APPROVED
by the Riga Graduate School of Law
Senate meeting on 26 October 2026
Decision No. 2026/10, Point 5 of the Minutes

Riga Graduate School of Law Admission Rules and Matriculation Procedure for Second-Cycle (Master's) Study Programmes for the 2027/2028 Academic Year

1. General Provisions

1.1. The Riga Graduate School of Law (hereinafter – RGSL) Admission Rules and Matriculation Procedure for Second-Cycle (Master's) Study Programmes for the 2027/2028 Academic Year (hereinafter – the Rules) are issued in accordance with Section 46 of the Law on Institutions of Higher Education and Cabinet Regulation No. 846 of 10 October 2006 "Regulations Regarding the Requirements, Criteria and Procedures for Admission to Study Programmes and State Support for Citizens Who Have Voluntarily Applied for and Completed the National Defence Service".

1.2. The Rules govern the mutual rights and obligations of persons wishing to study at RGSL and of RGSL during the admission process, as well as the requirements for such persons' previous education, preparedness or special aptitude for the respective studies.

1.3. The following terms are used in the Rules:

1.3.1. *DreamApply* – the electronic information system chosen by RGSL for storing and processing applications;

1.3.2. Matriculation – the entry of a candidate in the register of students of the higher education institution (matricula);

1.3.3. Candidate – a person who has fulfilled the admission requirements and may register for studies;

1.3.4. Applicant – a person who, by submitting an electronic application, has expressed the wish to participate in the competition for a study place at RGSL;

1.3.5. Commencement of studies – the start of studies in a study programme;

1.3.6. Right to study – the right of a person to become an applicant and to participate in the competition for study places;

1.3.7. Admission Committee – the committee which manages the admission process and evaluates its results.

1.4. The composition of the Admission Committee is approved by order of the Rector of RGSL, and the Committee operates in accordance with the RGSL Admission Committee Regulations.

1.5. All persons matriculated at RGSL are students.

1.6. Every person has the right to study at RGSL, provided that the requirements laid down in the laws and regulations of the Republic of Latvia and in the Rules are met.

1.7. The Rules have been prepared in Latvian and English. The Latvian text of the Rules prevails.

2. Application for Studies

2.1. Persons who have obtained first-cycle higher education (a Bachelor's degree) may apply for RGSL second-cycle (Master's) study programmes.

2.2. The application must be submitted in the format determined by RGSL. The application form is available on the RGSL website https://apply.rgsl.edu.lv/.

2.3. The applicant must attach the following documents to the application form:

2.3.1. A copy of the diploma certifying previously obtained education and its supplement;

2.3.1.1. If the education was obtained in a foreign country that is a party to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (except Member States of the European Union, countries of the European Economic Area, the United Kingdom of Great Britain and Northern Ireland (excluding its overseas territories) or the Swiss Confederation), a legalised or *Apostille*-certified copy of the diploma and diploma supplement must be submitted, as well as, if these documents are not in English, translations into English of notarially certified copies of the diploma and diploma supplement, the accuracy of which has been certified by a certified translator;

2.3.1.2. If the education was obtained in a foreign country that is not a party to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents, the education documents shall be legalised in accordance with the procedure laid down in Cabinet Regulation No. 264 of 18 June 2019 "Public Document Legalisation Regulations";

2.3.1.3. Applicants whose previous education document will be officially issued after the date of submission of the application may submit an application indicating the date on which the diploma will be received, which may not be later than the beginning of the academic year at RGSL. In this case, an official transcript of records bearing the signature and seal of the responsible representative of the previous educational institution must be submitted.

2.3.1.4. If an education document or degree was obtained abroad (except in the cases referred to in Paragraphs 2.7 and 2.8), the application is registered after RGSL has received from the applicant a statement of the Academic Information Centre (hereinafter – AIC) specifying to which education document issued or academic degree awarded in Latvia the education document or degree obtained abroad is equivalent.

