



## MANAGEMENT COLLEGE

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**APPROVED**

on 30.10.2018.

At the meeting of the Council  
Protocol Nr.5

**Riga**

*Issued according to the requirements of Section 65, Paragraph two, of the Law on Higher Education and Regulations No 846 of the Cabinet of Ministers from 10.10.2006. „Regulations Regarding Requirements, Criteria, and Procedures for Enrollment in Study Programs”*

### **Management College Admission Regulations for Study Year 2019/2020**

#### **I. General Regulations**

- 1.1. The regulations of admission at the Management College in the year of study 2019/2020 (hereinafter – Admission Regulations) shall determine the procedures by which persons are admitted to study programmes implemented by the Management College (hereinafter - College) in the year 2019./2020.
- 1.2. Admission Regulations have been issued according to the requirements of Section 46, Paragraph two, of the Law on Higher Education, Regulation No 846 of the Cabinet of Ministers from 10th October, 2006 „Regulations Regarding Requirements, Criteria, and Procedures for Enrollment in Study Programs” and the By-laws of the Management College.
- 1.3. Management College ensures the availability of Admission Regulations to everybody interested.
- 1.4. Each citizen of the Republic of Latvia and persons entitled to a passport of non-citizens issued by the Republic of Latvia, as well as persons who have been issued permanent residence permits or temporary residence permits, or based on an international agreement, regardless of their sex, social and property status, race and nationality, political views and religious views, occupation and place of residence, who meet the requirements of admission and have carried out the activities envisaged in the admission process shall have the right to study in College. The right of foreign nationals who have not been issued a permanent residence permit to study at College shall be governed by Section 83 of the Law on Higher Education. In distance learning, foreign citizens also have the right to study without obtaining a residence permit until the student is required to come to Latvia.
- 1.5. The admissions of students shall be ensured by the College Admission Commission. The Admission Commission shall act according to the By-Laws of the Admission Commission.
- 1.6. Matriculation takes place by order of the College director.

- 1.7. The commencement of studies at the later stages of study shall be governed by the Cabinet Regulations of 16 November 2004 “Procedures for the Start of Studies at the Latest stages” and the “Study By-Laws” of the College.
- 1.8. The College shall, in conformity with the Law on Higher Education Institutions, establish a personal file for each student in accordance with the procedures specified by the College.
- 1.9. Admission to the College shall be announced for the spring and autumn semesters, observing the time limits specified by the Cabinet for the registration and admission of applicants.
- 1.10. Tuition fees and registration fees shall be determined by a price list approved by the College Board. Registration fee is not refunded if the applicant does not start studies.

## **II. Enlisting for studies**

- 2.1. A person can apply for studies:
  - 2.1.1. by personally visiting the College and certifying his or her personality with documents;
  - 2.1.2. electronically on the website <https://mcollege.eu>
  - 2.1.3. authorizing another person who presents the letter of attorney, a copy of the identity document of the principal must also be presented.
- 2.2. When applying for studies, the applicant shall:
  - 2.2.1. complete the application form;
  - 2.2.2. submit a copy of the personal identification document, a copy of the document certifying the change of given name, surname, if the given name or surname of the applicant is different in one of the documents to be submitted, presenting the original document;
  - 2.2.3. submit 1 photograph (3 x 4 cm);
  - 2.2.4. submit a copy of the document certifying secondary education, presenting the original; applicants who have acquired secondary education abroad shall submit a copy of the document certifying secondary education and a notarized translation in English if the document regarding secondary education has been issued in the official language of the relevant state;
  - 2.2.5. submit copies of the certificates of the centralized examination in the Latvian language and foreign language, except for applicants from foreign states, as well as applicants who have acquired secondary education until 2004;
  - 2.2.6. applicants who have applied electronically shall present documents when registering for studies.
- 2.3. For persons who have acquired previous education abroad, after applying for studies at the College:
  - 2.3.1. perform an expert-examination of academic degrees and diplomas, as well as documents certifying secondary education in Latvia, except in cases specified in interstate contracts. The expert-examination shall be carried out by the Academic Information Centre;
  - 2.3.2. perform the legalization of the educational document issued in foreign states. If an educational document has been issued in a foreign state which is a Member State of the 5th October 1961 Hague Convention „On the abolition of the legalization requirement for foreign public documents”, the document shall require a statement (apostille) by the competent authority of the issuing State. An educational document issued by other countries shall be legalized in the competent authority of the issuing State or the diplomatic or consular representation of the issuing State and subsequently in the diplomatic or consular representation of the Republic of Latvia in the relevant State or the Consular Department of the Ministry of Foreign Affairs of the Republic of Latvia.

