

## **Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”**

### **ADMISSION RULES 2020/2021 study year**

*Issued in accordance with*

*Section 46, Section 52, Paragraph one, and Section 83 of the Law on Higher Education;*

*Cabinet Regulation No. 846 “Regulations Regarding the Requirements, Criteria and Procedures for Admission to Study Programmes”, as adopted on 10 October 2006;*

*Sub-paragraphs 5.7.7., 6.7. of Statutes of Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”*

*Cabinet Regulation No. 281 “Regulations Regarding the State General Secondary Education Standard, Subject Standards and Sample Education programmes”, as adopted on 21 May 2013.*

#### **GENERAL TERMS**

1. These Rules prescribe the right to study at Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture” (hereinafter – the College) for those persons whose acquired education conforms to the level of general secondary education specified in the Republic of Latvia and who have fulfilled the conditions of these Rules.
2. Citizens and non-citizens of the Republic of Latvia, as well as persons who have been issued a permanent residence permit in the Republic of Latvia, are admitted to the College by competition.
3. In order to study at College, a document certifying secondary education is required. Foreigners are admitted in accordance with the laws and regulations of the Republic of Latvia, including – in accordance with the provisions of Section 83 of the Law on Higher Education.
4. Persons who have obtained secondary education and apply for studies but have not passed a centralised examination, which serves as the competition selection criterion for admission to the study programme, shall take the centralised examination in accordance with the procedures specified in Cabinet Regulation No. 335 of 6 April 2010, ‘Regulations regarding the content and procedures for the conduct of centralised examinations’.
5. Admission of students is provided by the College Admissions Committee, which operates in accordance with the rules of the Admissions Committee approved by the College Board. Information on the admission process is posted on the College website.
6. Admission to the College consists of:
  - 6.1. application for studies;
  - 6.2. performance of the competition (including entrance examinations, where applicable);
  - 6.3. compilation and publication of the results of the competition;
  - 6.4. registration for studies;
  - 6.5. matriculation.
7. Full-time studies, in accordance with the agreements concluded by the College with the applicants, may be funded from the state budget or from legal or natural persons, with the exception of studies in the full-time programme ‘Contemporary Dance’ with the implementing language – English, in which studies can only be paid from legal or natural persons, in accordance with the agreements concluded by the College with the applicants.

8. The number of study places financed from the state budget in the College shall be determined by the Ministry of Culture. Admission to study places financed from the state budget shall be subject to competition in accordance with these Regulations. Citizens and non-citizens of the Republic of Latvia take part in a joint competition for study places financed from the state budget.
9. Persons who have completed their secondary education abroad and are unable to present a state language proficiency certificate issued by the State Language Proficiency Testing Department of the National Centre for Education of the Republic of Latvia may apply for study places only for the funds of natural and legal persons.
10. Foreigners other than those referred to in Paragraph 9 of these Regulations may study at the College on the basis of individual study agreements or international or inter-university agreements.
11. An individual may use the right to study at the expense of the state budget for the acquisition of higher education professional qualification several times. Preference is given to those persons who obtain the relevant academic degree or higher professional qualification for the first time from the state budget funds. Only one study programme at a time for an individual can be financed from the state budget.
12. Part-time students are paid for by legal or natural persons under agreements concluded by the College with the applicants.

#### APPLICATION FOR STUDIES

13. The application for studies in the academic year 2020/2021 takes place in the following study programmes:

Study programme	Professional qualification to be awarded and specialization	Form of the studies
"Contemporary dance"	Dance Group Manager with Specialization in <i>Contemporary Dance</i>	Full-time, intramural
	Dance Group Manager with Specialization in <i>Latvian Dance</i>	Full-time, intramural
	Dance Group Manager with Specialization in <i>Modern Dance</i>	Full-time, intramural
"Management of Art Institutions"	Culture Manager with Specialisation in <i>Stage Art</i>	Full-time, intramural
	Culture Manager with Specialisation in <i>Music Management</i>	Full-time, intramural
	Culture Manager with Specialisation in <i>Photo and Video Production</i>	Full-time, intramural
	Culture Manager with Specialisation in <i>Fashion and Design Management</i>	Full-time, intramural
	Culture Manager with Specialisation in <i>Multimedia Production</i>	Full-time, intramural
	Culture Manager with Specialisation in <i>Technical Event Management</i>	Full-time, intramural
	Culture Manager with Specialisation in <i>Event Production</i>	Part-time, intramural
"Library Science and Information"	Library Information Specialist	Part-time, intramural

14. The application for studies – the registration deadline for applicants, including the application deadline for full-time and part-time summer admission in the 2020/2021 academic year – is

determined by the College Director by an order and announced by the College Admissions Committee.

