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## **ADMISSION REGULATIONS**

### **1. General provisions**

- 1.1. Admission regulations (hereinafter - the Regulations) govern the student admission to EKA University of Applied Sciences (hereinafter-EKA), master's, bachelor's, professional master's and bachelor's, first-level professional higher education study programs.
- 1.2. The Regulations have been drafted in accordance with the requirements of the regulatory enactments of the Republic of Latvia, and the EKA Constitution.
- 1.3. EKA shall provide the accessibility of the Regulations for all interested parties.
- 1.4. The registration, admission deadline for the beginning of the study programs, admission time and place shall be determined by the EKA Rector.
- 1.5. Students' admission shall occur through the EKA Admission Committee, which is approved by the EKA Senate. The Admission Committee shall act in accordance with the Admissions Committee Regulations approved by the EKA Senate.
- 1.6. The studies at EKA shall be paid by the means of either the legal or the physical persons.

- 1.7. The number of places for study admission to be paid by the means of either the legal or the physical persons for each program shall be determined by the Board no less than one month before the application submission start date.
- 1.8. Students' admission results shall be determined by the Admission Committee and approved by the Rector's order.
- 1.9. The decisions of the Admissions Commission may be challenged within one month from the date of the decision, submitting a substantiated application letter to the Rector. The Rector's decision can be appealed to the court according to the Administrative Procedure Law.
- 1.10. EKA has the right to stop a person's admission process, if the person has not complied with the legal requirements regulating the admission.
- 1.11. EKA has the right to decline application, if the person had studied at EKA and was ex-matriculated upon the decision of EKA rector or Academic Court of Arbitration about internal rules governing the activities of the EKA have been violated.

*(With amendments that were approved on October 31, 2022)*

## **2. The right to study at EKA**

- 2.1. Every Latvian citizen and non-citizen, as well as a foreigner, regardless of gender, social and material status, race or nationality, political views and religious beliefs, occupation and place of residence is entitled to study at EKA. Persons who have received education in the Republic of Lithuania or the Republic of Estonia are entitled to apply for studies at EKA in accordance with the "Agreement between the Government of the Republic of Latvia, the Government of the Republic of Estonia, and the Government of the Republic of Lithuania on the academic recognition of educational qualifications in the Baltic Educational Space." Other foreigners may apply for studies at EKA in accordance with the Section 6 of these Regulations.
- 2.2. The precondition for starting studies at EKA undergraduate programs is the previous education which corresponds to at least the general secondary education of the Republic of Latvia, which is confirmed by relevant documents.
- 2.3. In order to be entitled to study in master's or professional master's study programs, the persons applying shall have previously obtained a bachelor's or professional bachelor's degree, second-level professional higher (the 5th qualification level) education.
- 2.4. Starting studies at the later stages of studies is governed by the "Regulations on starting studies at the later stages of studies and course recognition at EKA."

## **3. Applying and registration for studies**

- 3.1. It is possible to apply for studies using e-service portal [www.latvija.lv](http://www.latvija.lv), in person at the application submission desks, or at EKA.

- 3.2. The applicant has to approve the application at one of the application submission desks, by presenting a passport and the original documents showing completed education (certificate or diploma of secondary education with the transcript of records and CE certificates).
- 3.3. If the applicant is unable to come to the application submission desks, he may authorize another person. The authorized person submitting the application has to present a letter of attorney, a copy of the identity card of the applicant and the original documents of previous education of the applicant required to start the studies.
- 3.4. Persons who have previous education acquired abroad can apply for studies at EKA, if the educational qualification conformity assessment of these persons has been done by the Latvian Academic Information Center. The evaluation of the subject assessment shown in the education document in terms of its conformity with the EKA admission criteria shall be done by the Admission Committee.
- 3.5. When applying for studies at the e-service portal, any person may submit a single application, specifying the priorities 1-20 in 10 different study programs.
- 3.6. When applying for a number of programs, they must be entered in the form according to the applicant's order of priorities.
- 3.7. When applying for studies, the registration fee of 30 EUR (thirty *euros*) has to be paid, regardless of the number of priorities shown in the application. In case of withdrawing the application, the registration fee shall not be refunded.
- 3.8. The applicants who applied at the e-services portal and have been enrolled in EKA, until August 20 shall submit to the Admission Committee the document on the previous education with a copy of the academic transcript, a copy of the centralized examination (CE) certificates, a copy of the personal identification document (passport or ID card) and, finally, sign the study agreement.
- 3.9. When applying to study in **undergraduate** programs on site in EKA, the applicant shall submit a copy of the following documents, as well as present their originals:
  - 3.9.1. **If secondary education has been obtained the Republic of Latvia:**
    - passport or identity card (eID);
    - in case of name and/or surname change – the document confirming the change of identification;
    - document certifying secondary education (certificate or diploma);
    - annex to the document certifying secondary education – transcript of records;
    - centralized examination certificates (CE) – for persons, except the persons who had acquired secondary education by 2004, the persons who have obtained higher education after 2004, but due to the health reasons had been exempted from taking the centralized examinations, as well as the persons who have obtained secondary education abroad, or the people with disabilities;
    - 2 photos, 3x4.