## **III. Competition and publication of results**

- 3.1. The results of the competition shall be approved by a decision of the Admission Commission.

3.2. It is the responsibility of the applicant to become acquainted with the results of the competition within the time established.

3.3. If, after compiling the results of a competition, the number of applicants in a study program in one of the forms of study (full-time, part-time) is less than the minimum number of places of study - 12 students, the Admission Commission may take a decision not to approve the results of the competition and:

3.3.1. to refuse registration in the study program;

3.3.2. to offer applicants to register in one of the other forms of study. Foreign students do not qualify for part-time intramural studies.

3.4. The College shall make public the results of the competition approved by the Admission Commission or any other decision taken by paragraphs 3.3.1 to 3.3.2 of the Regulations.

#### **IV. Enrollment in study programs**

4.1. Admission is announced for all study programs for which a license issued by the Ministry of Education and Science is valid on the day of admission.

4.2. The registration and admission process for candidates within the first year from the acquisition of secondary education is done within the deadline set by the Cabinet.

4.3. The admission process consists of:

4.3.1. application of a person;

4.3.2. determination of competition results;

4.3.3. publication of the results of the competition;

4.3.4. registration for studies;

4.3.5. matriculation.

4.4. The staff of the Admission Commission shall consist of a Chairman, a Deputy, a Secretary and the members of the Commission. The Commission shall be able to take decisions if the meeting is attended by the chairman or deputy chairman and two members of the commission with voting rights. The chairman, deputy chairman and members of the Commission shall be representatives of the College's general and academic staff with voting rights on the commission. The Commission shall take its decisions by a simple majority. If the number of votes in favor and against is equal, the vote of the chairman of the commission shall prevail.

4.5. The Commission shall include at least three representatives of the academic staff.

4.6. The person applying for studies has the rights and obligations:

4.6.1. to submit a reasoned complaint regarding irregularities in the admission process, the outcome of the competition within three working days of the date of notification of the decision and results. Complaints are processed by the Admissions Committee within three working days;

4.6.2. to challenge the decision of the Admissions Committee regarding the decision made in 4.6.1. submitting it to the Director within seven days of its notification. The decision taken by the Director may be appealed by the procedure set out in the Administrative Procedure Law.

4.7. Persons who have completed secondary education up to 2004 are enrolled in basic study programs based on assessment in secondary education in the following subjects: *Latvian and foreign language*.

4.8. Individuals with a secondary education acquired abroad are enrolled in basic study programs based on a certificate of secondary education certified by the Academic Information Center and an English language proficiency assessment obtained in the English Certificate of Secondary Education, the test completed in the College study site and an interview with the student by the College employee.

4.9. If the number of applicants applying for one of the study programmes, study forms or types of study is not sufficient for the opening of the group, i.e. less than 12 persons, this programme may impose restrictions on admission.

#### **V. Registration for studies and matriculation**

5.1. By registering, the applicant undertakes in writing to commence studies at the College.

5.2. The Applicant loses the right to the place of study he/she would be entitled to as a result of the competition if he/she does not enroll in college at the time established.

5.3. The Applicant's responsibilities are:

5.3.1. present the originals of the submitted documents before registration;

5.3.2. to observe the deadlines for the registration for studies;

5.3.3. to sign a study agreement that defines the mutual obligations and rights of the student and the College in the study process.

5.4. The College has the obligation to register applicants for studies, prepare and organize the signing of study contracts, and issue matriculation orders.

**Director**

**L.Sprüde**