



COLLEGE OF LAW Ltd.

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COLLEGE OF LAW

ADMISSION REGULATIONS IN ACADEMIC YEAR 2020/2021

APPROVED:

at the Council meeting of the College of Law of 31 October 2019, Minutes No. 3-01/62

Issued in accordance with

Article 46 of the Law on Higher Education Institutions and Clause 42 of the Regulation of the College of Law

1. Every citizen of the Republic of Latvia and persons who have the right to a non-citizen passport issued by the Republic of Latvia, as well as persons who have been issued a permanent residence permit have the right to study at the College of Law (hereinafter – the CL). The document attesting acquisition of secondary education is required to study at the CL study programmes. The Law on Higher Education Institutions regulates the right of foreign citizens who have not been issued a permanent residence permit to study at higher education institutions of Latvia.
2. Admission to the CL is organised by the Admission Committee.
3. Applicants who have fulfilled all the conditions specified in the Admission Regulations may be matriculated in the study programme.
4. Admission takes place to full-time and part-time study programmes.
5. Matriculation of students is approved by order of the CL Director.
6. Admission to the first-level professional higher education study programmes takes place on a competitive basis taking into account the results achieved at centralised examinations in subjects: Latvian and Foreign Language (English, German, French, Russian), with the exception of persons having obtained secondary education by 2004, as well as persons who have obtained secondary education abroad, persons with disabilities or persons exempt from centralised examinations.
7. Persons having obtained secondary education by 2004, persons with disabilities and persons exempted from centralised examinations are admitted to study programmes on the basis of assessment of the following subjects: Latvian and Foreign Language (English, German, French,

Russian) provided in the documents attesting acquisition of secondary education. The grades are aligned with those of the centralised examinations in accordance with Clause 10.1.

8. Admission procedure of the CL consists of:
 - 8.1. registration for studies;
 - 8.2. matriculation in studies.
9. When registering for studies, applicants shall:
 - 9.1. fill in the application form;
 - 9.2. present their passport or identity card;
 - 9.3. submit a document certifying the change of name and surname, if the applicant's name and surname differ in one of the mandatory documents to be presented and passport;
 - 9.4. submit a diploma of secondary education and a transcript of records;
 - 9.5. submit a document attesting the previously obtained higher education (if any);
 - 9.6. applicants who have acquired secondary education abroad submit a notarised translation of the document certifying secondary education in Latvian and a notice issued by the Academic Information Centre of the Ministry of Education and Science of the Republic of Latvia regarding the conformity of the document on the obtained education with the level of secondary education;
 - 9.7. applicants who have obtained secondary education by 2004 submit a transcript of records;
 - 9.8. submit 3 photo cards (3x4);
 - 9.9. conclude a learning agreement.
 - 9.10. the documents referred to in Clauses 9.2–9.7 are copied and stored in the student's personal file. The originals remain with the applicant.
10. The admission of applicants takes part on a competitive basis. The competition is based on computerised aggregation of points according to grading levels and grades in the secondary education document for applicants who have not passed centralised examinations.

10.1. Grading levels:

Level of centralised examination	Level until study year 1998/99 (including)	Grade according to a 10-point grading scale	Grade according to a 5-point grading scale	Points
A	10	10	-	10
B	8; 9	9	5	9
-		8	-	8
C	6; 7	7	4	7

-		6	-	6
D	4; 5	5	3	5
-		4	-	4
E	3	-	-	3
F	1; 2	3; 2; ;1	-	1

- 10.2. The number of applicants enrolled in the College on a competitive basis corresponds to the number of study seats. In the case of an equal number of points, the applicant with a smaller agreement number will benefit. The competition of the CL may not be held if the number of applicants does not exceed the number of study seats approved by the CL Board.
- 10.3. Lists of matriculated students are published at the CL website (www.jk.lv).
- 10.4. If the applicant is not matriculated in studies, he/she has the right to request that the decision of the CL to refuse matriculation be made in writing. The applicant may appeal against the decision to refuse matriculation in court in accordance with the procedure established by the Administrative Procedure Law.
11. In accordance with Cabinet Regulation No. 932 “Procedure for the Commencement of Studies at Later Stages of Studies” as of 16 November 2004, persons who have previously studied at other higher education institutions or at the CL may apply for studies at later stages of studies.
12. Applicants are registered during the working hours of the CL Admission Committee.
13. Registration of applicants for winter admission takes place from **6 January 2020** to **31 January 2020**.
14. Registration of applicants for full-time and part-time studies starts on **1 July 2020**, at affiliations on **14 August 2020**.
15. Registration and admission of full-time students in the first year of studies after acquisition of secondary education shall be commenced within the time limit set by the Cabinet of Ministers.
16. Registration of applicants for full-time (day department) studies takes place by **28 August 2020**.
17. Registration of applicants for full-time (evening department) and part-time (extramural and distance learning) studies takes place by **25 September 2020**.
18. If the number of applicants in one of the study programmes, study forms or study types is insufficient to make a group, the implementation of the study programme shall not be

commenced and the applicant shall be notified within three working days from the last day of registration of applicants.

19. The registration fee for applicants is EUR 30.00.

20. Information days in Riga take place from March to August (last Saturday of each month), at affiliations – according to a separate schedule.