**3.9.2. If secondary education has been obtained abroad:**

- passport or identity card (eID);
- in case of name and/or surname change – the document confirming the change of identification;
- document certifying secondary education (certificate or diploma);
- annex to the secondary education certifying document – transcript of records with an attached explanation of the grading system (grade scale and the evaluation of each grade);
- A certificate from the Academic Information Center showing the recognition of the obtained education in Latvia. The verification of the education document by the AIC is a paid service, which shall be covered by the applicant;
- 2 photos, 3x4.

3.10. When applying to study in **graduate** programs on site in EKA, the applicant shall submit a copy of the following documents, as well as present their originals:

**3.10.1. If higher education has been obtained the Republic of Latvia:**

- passport or identity card (eID);
- in case of name and/or surname change – the document confirming the change of identification;
- university diploma and its annex;
- CV (Curriculum Vitae);
- 2 photos, 3x4;
- If the previous education has been acquired in a field which is not related to the field of the study programme, but it conforms to Paragraph 4 of the Admission Regulations, then the applicant shall additionally submit a document certifying professional experience in the field of the study programme (employment contract, service contract, statement from the employer, etc.).

**3.10.2. If higher education has been obtained abroad:**

- passport or identity card (eID);
- in case of name and/or surname change – the document confirming the change of identification;
- legalized higher education document with the annex/s (if necessary notarized education document and its annex, in English or Latvian) and a confirmation letter issued by the Academic Information Center (AIC) on the recognition of the document in Latvia. The verification of the education document by the AIC is a paid service, which shall be covered by the applicant;
- CV (Curriculum Vitae);
- 2 photos, 3x4;

- If the previous education has been acquired in a field which is not related to the field of the study programme, but it conforms to Paragraph 4 of the Admission Regulations, then the applicant shall additionally submit a document certifying professional experience in the field of the study programme (employment contract, service contract, statement from the employer, etc.).

3.11. Applications for undergraduate studies are accepted from applicants whose secondary education documents show that they have successfully completed:

- Mandatory centralized examinations in the Latvian language and a foreign language (English, German, Russian or French) required by EKA. Foreign language CE assessment may be replaced by an international test (IT) assessment as per the Cabinet of Ministers Regulations No. 543, 29.09.2015.;
- centralized examinations or secondary school certificate/diploma grade in a mandatory subject required by the study directions (see the Paragraph 4);
- successful secondary school certificate/diploma grade in Latvian, a foreign language, math and the mandatory subject required by the study directions (see the Paragraph 4) – for persons who had obtained secondary education before 2004 or had an exemption from the CE.

3.12. Applications for graduate level studies are accepted from the applicants whose previously obtained higher education meets EKA's admission requirements (see the Paragraph 4). If the previous education has been acquired in a field which is not related to the field of the study programme, but it conforms to Paragraph 4 of the Admission Regulations, then the applicant shall additionally submit a document certifying professional experience in the field of the study programme (employment contract, service contract, statement from the employer, etc.).

