

4. Competition Schedule

- 4.1. For admission to study programmes, **RSEBAA** organises an open and fair competition. The objective of the competition is to select the most suitable candidates for the chosen study programme.
- 4.2. In the competition for admission to full-time and part-time Bachelor's and professional study programmes, whose admission requirements include a previously obtained secondary education, **RSEBAA** acts in accordance with centralised examination results, except in cases where the candidates are persons, who obtained their secondary education prior to 2004, are foreigners or registered as persons with special needs.
- 4.3. In the admission regulations, **RSEBAA** stipulates the procedure according to which persons are admitted to the study programme, who in accordance with the law can take centralised examinations, i.e. persons, who have acquired their secondary education up to 2004 and persons, who have acquired their secondary education overseas, in accordance with the Convention of 21 June 1994, with which the statutes of European schools are specified, as well as persons with special needs.
- 4.4. **RSEBAA** will harmonise the procedures, in accordance with which persons who can take centralised examinations can be admitted, with the Higher Education Board by 1 November of the current year.
- 4.5. Every study year, **RSEBAA** specifies at least two teaching subjects, in which the result of the centralised examination taken is a competition selection criterion.
- 4.6. In accordance with the Higher Education Board, and acting as necessary, **RSEBAA** may set additional requirements in relation to special prior education, special suitability and preparedness or compliance with other terms and conditions.
- 4.7. In order to ascertain a person's compliance with the additional requirements set by **RSEBAA**, **RSEBAA** can set additional entrance examinations.

5. Determination and notification of competition results and enrolment

- 5.1. The competition results are determined and approved by the Admissions Committee. The competition results will be announced no later than three days from the closing date of the competition.
- 5.2. The Admissions Committee is entitled to make a decision if the meeting is attended by the Chair, Secretary and the relevant committee member - the person involved in reviewing the matter.
- 5.3. The Admissions Committee will make a decision by means of a simple majority of votes. In the event that the votes "for" or "against" are equal, the vote of the Committee Chair is decisive.
- 5.4. A person is enrolled in the study programme by order of the university's Rector.
- 5.5. In accordance with the procedures stipulated in the Administrative Procedure Law, a person, who aspires to admission to a study programme, is entitled to ask that the decision of a university or college to decline to enrol him or her is drawn up in writing.
- 5.6. Procedures for reviewing appeals regarding entrance examination results and the course of the admission process are as follows:
 - 5.6.1. Within two business days of the announcement of the competition results, the student shall submit an appeal to the **RSEBAA** Information Centre, which will be forwarded for review by the Admissions Committee;
 - 5.6.2. The Admissions Committee jointly reviews the appeal within three days of its receipt. The person submitting the appeal, who was issued with the written decision of the Admissions Committee, will be invited to the meeting;
- 5.7. Disputing a decision of the Admissions Committee takes place as follows:
 - 5.7.1. A decision of the Admissions Committee, which is an administrative act may be appealed in accordance with the procedures stipulated in the Administrative Procedure Law and the Law on Higher Education Institutions;
 - 5.7.2. Other decisions of the Admissions Committee may be disputed by submitting an appeal to the **RSEBAA** Rector within two days of the decision being made, attaching the relevant decision of the Admissions Committee. The Rector will review this kind of submission within five business days of its receipt and inform the sender about the decision made.