

Riga Graduate School of Law Rules of Admission and Order of Matriculation for Masters Programmes for Academic Year 2023/2024

1. General provisions

- 1.1. The Riga Graduate School of Law (hereinafter – RGS�) Rules of Admission and Order of Matriculation for Masters Programmes for Academic Year 2023/2024 (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 RGS� and of the RGS� 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. Admission Committee – the committee that manages the admission process and evaluates the candidates.
 - 1.3.2. An applicant – a person who has certified willingness to participate in the competition and applies for studies at RGS� by written application.
 - 1.3.3. Candidate – an applicant who has satisfied the requirements for studies at the RGS� and may register for studies.
 - 1.3.4. *DreamApply* – electronic information system used by RGS� for application management.
 - 1.3.5. Matriculation – registering a candidate in the list of persons studying in higher educational establishments.
 - 1.3.6. The right to study – the rights of a person to become an applicant and to participate in the competition to become a student at RGS�.
 - 1.3.7. Undertaking studies – the start of the study programme.
- 1.4. The Admission Committee is approved by an order issued by the RGS� Rector and operates under the Rules of the Admission Committee.
- 1.5. All persons matriculated into the RGS� are students.

- 1.6. Studies at RGS� 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. To apply for studies at RGS�, applicants are expected to have appropriate knowledge of English. The required minimum result is 6.0 for IELTS and 550 points for TOEFL (for a computer test - 213; Internet-based test - 80).
- 2.2. Specific requirements for Masters programmes:
 - 2.2.1. Public International Law and Human Rights (LL.M.) programme is available to individuals with a Bachelor degree or Masters degree in law; second-level professional higher education, professional Bachelor or Masters degree in law (at least 160 CP = 240 ECTS). Enrolment is limited to 25 study places.
 - 2.2.2. 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; 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 Latvian CP = 240 ECTS). Enrolment is limited to 25 study places.
 - 2.2.3. Law and Finance (LL.M.) programme is available to individuals with Bachelor or masters degree in law, economics, finance, management or related fields; second-level professional higher education, professional Bachelor or Masters degree in law, economics, finance, management or related fields (at least 160 Latvian CP = 240 ECTS). Enrolment is limited to 25 study places.
 - 2.2.4. Technology Law (LL.M.) programme is available to individuals with a Bachelor or Masters degree in law or related fields; second-level professional higher education, professional Bachelor or Masters degree in law or other related fields (at least 160 Latvian CP = 240 ECTS). Enrolment is limited to 25 study places.
- 2.3. The application shall be submitted in the format determined by the RGS�. Application forms are available on the RGS� home page www.rgsl.edu.lv.
- 2.4. The following documents shall be attached to the application form:
 - 2.4.1. A copy of the diploma and diploma supplement (transcript of records).
 - 2.4.1.1. If the education was obtained in a foreign country that is a member state of the Hague Convention of October 5 1961 on the Abolition of the Requirement for Legalisation of Foreign Public Documents (except in the member states of the European Union, the countries of the European Economic Area, the United Kingdom of Great Britain and Northern Ireland (except its overseas territories) or the Swiss Confederation), it is necessary to submit a legalised or apostille-certified copy of the diploma and diploma supplement in English, as well as, if these documents are not in English, translations of legalised copies of the diploma and

diploma supplement into English, the correctness of which has been certified by a certified translator.

- 2.4.1.2. If the education was obtained in a foreign country that is not a member state of the Hague Convention of October 5 1961 on the Abolition of the Requirement for Legalisation of Foreign Public Documents, it is legalised in accordance with the procedure established by Regulations No. 264 of 18 June 2019 of the Cabinet of Ministers of the Republic of Latvia *Rules of legalization of a public document*.
- 2.4.2. A copy of passport (page with photo and personal data);
- 2.4.3. Certificate of Proficiency in English - official results of IELTS or TOEFL not older than 2 years. Applicants who have acquired higher education in the English language (or may prove comparable knowledge) can be exempted from taking IELTS or TOEFL (unless it conflicts with the conditions for obtaining a temporary residence permit in Latvia).
- 2.4.4. A motivation letter (in English) about the key motivators that have led the candidate to apply for the specific programme(s).
- 2.5. 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.
- 2.6. If the diploma or degree is obtained outside the Baltic States, 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 made by the Admission Committee.
- 2.7. An application is considered complete only when the RGSL has received all the required documents.
- 2.8. In compliance with the requirements of the national regulation, the Admission Commission has the right to conduct interviews with applicants to check their motivation to study at RGSL.

3. Admission to the programme and publishing decisions

- 3.1. Final decision for admission is made by the Admission Committee.
- 3.2. If there are more suitable candidates than study places, applications will be ranked.
- 3.3. The aforementioned ranking will be compiled by taking into account the following criteria:
 - 3.3.1. The average weighted grade of the bachelor's diploma supplement (the weighted mean of the grade – 50%);

3.3.2. Motivation Letter – results are expressed in percentage form (the weighted mean of the grade – 50%). The following evaluation criteria are set: grammar, style, format, as well as the contents of the essay and the quality of argumentation;

3.3.3. The results of an interview (if applicable).

- 3.4. Applicants will be notified electronically within three working days after the decision has been made (after the deadlines).
- 3.5. The Admissions Committee has the right to send conditional approval to those applicants who have applied by the deadline for early application. In this case, conditional approval does not guarantee the place of study, but only a discount on tuition fees in case of admission. The final confirmation is sent to all applicants at the same time.
- 3.6. All information about the admission procedure can be obtained from the RGSL Head of Study Department or Masters Programme Administrator.
- 3.7. The decision of the Admission Committee may be appealed within two working days by application to the RGSL Rector. The decision of the RGSL Rector may be appealed to a court as stated by the Administrative Procedure Law of the Republic of Latvia.

4. Matriculation

- 4.1. In accordance with the decision of the Admission Committee, the RGSL Rector signs an 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 - the 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 and other information related to the admission process is processed in accordance with the GDPR and other appropriate personal data protection regulations.