#### 4. Admission requirements and competition criteria

4.1. Mandatory and additional requirements for **undergraduate** programs in EKA – centralized examinations (CE) and certificate/diploma grade in mandatory subject required by the study directions, as well as the entrance examinations:

Study direction and study program	Persons who've had secondary education since 2004	Persons who had obtained secondary education before 2004 or are exempt from taking CE, as well as persons who have obtained secondary education abroad
<b>MANAGEMENT, ADMINISTRATION AND THE REAL ESTATE MANAGEMENT</b>		
Marketing (B)	CE in Latvian CE in a foreign language CE in mathematics	CE grade in the official language CE or grade in a foreign language CE or grade in mathematics
Management science (B)		
Cultural Management (PB)		
Creative marketing and sales management (K)		
Management of entertainment and recreational industries (K)		

<b>ECONOMICS</b>		
Accounting and auditing (PB)	CE in Latvian	CE or grade in the official language
Business economics (B)	CE in a foreign language	CE or grade in a foreign language
International trade transactions and logistics (K)	CE in mathematics	CE or grade in mathematics
<b>Arts</b>		
Interior design (PB)	CE in Latvian CE in a foreign language CE in mathematics	CE or grade in the official language CE or grade in a foreign language CE or grade in mathematics
	<i>In addition:</i> entrance examination in drawing	
Computer game design and graphics	CE in Latvian CE in a foreign language CE in mathematics	CE or grade in the official language CE or grade in a foreign language CE or grade in mathematics
<b>INFORMATION TECHNOLOGY, COMPUTER HARDWARE, ELECTRONICS, TELECOMMUNICATIONS, COMPUTER ADMINISTRATION, AND COMPUTER SCIENCE</b>		
Information technology (PB)	CE in Latvian CE in a foreign language CE in mathematics	CE or grade in the official language CE or grade in a foreign language CE or grade in mathematics
<b>LAW</b>		
Law (B)	CE in Latvian CE in a foreign language CE in mathematics	CE or grade in the official language CE or grade in a foreign language CE or grade in mathematics

PB – professional bachelor's study program, B – academic bachelor's study program, K – the first level professional higher education program

4.2. EKA mandatory and additional requirements for **graduate** programs – the second level professional higher education or professional bachelor's degree with/without the 5th level professional qualification or professional or academic bachelor's degree in accordance with the selected program requirements:

<b>Study direction and study program</b>	<b>Requirements</b>
<b>MANAGEMENT, ADMINISTRATION AND THE REAL ESTATE MANAGEMENT</b>	
Business management (M)	Bachelor's degree in Social Sciences. Bachelor's degree in humanities or engineering, natural sciences, computer science and at least two years of experience in management
Circular economy and social entrepreneurship (M)	Bachelor's degree in Social Sciences or second level professional higher education in economics or management science / Bachelor's degree of social sciences in other fields with at least 2 years of experience in management of the company or its structural unit / bachelor's degree in computer science and informatics with at least 3 years of experience in the management of the company or its structural unit.
International Cultural Project Management (M)	Bachelor's degree in Social Sciences or second level professional higher education in economics or management / Bachelor's degree in Social Sciences in other fields with at least 2 years of experience in project management/bachelor's degree of humanities in arts with at least 2 years of experience in project management
<b>ART</b>	
Brand Design (M)	Bachelor's degree of Arts/ Bachelor's degree in Humanities or Second Level Professional Higher Education in Economics or Management Science/Bachelor's degree in Natural Sciences in Computer Science or Information Technology with at least 2 years of experience in the Management of the Company or its Structural Unit.

- 4.3. For admission to full-time and part-time undergraduate programs, EKA shall organize an open and fair competition on the basis of the requirements described in the Section 4.1.
- 4.2. EKA competition selection criteria for all undergraduate programs, with the exception of Interior design, are the CE in Latvian (for those who obtained secondary education abroad – the CE or grade in the official language) in math and a foreign language\* (average score or grade in the secondary school certificate/diploma). The minimum evaluation for CE is 5% or 4 points in a 10-point scale or 3 in a 5-point scale.
- 4.3. The professional bachelor study program "Interior design" admission is based on the results of the CE in Latvian (for those who obtained secondary education abroad – the CE grade in the official language) and in a foreign language or grades in the secondary school certificate/diploma and the entrance examination results in drawing. Entrance score is estimated after the 10-point system. Minimum-point number is 4 points.
- 4.4. The CE assessment obtained before 2012, shall be expressed as a percentage.

