



RULES OF ADMISSION AND ORDER OF MATRICULATION

Bachelor Programmes

Riga Graduate School of Law

Academic Year 2020/2021

The Riga Graduate School of Law (RGSL) Rules of Admission and Order of Matriculation ('the Rules') are issued in accordance with the requirements of Article 46 of the Law on Higher Education and according to 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*.

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. TERMS USED IN THE RULES

1.1. The right to study – rights of a person to become an applicant and to participate in the competition to become a student at RGSL.

1.2. An applicant – a person who has certified willingness to participate in the competition and applies for studies at RGSL by written application.

1.3. Candidate – an applicant who has satisfied requirements for studies at the RGSL and may register for studies.

1.4. Matriculation – registering a candidate in the list of persons studying in higher educational establishments (matricula).

1.5. Admissions Committee – the committee that conducts and evaluates the competition.

1.6. Undertaking studies – start of the study programme.

2. GENERAL PROVISIONS

2.1. The Admissions Committee is approved by an order issued by the Rector of RGSL and operates under the Rules of the Admissions Committee.

2.2. All persons matriculated into the RGSL are students.

2.3. 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.

3. APPLICATION FOR STUDIES

3.1. Admission to the RGSL Bachelor programmes is available to persons with a secondary school degree or a degree considered equivalent to it, with an average grade of at least ECTS C level (equivalent to Latvian 7 grade points). A Candidate also has to present a document to confirm Proficiency in English language for at least level B2 or higher in the Common European Framework of Reference (CEFR). RGSL may as an alternative offer applicants access to an entrance exam.

3.2. The application shall be submitted in a format determined by RGSL. Application forms are available on the RGSL home page www.rgsl.edu.lv.

3.3. Copies of the following documents shall be submitted together with an electronic application form:

3.3.1 A secondary education diploma and transcript. A legalized (or approved with an *Apostille*) copy of the diploma and diploma transcript with a notarized English translations if the diploma is issued outside Latvia or is not in English .

3.3.2 A Certificate of General Secondary Education for applicants from Latvia.

3.3.3 The passport/ ID card (page with photo and personal data).

3.3.4 Certificate of Proficiency in English if previous education is not acquired in English language.

3.4. 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.

3.5. 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 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 Admissions Committee.

3.6. An application is considered completed only when the RGSL has received all the required documents.

3.7. The Admissions Committee reserves the right to invite applicants for individual interviews.

4. ADMISSION TO THE PROGRAMME AND PUBLISHING OF DECISIONS

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

4.1.1 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 Centralized 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.

4.1.2 The average grade in diploma supplement corresponding to ECTS level of C or higher.

4.1.3 State Centralized Examination results of the Secondary General Education from candidates from Latvia;

4.1.4 If there are more applicants than study places, the order of application submission, grade averages, results of centralized examinations, relevant activities, and the result of any interviews and entrance exams are taken into account.

4.1.5 Final decision for admission is taken by the Admissions Committee.

4.2. Applicants will be notified electronically within three working days after the decision has been made.

4.3. All information about the admission procedure can be obtained from the RGSL Head of Study Department or the Bachelor Programme Administrator.

4.4. 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.

5. MATRICULATION

5.1. A candidate is matriculated only after a study contract is signed and the first tuition fee installment - received.

5.2. The originals of the submitted documents must be presented before the commencement of studies.

5.3. The order of matriculation is issued by the Rector or Director of RGSL.

6. DATA PROCESSING

6.1. For the purpose of the General Data Protection Regulation (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 interview results and other information related to the admission process is processed in accordance with the GDPR and other appropriate personal data protection regulations.