



**Riga Graduate School of Law Rules of Admission and Order of Matriculation for
Bachelor Programmes for Academic Year 2024/2025**

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 2024/2025 (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 and state support for citizens who have voluntarily applied for and completed national defence service.*
- 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. Admission Committee – the committee that manages the admission process and evaluates the competition.
 - 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. Candidate – an applicant who has satisfied the requirements for studies at the RGSL and may register for studies.
 - 1.3.4. *DreamApply* – electronic information system used by RGSL for application management.
 - 1.3.5. Matriculation – registering a candidate in the list of persons studying in higher educational institutions.
 - 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 RGSL.
 - 1.3.7. Undertaking studies – the start of the study programme.
- 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 who are 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 the 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 completed electronic application form:
 - 2.3.1. A secondary education diploma and transcript.
 - 2.3.1.1. If the education was obtained in a foreign country that is a member state of the Hague Convention of 5 October 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.
 - 2.3.1.2. If the education was obtained in a foreign country that is not a member state of the Hague Convention of 5 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*.
 - 2.3.2. 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 academic 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 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 taken by RGSL Admission Committee.
- 2.6. Applicants who are from outside the European Union must be at least 18 years of age at the time they begin their studies. Applicants from European Union countries may be minors at the beginning of their studies, but must reach the age of 18 years at least by the end of the relevant calendar year. The RGSL may make exceptions to this point in special circumstances.
- 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. 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 5.5;
 - TOEFL (not older than 2 years) - the required score is at least 550 points (for a computer test - 213; Internet-based test at least 72);
 - The results of the centralised English language examination (for reflective students from Latvia), which corresponds to at least the B2 level;
 - Applicants who have acquired previous education in English or are native English speakers are exempted from taking Proficiency tests in English (unless it conflicts with the conditions for obtaining a temporary residence permit in Latvia).
 - 3.1.2. Centralised examination results of the secondary general education from applicants from Latvia in Mathematics, Latvian and English.
 - 3.1.3. The average grade in the diploma supplement corresponds to the ECTS level of C or higher (at least 7 points).
 - 3.1.4. The results of the interview (if applicable).
- 3.2. Enrollment is limited to 60 study places for each Bachelor programme. The RGSL 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, applications will be ranked.
- 3.4. The abovementioned ranking is done/conducted 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 mandatory centralised examination (Latvian, English and Mathematics) results (applying corresponding coefficients) or average score of the diploma supplement in the cases when centralised examinations have not been taken (converted to a form of a percentage);
- 3.4.3. To ensure mutual comparability of centralised examination results, the following coefficients are applied:
 - 3.4.4. A coefficient of 0.75 is applied to examinations of the optimal learning content level, equating to the examinations of the highest learning content level;
 - 3.4.5. A coefficient of 0.5 is applied to examinations of the general learning content level, equating to the examinations of the highest learning content level;
 - 3.4.6. The results of the centralised examinations, which were obtained in accordance with the regulatory enactments that were in force until Regulations No. 416 of 3 September 2019 of the Cabinet of Ministers of the Republic of Latvia on *Regulations on national general secondary education standards and samples of general secondary education programmes* and Regulations No. 332 of 2 June 2020 of the Cabinet of Ministers of the Republic of Latvia on *Regulations on State Vocational Secondary Education Standards and State Vocational Education Standards* as of the day of entry into force, are equated to examinations of the optimal learning content level and a coefficient of 0.75 is applied to them, equating to the examinations of the highest learning content level;
 - 3.4.7. The submission order of application may be taken into account;
 - 3.4.8. Previous achievements and accomplishments in scientific, academic or other relevant areas may be taken into account by the Admission Committee;
- 3.5. The decision on granting admission is made by the Admission Committee.
- 3.6. Applicants will be notified electronically within three working days after the decision has been taken.
- 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 ECTS level of B (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 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 simultaneously.
- 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 RGSL Rector. The decision of the Rector may be appealed to a court in accordance with the Administrative Procedure Law of Latvia.

4. Matriculation

- 4.1. In accordance with the decision of the Admission Committee, the RGS� 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. RGS� 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.