

ADMISSION REGULATIONS

1. General Rules

- 1.1. Admission Regulations (hereinafter - the Regulations) govern the admission to the University of Economics and Culture (hereinafter referred to as the EKA) master's, bachelor's, professional master's and bachelor's, first-level professional higher education study programmes.
- 1.2. Regulations are developed in accordance with the requirements of the Higher Education Law, Article 46 of the second paragraph and the Cabinet of Ministers Regulations No.846 of 10 October, 2006; the Cabinet of Ministers Regulations No.932 of 16 November, 2004; and the EKA Constitution.
- 1.3. The EKA provides the Regulations for all interested parties.
- 1.4. Registration of applicants, admission beginning period for the study programmes, admission time and place are determined by the EKA Rector.
- 1.5. Students' enrollment is provided by the EKA Admission Committee, which shall be approved by the EKA Senate. The Admission Commission shall act in accordance with the EKA Admission Regulations approved by the Senate.
- 1.6. Student admission to the EKA study programme consists of:
 - 1.6.1. Applicant application to studies;
 - 1.6.2. Study contract;
 - 1.6.3. Applicant registration for studies;
- 1.6.4. The Admission Commission decision making and enrolment of the student (matriculation).

2. The Right to Study at the EKA

- 2.1. Any Latvian citizen and person of the Republic of Latvia issued an alien passport, as well as a person who has permanent residence permit in Latvia irrespective of gender, social and property status, racial belonging and origin, political views and religious beliefs, occupation and place of residence has the right to study in the EKA. Persons whose education is acquired in the Republic of Lithuania or the Republic of Estonia, have the right to apply for studies at the EKA prescribed by the Law "On the Latvian Government, the Estonian Government and the Lithuanian Government agreement on educational qualifications' academic recognition in

the common Baltic Educational Space". Other foreigners can apply for the study at the EKA in accordance with this Law, point 6.

- 2.2. The condition for starting studies at the EKA undergraduate programme is the previous education which corresponds at least LR secondary education and is confirmed by relevant documents.
- 2.3. The condition for studying in master's or professional master's degree programme is a bachelor or professional bachelor degree in management or economics, the second-level professional higher (5th qualification level) education in management or economics, as well as higher education in other social sciences.
- 2.4. Beginning of studies in the later stages is governed by the "Regulations on the study initiation procedure in the later stages of studies and course recognition at the EKA".

3. Application and Registration for Studies

- 3.1. When applying for the studies, the person applying for admission to the study programme shall pay the student's study fee and other charges required by the EKA Regulations - a certain fee for the processing of documents; fills in a specific sample application and completes the application form; and submits the following documents:
 - 3.1.1. passport (or ID) copy, presenting the original;
 - 3.1.2. in case of the name and/or surname change - a copy of the document which certifies it upon presentation of the original;
 - 3.1.3. in case of necessity - permanent residence permit in the Republic of Latvia;
 - 3.1.4. a copy of the document which certifies secondary education; for master programmes – bachelor or second level professional higher education document and its appendix copy, presenting the original;
 - 3.1.5. centralized examinations certificates copies (presenting the originals), with the exception of persons who have obtained secondary education by 2004, persons who have acquired secondary education after 2004, but were officially released from the centralized examinations because of the health problems, as well as persons who have obtained secondary education abroad, or people with special needs;
 - 3.1.6. after the applicant's desire - documents that can provide additional rights (such as a certificate of academic subjects acquisition issued for the transfer by other universities, or an application for the EKA grant);
 - 3.1.7. if a person has received the education document abroad, s/he shall submit an Academic Information Centre reference on what Latvian qualification certificate his/her qualification obtained abroad meets;

3.1.8. in all cases when the applicant is unable to produce the original documents, the copies of the documents shall be notarially certified;

3.1.9. 3 (three) photos (3x4 cm).