**Latvian:**

Centralized examination level (from 2013)	Centralized examination level (until 2012)	Evaluation (grade) using 10 point system.	Evaluation (grade) using 5 point system.
80-100%	A	10 or 9	
65-79%	B	8	5
50-64%	C	7	4
30-49%	D	6	3
21-35%	E	5	
5-20%	F	4	

**Foreign language (English, German, Russian or French):**

Centralized examination level (from 2013)	Centralized examination level (until 2012)	Evaluation (grade) using 10 point system.	Evaluation (grade) using 5 point system.
84-100%	A	10 or 9	
68-83%	B	8	5
52-67%	C	7	4
36-51%	D	6	3
19-35%	E	5	
5-18%	F	4	

*\* If the exams have been taken in several foreign languages, then the highest score/evaluation is taken into account in the competition.*

**Mathematics**

Centralized examination level (from 2013)	Centralized examination level (until 2012)	Evaluation (grade) using 10 point system.	Evaluation (grade) using 5 point system.
85-100%	A	10 or 9	
62-84%	B	8	5
40-61%	C	7	4
23-39%	D	6	3
12-22%	E	5	
5-11%	F	4	

4.6. The international test with which to replace the CE in a foreign language shall be equated as follows:

Certificate level	Equated points
B1	60
B2	80
C1	95
C2	100

4.7. The admission of applicants into graduate programs is on a competitive basis, taking into account the weighted average grade shown in the bachelor's or second level professional higher education document.

4.8. The competition point total for persons who have obtained secondary education in the Republic of Latvia since 2004 and who have applied for the undergraduate programs, is estimated as follows:

CE in Latvian (the average score of all parts) +
CE in a foreign language (the average score of all parts) or (IT, International Test) aligned points +
CE in math (the average score of all parts)
Successful EKA entrance examination grade in drawing <i>only for applicants in Interior design</i>

CE score is taken as a percentage figure without percentage sign, for example, if a student's average score of all the parts is 50%, then for the competition-point calculation the figure 50 is taken.

4.9. The competition point total for persons who either have obtained secondary education before 2004 or have been exempt from CE and who have applied for the undergraduate programs, is made up as follows:

Certificate/Diploma grade*10 or CE in Latvian (the average score of all parts) +
Certificate/Diploma grade*10 CE in a foreign language (the average score of all parts) or (IT) aligned points +
Certificate/Diploma grade*10 or CE in math (the average score of all parts)
Successful EKA entrance examination grade in drawing <i>only for applicants in Interior design</i>

4.10. Competition-point total for persons who have obtained secondary education abroad, is estimated as follows:

Certificate/Diploma grade in a foreign language * 10 or IT aligned points +
Certificate/Diploma grade*10 CE in math (the average score of all parts) +
Successful EKA entrance examination grade in drawing <i>only for applicants in Interior design</i>
Successful EKA entrance examination score (see the Section 6.5.3. of these Regulations) <i>only for foreigners</i>

4.11. Exempt from the competition are the applicants entitled to admission who comply with the regulation requirements and are:



- The first three place/level holders of the international and Latvian competitions and Latvian secondary school level research paper competition approved by the Republic of Latvia Ministry of Education and Science in the subjects designated by the study directions:

Study direction	Subject	Time period
Management, administration and real estate management, Economics	Mathematics, Economics, History of Culture, Philosophy	Over the past 3 years
Translation and interpreting	A foreign language, Latvian	Over the past 3 years
Arts	History of Culture, Philosophy	Over the past 3 years
Information technology, computer hardware, electronics, telecommunications, computer control, and computer science	Mathematics, Physics, Informatics	Over the past 3 years
Law	History, Philosophy, the Latvian language	Over the past 3 years

- The first three place/level holders of the Olympiads and competitions organized by EKA.

#### 5. Determination, communication of competition results and matriculation

- 5.1. The deadlines and results of the competition shall be determined by the decision of the Admission Committee.
- 5.2. The results of the competition shall be conveyed to the applicants personally (electronically, but if there is no email, then by phone), no later than within three days after the competition closing date.
- 5.3. Applicants who fulfill the requirements of the Paragraph 3, are registered for studies according to the competition procedure.
- 5.4. When registering for studies, the applicant shall:
  - sign the study contract,
  - pay a semester or at least three month tuition fee stipulated by the deadline in the study agreement.
- 5.5. After fulfilling the Section 5.4. of these Regulations, the applicant shall be enrolled (matriculated) as per the directive of the Rector.

