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		Council	Nr. 02/19	2019.01.22.
Amendments	-	-	-	-



RULES ON ADMISSION AT ALBERTA COLLEGE

Developed in compliance with
the Cabinet of Ministers Regulation No.846
Riga, 10 October 2006

1. The Rules on Admission shall stipulate the requirements, criteria and procedures for admission to study programmes.

I. Rights to study at the College

2. Without any discrimination, every citizen of the Republic of Latvia (LR), any person entitled to hold an Alien's passport issued by the Republic of Latvia, any citizen of the European Union (EU), as well as persons who have been granted permanent residence permits shall have the right to study at Alberta College (hereinafter referred to as AC). As AC provides the first level professional higher education, only persons who have acquired secondary education shall be entitled to study at AC.
3. AC provides studies financed from the funding of natural persons and legal entities.

II. Organization of the Admission Process

4. The process of admission to AC is organised by the Admission Commission the composition of which is approved by the AC Council each year. The work of the Admission Commission shall be governed by these Rules and by the Regulation on the Admission Commission of Alberta College. The admission process is supervised and controlled by the AC Director.
5. The Admission Commission shall:
 - a. provide information to the applicant on study programmes, on admission procedures, as well as on rights and obligations of the applicant;
 - b. accept documents necessary for enrolment;
 - c. perform activities required for the registration of the applicant;
 - d. check the compliance of the applicant with the admission provisions (requirements);
 - e. inform applicants of the competition results;
 - f. prepare study agreement for signing;
 - g. pass a decision on the basis of which the AC Director enrolls students who meet the set admission requirements;

III. Registration for studies

6. Each year, the registration of applicants for the AC full and part-time study programmes starts from July 1 or another date of the respective year, if stipulated so by the AC Council, unless otherwise specified by the existing laws and regulations.
7. Upon registration for studies at AC, applicants shall submit:
 - a. application for studies;
 - b. a copy of the passport or identity card (producing the original);
 - c. a copy of secondary education certificate (producing the original);

- d. copies of state examination certificates (producing the originals);
 - e. if necessary, a document certifying the change of surname (e.g., a copy of the marriage certificate, producing the original);
 - f. two photos (3x4);
 - g. a bank payment printout, receipt copy or any other document confirming the payment for processing the admission documents (see article 9 of these Rules);
 - h. only for foreigners – a copy of the permanent residence permit of LR (producing the original);
 - i. only for applicants who have acquired their education abroad – a statement from the Academic Information Center that the educational document or degree obtained abroad corresponds to the Latvian secondary education certificate (or a copy of the said statement upon producing the original), as well as a certificate confirming at least level B2 Latvian language skills of the applicant (see articles 10 and 17 of these Rules).
8. In all cases where the original of the documents cannot be produced, the copies to be submitted shall be confirmed by notary. All documents shall be submitted in Latvian; documents drawn up in a foreign language shall be accompanied by a translation in Latvian confirmed by notary.
 9. For processing admission documents, the applicant shall pay a fee of EUR 25. The fee for processing documents of applicants entitled to free of charge study places (orphans and members of multiple children families) is EUR 10. The fee for processing documents and their preparation for settling a temporary residence permit is set by the Regulation on Tuition Fees and Other Payments at Alberta College. The fee for processing admission documents shall not be refunded.
 10. Persons who have acquired their previous education abroad shall ensure the recognition of their foreign educational documents in Latvia before applying for studies, except in cases provided for by international agreements. More information can be found on the website of the Academic Information Center (www.aic.lv). The expenses related to the recognition of documents shall be covered by the applicant him/herself.
 11. Applicants who have fulfilled the requirements laid down in the previous articles shall be registered for studies in compliance with the competition procedure.
 12. AC determines the maximum number of student places for each study programme (group). The Admission Commission may refuse registration of an applicant to a group s/he intends to apply to if all the places determined by the AC Director's order have been filled.

IV. Competition and Announcement of its Results

13. Application for studies takes place by applying to study programmes.
14. Admission to studies at AC is without any additional entrance examinations (except additional requirements referred to in Articles 15-17 of these Rules), on the basis of successful results of all the compulsory general secondary education state examinations.
15. Persons who have not taken the compulsory state examinations; persons who have acquired secondary education before 2004; persons who have acquired secondary education abroad; as well as persons who are exempt from taking state examinations are admitted to the study programme on the basis of assessments given in their secondary education documents:
 - 15.1. for study programmes "Entrepreneurial Activity" and "Information Technologies" – if the assessment in the Latvian language, foreign language and mathematics or in a subject that is similar content-wise is successful;
 - 15.2. for study programmes "Organization and Management of the Institutions Work", "Public Relations, "Marketing and Innovation", "Organization of Cultural Tourism", "Entertainment Industry Management and Production" and "Legal Framework of Commercial Transactions" – if the assessment in the Latvian language and foreign language is successful.
16. The conformity of a successful assessment shall be as follows:

