

APPROVED:
RISEBA Pro-rector for study work
I.Kreituss
Riga, 13.06.2011

REGULATIONS ON ENTRANCE EXAMINATION IN ENGLISH

within Bachelor Study Programme “European Business Studies” and “Architecture”

GOAL

The regulations are developed to regulate process, requirements and assessment criteria of entrance examination in English of the Bachelor Study Programme “European Business Studies” and “Architecture”.

SCOPE

These regulations are binding to candidates of the Bachelor Study Programme “European Business Studies” and “Architecture” and involved RISEBA employees.

1. General information

- 1.1. Admitting candidates to the Bachelor Study Programme “European Business Studies” and “Architecture” the readiness of candidates is verified. The studies in mentioned programmes are conducted in English.
- 1.2. The goal of entrance examination is to test English basic knowledge of candidate, which is required to acquire educational material of the programmes successfully.
- 1.3. Entrance examination in English should be taken by all candidates of the Bachelor Programme “European Business Studies” and “Architecture” who cannot prove their level of knowledge in other way.
- 1.4. Required level of basic knowledge of candidates in mentioned Bachelor Programmes is set:
 - 1.4.1. Result of State centralized examination in English corresponds to level A, B or C;
 - 1.4.2. TOEFL iBT (internet based) - 64
 - 1.4.3. TOEFL PBT (paper based) - 500
 - 1.4.4. IELTS - 5,5 points

2. Content and execution time of entrance examination work

- 2.1. Admission Commission assigns day and time of entrance examination in English.
- 2.2. Entrance examination in English consists of four tasks:
 - 2.2.1. Listening;
 - 2.2.2. Reading;
 - 2.2.3. Writing – essay or letter;
 - 2.2.4. Vocabulary – word stock and grammar.
- 2.3. Total execution time of entrance examination work, exclusive class break, is 3 (three) academic hours.
- 2.4. Examination should be performed in writing on examination sheets distributed by the examination commission.
- 2.5. Candidates take their seats in line with registration serial number.

3. The main criteria of work assessment

- 3.1. **Listening** – ability to perceive and understand audio text.
- 3.2. **Reading** – ability to read, understand and evaluate the main information in written text, as well as ability to answer the questions in relation to specific text.
- 3.3. **Writing** – ability to express own opinion on certain situation or problem in writing.
- 3.4. **Vocabulary** – language knowledge breadth, word stock, ability to use language according to grammatical rules.

4. Examination commission and work assessment procedure

- 4.1. Entrance examination work is assessed by the examination commission.
- 4.2. The examination commission consists of 2 experts that are approved by Language Department pursuant to agreement proposal with the programme directors.
- 4.3. The examination commission assesses works in a ten-point grading scale according to RISEBA assessment system (from 10 – with distinction to 1 – unsatisfactory). Examination commission gives final assessment for the work within two days after review of all works submitted.
- 4.4. Commission summarizes examination results in the minutes.

5. Appeal of assessment of entrance examination work

- 5.1. If applicant has reasonable objections on assessment of entrance examination work in English, he/she states them in writing, submitting notice of appeal to RISEBA Admission Commission in accordance with prescribed procedure.
- 5.2. Admission Commission informs Examination Commission and assigns place and time of review of notice of appeal.
- 5.3. The submitter of appeal and representatives of Examination Commission are invited to appeal review meeting.
- 5.4. The decision at appeal meeting is final.

Head of Language Department

I. Ludviga

Head of Study Quality

I.Doveika