#### 6. Studies for foreigners

- 6.1. Foreigner admission to EKA shall occur in accordance with the Sections 56., 83 -85 requirements of the Law on Institutions of Higher Education through open and fair competition.
- 6.2. Foreigners can become EKA students as per terms and procedures described in these Regulations and study under an individual agreement or in accordance with international or educational institution (exchange) agreements. Students who study under exchange agreements are called the EKA guest students.
- 6.3. Foreigner admission to EKA shall be managed by the Foreign Student Department (FSD) and the Admission Committee.

- 6.4. Studies for foreigners are fee-based which is to be determined by the EKA Executive Board, except in cases where studies occur through the international agreements that are bound on EKA as a party.
- 6.5. Foreigners are admitted on the basis of the following criteria:
- 6.5.1. They shall fulfill all the requirements of the Latvian Ministry of Foreign Affairs, the Office of Citizenship and Migration Affairs and other institutions of the Republic of Latvia which are responsible for overseeing foreign student entry and stay in Latvia.
- 6.5.2. The FSD shall receive the Academic Information Center confirmation in accordance with the Article 85 of the Law on Higher Education Institutions and they shall fulfill EKA admission requirements depending on the study program.
- 6.5.3. Foreigners who would like to study in the bachelor's programs shall take the test of the program-related topics. Applicants who have received 60-100% points in this test may be enrolled in the study program.
- 6.5.4. The admission of foreigners into graduate programs is on a competitive basis, taking into account the weighted average grade shown in the bachelor's or second level professional higher education document. In addition to the basic set of documents, the applicant shall send the FSD a cover letter and curriculum vitae (CV).
- (With amendments that were approved on October 4, 2017).*
- 6.5.5. Foreigners who want to study in Latvian must submit to the FSD the state language proficiency certificate issued by the State Language Examination Commission. Language skills should be no lower than the intermediate B2 level.
- 6.5.6. A foreigner (alien) shall attach a document of an international testing institution issued in the last five years, certifying that the study program implementation of the foreigner is compatible with the required language skills at least at the B2 level. The above-mentioned document shall not be attached, if the foreigner's secondary education or higher education has been acquired in the study program's implementation language.
- (With amendments that were approved on October 4, 2019).*
- 6.5.6.1. The test of the language proficiency of the relevant study programme of the foreigner may also take place in accordance with other procedures laid down in the laws of the Republic of Latvia.
- (With amendments that were approved on November 4, 2020).*
- 6.6. In order to ascertain the motivation of the foreigner to study in the selected study programme, higher education institutions shall interview the foreigner upon receipt of his or her consent, and shall keep the interview in the video record.
- (With amendments that were approved on November 4, 2020).*
- 6.7. After the completion of the admission process, the FSD shall submit the foreigner admission documentation to the Admission Committee for matriculation.

6.8. Foreigners can apply for studies in person, electronically or by mail, by submitting to the FSD the following documents:

- a filled out application form available on the EKA website;
- a copy of the passport;
- copies of education documents confirming the previous education that is necessary to start studies.
- a certificate or proof of the study language skills, namely, that the secondary education or higher education has been acquired by the applicant in the study program's implementation language;

The original documents shall be submitted after the arrival at EKA.

*(With amendments that were approved on October 4, 2019).*

6.9. When applying for studies, foreigners are charged a registration fee stipulated by the Regulations "On the study fees and other payments at the EKA University of Applied Sciences".

6.10. Foreigners who are admitted to EKA on the basis of the binding international agreements are exempt from the registration fees.

6.11. If a foreigner meets the criteria to start the studies as stipulated in the Section 6.5. above and if it is necessary according to the Latvian law, the FSD shall issue a specific letter of guarantee to the student, in which the University shall undertake responsibility to ensure the study process, as well as take the necessary steps for the student to be able to require at the consular or other competent institutions of the Republic of Latvia a temporary residence permit in the Republic of Latvia in order to arrive for studies at EKA University of Applied Sciences.

6.12. Foreigners are admitted to EKA from December, 1 to July, 31 and from August, 1 to December, 1.

*(With amendments that were approved on October 4, 2019).*