Level of state examinations (from 2013)	Level of state examinations (until 2012)	Assessment in a 10-grade scale	Assessment in a 5-grade scale
80-100%	A	10	5
60-79%	B	9	5
40-59%	C	8 or 7	4
20-39%	D	6 or 5	3
5-19%	E	4	3

17. Persons who have acquired their previous education abroad and who have no assessment in the Latvian language should certify their language skills at least at the level of B2, except in cases where a person has obtained other higher education in Latvian.
18. The aim of the competition is to arrange applicants in a sequence. Priority shall be given to those eligible applicants who have concluded their study agreement with AC earlier and paid their tuition fee in due time under the conditions of the signed study agreement. Applicant loses the right to the student place which s/he would be entitled to according to the results of the competition if s/he does not make the first payment within the period specified in the study agreement or has not signed an agreement on the free of charge student place, grant for studies or discounts on tuition fee in accordance with the provisions of the Regulation on Tuition Fees and Other Payments at Alberta College.
19. The results of the competition shall be determined and approved by the Admission Commission. The results of the competition shall be announced no later than September 10 for full-time studies and September 30 for part-time studies, by sending information to the given e-mail address (or face-to-face at the Admission Commission, or at the AC Study Department upon producing an ID document).

V. Enrolment and Conclusion of Study Agreement

20. Those meeting the following requirements become AC students:
 - a. meet all the requirements set by AC;
 - b. sign a study agreement with AC;
 - c. pay for studies in accordance with the study agreement, or sign an agreement on granting a free student place, grant for studies, or allocation of tuition fee discounts.
21. Applicants are enrolled in the study programme by order of the AC Director *On Enrolment* passed by the AC Director on the basis of the decision passed by the Admission Commission.
22. Enrolment of full-time students is carried out until September 10, while of part-time students – until September 30, or other deadlines according to the terms of the study agreement (for example, when the student resumes his/ her studies at later stages in the spring semester).

VI. Mutual Rights and Obligations of the Applicant and AC during the admission process

23. Applicants are entitled to challenge the decision of the Admission Commission with the AC Director. All claims about the admission process shall be considered on the basis of an application signed by the applicant, addressed to the AC Director, providing reasons and stating the name, surname, personal ID code and address of the place of residence of the applicant, the essence of the claim, the date of application and the preferred type of receiving the reply, providing the telephone number, address or e-mail address where to send the reply to. The application shall be submitted to the AC Director within three working days of the date of notification of the results.
24. The AC Director shall not be obliged to respond to an application which does not meet the requirements set out in the previous article.
25. The AC Director shall consider the application and take a decision within three working days or give an answer regarding the applicant's case by setting additional deadlines (not exceeding five working days) for receiving additional information from the applicant who has submitted

the claim, as well as for receiving comments from the Chairperson of the Admission Commission. The applicant may appeal to the court against the decision made by the AC Director in accordance with the procedure laid down in the Administrative Procedure Law.

26. The applicant has the right and duty to acquaint him/herself with the AC Internal Rules, Library Regulation, the AC Code of Ethics and Academic Honesty, the Regulation on Tuition Fees and Other Payments at Alberta College, as well as the Security and Fire Safety Instructions before signing the study agreement.

VII. The Validity of and Access to Admission Terms and Conditions

27. The Rules of Admission and the AC regulations referred to in these Rules are available to all interested parties throughout the whole calendar year on the AC website www.alberta-koledza.lv, as well as at the AC Study Department and at the Admission Commission.
28. AC updates the Rules on Admission for the following academic year not later than October 30 of the current year.
29. Upon receipt of a license for a new study programme, admission requirements shall be included in the Rules on Admission at the College.
30. AC makes changes to the Rules on Admission in accordance with the amendments to legislative documents to ensure their compliance.
31. The AC Admission Commission, the AC Study Department are located at 22 Skolas Street, 2nd floor, Riga. Study Department phone +371 67 288 824, e-mail address: info@alberta-koledza.lv. On the UK website www.alberta-koledza.lv you can find all contacts of the AC administration.
32. The present Rules take effect as of 1 February 2019. To ensure the enforcement of the present Rules, the version of the Rules on Admission at Alberta College as of 28 October 2009 are declared invalid.