2.3.1.5. An AIC statement is not required for general secondary education documents and higher education documents corresponding to at least Level 6 of the Latvian Qualifications Framework[1] issued in Estonia and Lithuania after 7 January 2019 in accordance with the Agreement between the Government of the Republic of Estonia, the Government of the Republic of Latvia and the Government of the Republic of Lithuania on the Automatic Academic Recognition of Qualifications Concerning Higher Education.[2]

[1] https://aic.lv/en/education-in-latvia/latvian-qualifications-framework/
[2] https://aic.lv/en/recognition-of-foreign-diplomas/automatic-academic-recognition-in-the-baltic-states/

2.3.1.6. An AIC statement is not required for higher education documents (corresponding to at least Level 5 of the Latvian Qualifications Framework) issued in Belgium, Estonia, Lithuania, Luxembourg and the Netherlands in accordance with the Agreement on the Automatic Recognition of Higher Education Qualifications between the Kingdom of Belgium, the Republic of Estonia, the Republic of Latvia, the Republic of Lithuania, the Grand Duchy of Luxembourg and the Kingdom of the Netherlands.[3]

2.3.2. A copy of the passport or identity card (page with personal data and photograph);

2.3.3. A document certifying English language proficiency equivalent to at least level B2 according to the Common European Framework of Reference for Languages (hereinafter – CEFR)[4].

2.3.3.1. List of permitted CEFR certifications:

- TOEFL iBT (*Test of English as a Foreign Language*): at least 4.0 (new 1–6 scale) or at least 72 points (0–120 scale);
- TOEFL Essentials: at least 8 points;
- IELTS (*International English Language Testing System*): at least 5.5;
- CPE (*Cambridge Certificate of Proficiency in English*): at least 180 points;
- CAE (*Cambridge Certificate in Advanced English*): a certificate confirming at least level B2 (at least 160 points);
- FCE (*First Certificate in English*): a certificate confirming at least level B2;
- PTE (*Pearson Test of English*) General: a certificate confirming at least level B2;
- PTE (*Pearson Test of English*) Academic: at least 59 points;
- LanguageCert International ESOL: a certificate confirming at least level B2 (written and spoken examinations);
- the result of the centralised examination in English corresponding to at least level B2 (for applicants from Latvia);

2.3.3.2. Applicants who have obtained their previous education in English (by submitting a supporting document) or whose native language is English are exempt from taking the examinations of international testing institutions (unless this conflicts with the conditions for obtaining a temporary residence permit);

2.3.4. A motivation essay in English (1–2 pages) in which the applicant justifies his or her choice to study in the respective study programme;

2.4. Special requirements for second-cycle (Master's) study programmes:

2.4.1. **The one-year second-cycle academic study programme "Business Law and Finance" (60 ECTS credits)** is open to applicants who have obtained first-cycle (at least 240 ECTS credits) or second-cycle higher education in law, economics, finance, management or another related field. The applicant's completed higher

[3] https://aic.lv/en/recognition-of-foreign-diplomas/automatic-academic-recognition-between-the-baltic-and-benelux-countries/

[4] https://europass.europa.eu/en/common-european-framework-reference-language-skills

education must amount to at least 240 ECTS credits; credits obtained in uncompleted studies are not counted. Applicants who have obtained first-cycle or second-cycle higher education in economics, finance, management or another related field must pass an entrance examination (test) on the fundamentals of European Union law and international law, unless they have at least one year of experience in the application of law. The entrance examination is assessed as "pass" or "fail"; applicants who have not passed the entrance examination do not participate in the competition. The maximum number of study places is 25.

2.4.2. **The two-year second-cycle academic study programme "Business Law and Finance" (120 ECTS credits)** is open to applicants who have obtained first-cycle higher education (at least 180 ECTS credits) in law, economics, finance, management or another related field. Applicants who have obtained first-cycle higher education in economics, finance, management or another related field must pass an entrance examination (test) on the fundamentals of European Union law and international law, unless they have at least one year of experience in the application of law. The entrance examination is assessed as "pass" or "fail"; applicants who have not passed the entrance examination do not participate in the competition. The maximum number of study places is 25.