3.2. Applicants who have met the requirements of paragraph 3.1, in accordance with competition procedures shall be registered for the studies.

3.3. Registering for studies, the applicant shall:

3.3.1. sign the Study contract,

3.3.2. in the time settled by the Study contract pay the semester, or at least 3 months' tuition fee.

4. The Competition, Its Procedure General Requirements

- 4.1. For admission to full-time and part-time undergraduate programmes, the EKA organizes an open and equal competition, based on the results of centralized examinations, except persons who have obtained secondary education by 2004, persons who have acquired secondary education after 2004, but were officially released from the centralized examinations because of the health problems, as well as persons who have obtained secondary education abroad, or people with special needs. The aim of the competition is to select the most appropriate applicants for the chosen study programme.
- 4.2. The EKA competition selection criterion is the centralised examinations assessment in the Latvian language and literature and a foreign language*

The Latvian language:

Centralised examinations level (since 2013)	Centralised examinations level (till 2012)	Mark in 10-grade system	Mark in 5-grade system
80-100%	A	10	
60-79%	B	9	5
40-59%	C	8 or 7	4
20-39%	D	6 or 5	3
5-19%	E	4	

A foreign (English, German, French or Russian) language:

Centralised examinations level (since 2013)	Centralised examinations level (till 2012)	Mark in 10-grade system	Mark in 5-grade system
80-100%	A	10	
60-79%	B	9	5
40-59%	C	8 or 7	4
20-39%	D	6 or 5	3
5-19%	E	4	

* if the exams are taken in several foreign languages, the highest score/assessment is taken into account.

- 4.3. Admission to the professional bachelor's study programme "Interior design" is based on the results of centralized examinations in the Latvian language and literature and a foreign language assessment (levels A,B,C,D,E), with the exception of persons who have obtained secondary education by 2004, persons who have acquired secondary education after 2004, but were officially released from the centralized examinations because of the health problems, as well as persons who have obtained secondary education abroad, or people with special needs, and the results of entrance examinations in drawing.
- 4.4. The persons who have obtained secondary education after 2004, but were officially released from the centralized examinations because of the health problems, as well as persons who have obtained secondary education abroad, or people with special needs are admitted to the study programme on the basis of the document of general secondary education certifying good marks in the state language and a foreign language*.
- * if the exams are taken in several foreign languages, the highest score/assessment is taken into account.*
- 4.5. The applicants admission to the full- and part-time master study programmes take place under the competition regulations, taking into account the average mark in bachelor's or second level professional higher education, certified by a supporting document.

5. Competition Results Determination, Notification and Matriculation

- 5.1. Competition deadlines and the results are determined by the Admission Committee 's decision.
- 5.2. If a competition is announced for study places, then the applicants will be informed in person of the competition results (by e-mail; if the e-mail is not available, then by phone), not later than within three days from the competition closing date.
- 5.3. The decision of the Admission Committee on the results of the competition may be appealed by an applicant, submitting a reasoned appeal (application) to the responsible secretary of the Committee within two working days since the results notification. The secretary shall submit it to the Admission Committee.
- 5.4. The Admission Committee shall examine the appeal within five working days since its receipt and shall take its decision.
- 5.5. The Admission Committee decision may be challenged by applying to the Rector within five working days after taking the decision. The Rector shall examine the application within five working days after its receipt and shall inform the applicant of the decision in writing. The Rector's decision can be appealed in the Administrative procedure in the specified order of the law.

5.6. After the implementation of these Regulations the applicant with the Rector's order is matriculated in the EKA matricula.

6. Foreigners' Studies

6.1. Foreigners admission to the EKA is conducted in accordance with the requirements of Articles 83 – 85 of the Law on Higher Education.

6.2. Foreigners can become the EKA students in accordance with the procedures provided in these Regulations and study according to an individual contract or under international or inter-institutional (exchange) agreements. Students who are studying in the framework of exchange agreements, are known as the EKA visiting students.