



## **RULES OF ADMISSION AND ORDER OF MATRICULATION**

### **Masters 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 THE STUDIES**

3.1. Master of International and European Law (LL.M) academic programme is available to individuals with bachelor or masters degree in law or related fields, if basic knowledge in law or corresponding work experience is acquired, obtained in at least four years long studies; second level professional higher education, professional bachelor or masters degree in law or other related fields, if basic knowledge in law or corresponding work experience is acquired (at least 160 KP = 240 ECTS).

3.2. Public International Law and Human Rights (LL.M) programme is available to individuals with bachelor or masters degree in law or related fields, if basic knowledge in law or corresponding work experience is acquired, obtained in at least four years long studies; second level professional higher education, professional bachelor or masters degree in law or other related fields, if basic knowledge in law or corresponding work experience is acquired (at least 160 KP = 240 ECTS).

3.3. Transborder Commercial Law (LL.M) programme is available to individuals with bachelor or masters degree in law or related fields, if basic knowledge in law or corresponding work experience is acquired, obtained in at least four years long studies; second level professional higher education, professional bachelor or masters degree in law or other related fields, if basic knowledge in law or corresponding work experience is acquired (at least 160 KP = 240 ECTS).

3.4. European Union Law and Policy (LL.M) programme is available to individuals with bachelor or masters degree in law, politics or related fields, if basic knowledge in law or corresponding work experience is acquired, obtained in at least four years long studies; second level professional higher education, professional bachelor or masters degree in law, politics or other related fields, if basic knowledge in law or corresponding work experience is acquired (at least 160 KP = 240 ECTS).

3.5. Law and Finance (LL.M) programme is available to individuals with bachelor or masters degree in law, economics, finance, management or related fields, obtained in at least three years (120 KP = 180 ECTS) for 2 year programme or four years long studies (160 KP = 240 ECTS) for 1 year programme; second level professional higher education, professional bachelor or masters degree in law, economics, finance, management or related fields.

3.6. Technnology Law (LL.M) programme is available to individuals with bachelor or masters degree in law or related fields, obtained in at least four years long studies; second level professional higher education, professional bachelor or masters degree in law or other related fields (at least 160 KP = 240 ECTS).

3.7. The application shall be submitted in the format determined by the RGSL. Application forms are available on the RGSL home page [www.rgsl.edu.lv](http://www.rgsl.edu.lv).

3.8 The following documents shall be attached to the application form:

- 3.8.1 A legalised (or approved with an *Apostille*) copy of the diploma and diploma transcript with an official English translation (if the diploma is issued outside Latvia).
- 3.8.2 A copy of passport (page with photo and personal data).
- 3.8.3 Certificate of Proficiency in English - official results of IELTS or TOEFL not older than 2 years – the required minimum result is 6.0 for IELTS and 550 points for TOEFL (for a computer test - 213; Internet based test - 80). Applicants who have acquired higher education in the English language (or may prove comparable knowledge) are released from taking IELTS or TOEFL.

3.9. Applicants who will receive their diploma from previous studies later than 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 such cases an interim transcript/academic record shall be submitted along with the application.

3.10. 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.

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

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

#### **4. ADMISSION TO THE PROGRAMME AND PUBLISHING OF THE DECISION**

4.1. 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 (after the deadlines).

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

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 receipt of the first tuition installment per the study contract.

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.