2.4.3. **The one-year second-cycle academic study programme "Technology Law" (60 ECTS credits)** is open to applicants who have successfully completed first-cycle (at least 240 ECTS credits) or second-cycle higher education in law or a related field. The applicant's completed higher education must amount to at least 240 ECTS credits; credits obtained in uncompleted studies are not counted. The maximum number of study places is 25.

2.4.4. **The one-year second-cycle academic study programme "Public International Law and Human Rights" (60 ECTS credits)** is open to applicants who have successfully completed first-cycle (at least 240 ECTS credits) or second-cycle higher education in law. The applicant's completed higher education must amount to at least 240 ECTS credits; credits obtained in uncompleted studies are not counted. The maximum number of study places is 25.

2.5. Applicants who, in accordance with Paragraph 2.4, wish to be exempted from the entrance examination on the basis of at least one year of experience in the application of law must submit a statement from their employer or another document confirming the position held, the duties performed and the length of service.

2.6. An application is considered complete and is registered once RGSL has received all the requested documents.

2.7. In accordance with the Immigration Law and the laws and regulations issued on the basis thereof, the Admission Committee conducts interviews with applicants who are not citizens of a European Economic Area country, the Swiss Confederation or another European Union Member State and who have not been issued a permanent residence permit in a European Economic Area country, the Swiss Confederation or a European Union Member State, in order to assess their motivation to study at RGSL.

3. Admission to a Study Programme and Publication of the Decision

3.1. The decision on admission to the study programme is taken by the Admission Committee.

3.2. If the number of eligible applications exceeds the number of study places set, candidates are admitted to the study programme on a competitive basis.

3.3. In the competition, applications meeting the requirements of the Rules are placed in a single ranking list, taking into account the following criteria:

3.3.1. Weighted average grade of previously obtained higher education, expressed as a percentage (weight: 50%);

3.3.2. Motivation essay, assessed on a percentage scale (weight: 50%). In assessing the motivation essay, the correctness of the language used by the applicant (grammar, style, layout of the essay), its content and its argumentation are taken into account.

3.3.3. A weighted average grade on a 10-point scale is converted into a percentage by multiplying it by 10; grades obtained in other grading scales are converted using the AIC comparison of grading scales. In the event of an equal overall score, priority is given to the applicant with the higher motivation essay score.

3.4. The results are sent electronically to all applicants no later than three working days after the decision has been taken (after the end of the application deadline).

3.5. Applicants and candidates may find information on the admission process on the RGSL website under "Admission/Frequently Asked Questions".

3.6. RGSL has the right not to admit an applicant if it is established that the applicant has submitted false information or forged documents in the admission process or has engaged in unlawful conduct that has endangered or may endanger RGSL's reputation, values or public trust. Such a decision is taken by the Admission Committee after hearing the applicant and must be reasoned.

3.7. The decision of the Admission Committee may be contested within one month from the date of its entry into force by submitting an application to the Rector of RGSL. The decision taken by the Rector may be appealed to a court in accordance with the procedure laid down in the Administrative Procedure Law.

4. Matriculation

4.1. After the admission results have been announced, RGSL and the candidate sign a study agreement.

4.2. On the basis of the decision of the Admission Committee and the concluded study agreement, the Rector of RGSL signs an order on the matriculation of candidates in the respective study programme. After matriculation, the student makes the first tuition fee payment in accordance with the procedure set out in the study agreement.

4.3. Before the commencement of studies, the student must present in person the originals of the documents submitted.

5. Personal Data Processing

5.1. Within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the General Data Protection Regulation) (hereinafter – GDPR) and other applicable privacy and personal data processing laws and regulations, the data controller is SIA "Rīgas Juridiskā augstskola", registration No. 40003386183, Strēlnieku iela 4k-2, Riga, LV-1010, Latvia. RGSL is responsible for ensuring that personal data obtained from the *DreamApply* system, as well as other information related to the admission process, are processed in accordance with the GDPR and other applicable personal data protection laws and regulations.

5.2. Further information on the purposes and legal basis of personal data processing, retention periods and the rights of data subjects is available in the RGSL Privacy Policy on the RGSL website.