

**Riga Graduate School of Law Rules of Admission and Order of Matriculation for
Bachelor Programmes for Academic Year 2022/2023**

1. General provisions

- 1.1. The Riga Graduate School of Law (hereinafter - RGSL) Rules of Admission and Order of Matriculation for Bachelor Programmes for Academic Year 2022/2023 (hereinafter - the Rules) are issued in accordance with the requirements of Article 46 of the Law on Higher Education of Republic of Latvia and according to the Regulations No. 846 of 10 October 2006 of the Cabinet of Ministers of the Republic of Latvia on *Regulations Regarding the Requirements, Criteria and Procedures for Admission to Study Programmes*.
- 1.2. The Rules contain norms on the mutual rights and obligations of those who wish to study at the RGSL and of the RGSL itself during the process of admission, as well as requirements as to applicants' previous education, background, and special aptitude for the particular studies.
- 1.3. The following terms are used in the Rules:
 - 1.3.1. The right to study – the rights of a person to become an applicant and to participate in the competition to become a student at RGSL.
 - 1.3.2. An applicant – a person who has certified willingness to participate in the competition and applies for studies at RGSL by written application.
 - 1.3.3. Foreign applicant - applicants whose right to study at a higher education institution is regulated by Article 83 of the Law on Higher Education Institutions of Latvia (applicants who are not citizens or non-citizens of Latvia, citizens of the European Economic Area or citizens of the Swiss Confederation and permanent residents of the European Community).
 - 1.3.4. Candidate – an applicant who has satisfied requirements for studies at the RGSL and may register for studies.
 - 1.3.5. Matriculation – registering a candidate in the list of persons studying in higher educational establishments (matricula).
 - 1.3.6. Admission Committee – the committee that manages the admission process and evaluates the competition.
 - 1.3.7. Undertaking studies – the start of the study programme.

- 1.3.8. *Dream Apply* – electronic information system used by RGSL for application management.
- 1.4. The Admission Committee is approved by an order issued by the Rector of RGSL and operates under the Rules of the Admission Committee.
- 1.5. All persons matriculated into the RGSL are students.
- 1.6. Studies at RGSL are open to citizens or residents of all countries if the norms of legislation of the Republic of Latvia and requirements of the Rules are fulfilled.

2. Application for studies

- 2.1. Admission to the RGSL Bachelor programmes is available to persons with a secondary school degree or a degree considered equivalent to it.
- 2.2. The application shall be submitted in a format determined by RGSL. Application forms are available on the RGSL home page www.rgsl.edu.lv.
- 2.3. Copies of the following documents shall be submitted together with the filled out electronic application form:
 - 2.3.1. A secondary education diploma and transcript. A legalised (or approved with an *Apostille*) copy of the diploma and diploma transcript with a notarised English translations, if the diploma is issued outside Latvia or is not in English,
 - 2.3.2. A Certificate of General Secondary Education for applicants from Latvia;
 - 2.3.3. The passport/ ID card (page with photo and personal data);
 - 2.3.4. Certificate of English language proficiency if the previous education has not been obtained in English or the applicant has not completed secondary education in a European Union and European Economic Area country or the Swiss Confederation and his / her secondary education certificate does not include a foreign language proficiency assessment at least B2 language proficiency testing system.
- 2.4. Applicants who will receive their diploma from previous studies later than on the date of application, can submit the application with a reference to the expected date of receipt of their diploma, which, however, may not be later than the date on which the study year at RGSL starts. In this case, an interim transcript/academic record shall be submitted along with the application.
- 2.5. If the diploma or degree is obtained outside Latvia, academic recognition has to be conducted by the Latvian Academic Information Centre (AIC). The RGSL requests a review from the AIC of the foreign diploma/degree. Upon successful recognition of the diploma/degree, the application is registered by RGSL. The final decision regarding the qualification for admission is taken by RGSL Admission Committee.
- 2.6. The bachelor's examination at the European School may replace the centralised examination in the relevant subject and the bachelor's examination at the European School in the Latvian language may be replaced by the centralised examination in the Latvian language.

- 2.7. An application is considered complete only when the RGSL has received all the required documents.

3. Admission to the programme and publishing decisions

3.1. Criteria determined for admission to RGSL Bachelor degree programmes:

- 3.1.1. Proficiency in English confirming at least level B2 or higher in accordance with the Common European Framework of Reference (CEFR):
- IELTS Academic Test (not older than 2 years) - the required score is at least 6.0;
 - TOEFL (not older than 2 years) - the required score is at least 550 points (for a computer test - 213; Internet-based test - 80);
 - State Centralised English Examination (applicants from Latvia) – minimum attainable requirement - 70%;
 - Applicants who have acquired previous education in English or are native English speakers are exempted from taking Proficiency tests in English.
- 3.1.2. The average grade in the diploma supplement corresponds to the ECTS level of C or higher.
- 3.1.3. State Centralised Examination results of the Secondary General Education from candidates from Latvia in mathematics, Latvian (can be substituted with another exam at the request of the applicant, depending on the decision of the Admission Committee) and English.
- 3.1.4. In the case of foreign applicants, the results of an interview are taken into account, in which the motivation of foreign applicants to study in the chosen study programme is assessed.
- 3.2. Enrollment is limited to 60 study places for each Bachelor's programme. The rector is entitled to revise the number of study places and to make adjustments, by issuing an order.
- 3.3. If there are more suitable candidates than study places, a common applications' ranking will be created.
- 3.4. The abovementioned ranking will be compiled by taking into account the following criteria:
- 3.4.1. The applicant has fulfilled all the requirements, set by the Rules;
 - 3.4.2. The average score of centralised examination results or average score of the diploma supplement (converted to a form of a percentage);
 - 3.4.3. The order of application submission can be taken into account;
 - 3.4.4. Previous achievements and accomplishments in scientific, academic or in other relevant areas can be taken into account by the Admission Committee;
- 3.5. The decision on granting admission is taken by the Admission Committee.
- 3.6. Applicants will be notified electronically within three working days after the decision has been made.
- 3.7. The Admissions Committee has the right to send conditional approval to those applicants who have applied by the deadline for early application and whose average

score of the diploma supplement corresponds to at least B ECTS level (at least 7.5 points). However, in this case, the applicant must also ensure the fulfilment of the criteria specified in Article 3.1, as the conditional approval does not guarantee the place of study, but only a discount on the tuition fee in case of admission. The final confirmation is sent to all applicants at the same time.

- 3.8. All information about the admission procedure can be obtained from the RGSL Head of Study Department or the Bachelor Programme Administrator.
- 3.9. The decision of the Admissions Committee may be appealed within two working days by application to the Rector of RGSL. The decision of the Rector may be appealed to a court as stated by the Administrative Procedure Law of Latvia.

4. Matriculation

- 4.1. In accordance with the decision of the Admission Committee, the RGSL Rector signs order on matriculation.
- 4.2. After a candidate has been matriculated, a Study Agreement is signed and the first tuition fee instalment is made according to the Study Agreement.
- 4.3. The originals of the submitted documents must be presented before the commencement of studies.

5. Data processing

- 5.1. For the purpose of the General Data Protection Regulation (hereinafter - GDPR) as well as other applicable privacy and data processing rules and regulations, the data controller is SIA "Rīgas Juridiskā augstskola", registration No. 40003386183, registered at 4 k-2 Strēlnieku Street, Riga, Latvia, LV-1010. RGSL is responsible for ensuring that the personal data obtained from the *Dream Apply* system, test and other information related to the admission process is processed in accordance with the GDPR and other appropriate personal data protection regulations.