15. A, individual can apply for studies:
  - 15.1. in person;
  - 15.2. authorizing another person, presenting a power of attorney binding on third parties.
16. When applying for studies, the applicant fulfils the following conditions:
  - 16.1. get acquainted with the College Admission Rules;
  - 16.2. fill in the application form;
  - 16.3. present a passport or identity card;
  - 16.4. submit 2 photos (3x4);
  - 16.5. submit a copy of the document certifying secondary education and the statement of performance, presenting the original;
  - 16.6. submit a copy of the Certificate of General Secondary Education with the assessments in centralized exams, presenting the original;
  - 16.7. applicants for the study programme "Contemporary Dance" submit a medical certificate, not older than half a year from the date of submission to the College, on the applicant's general medical condition. Applicants for the study programme "Contemporary Dance" with the implementing language – English, submits a medical certificate in English or a notarized English translation;
17. Applicants who have acquired secondary education abroad shall submit a document certifying secondary education, which is a notarised translation in English or Latvian, and resolution of the Academic Information Centre of the Ministry of Education and Science of the Republic of Latvia on the equivalence of acquired education to the level of secondary education.
18. If the person's name (surname) on any of the documents submitted to or presented to the admissions committee differs from the name (surname) on the passport or identity card, a document certifying the change of name (surname) (e.g. marriage certificate) must also be presented and a copy thereof.
19. Further information on the documents to be submitted and their evaluation can be found in Paragraphs 26, 28, 29, 30 and 31 of the Admission Rules.
20. When submitting documents, the person shall pay the registration fee specified in the College Regulations for the provision of paid services. Orphans and children deprived of parental responsibility (upon presentation of an original document issued by a state social security institution confirming this) are exempt from registration fees.
21. In case of the applicant is unable to meet the conditions set out in Chapter II, he/she shall write to the Admissions Committee a reasoned submission.
22. The admissions committee will consider the application immediately and will respond to the applicant within three working days.

#### **ADMISSION CRITERIA, COMPETITION AND PUBLICATION OF THE COMPETITION RESULTS**

23. Applicants are admitted to the College for an open and equal competition.
24. The aim of the competition is to select the most suitable applicants for the chosen study programme and to rank the applicants in descending order of the evaluation of the competition criteria in order to determine the applicants' right to register for studies in the selected study programme, the sub-programme of studies and the form of studies.
25. Applicants shall participate in the competition with the assessments of the centralised examinations (or assessments equivalent thereto) and the assessments of the entrance examinations, if applicable, in accordance with Paragraph 36 of these Regulations.

### Assessments of centralised examinations

26. Applicants for the study programme “Management of Art Institutions”, “Contemporary Dance”, “Library Science and Information” submit copies of the following centralized:
- 26.1. assessment in the centralized examination in Latvian language (or equivalent assessment according to paragraphs 28, 29 and 31);
  - 26.2. assessment in the centralized examination in English (German, Russian, or French) (or equivalent assessment according to paragraphs 28, 29, 30 and 31);
  - 26.3. assessment in the centralized examination in Mathematics (or equivalent assessment according to paragraphs 28, 29 and 31).
27. For applicants who have acquired secondary education up to the 2010/2011 school year, the assessment in the central examination of the Latvian language and literature shall be taken into account.
28. For applicants who have acquired secondary education up to 2004, for persons with special needs, as well as applicants who have been released from State examinations in accordance with the procedures specified in regulatory enactments, the assessments of centralised examinations shall be replaced:
- 28.1. Assessment in the centralized examination in Latvian language – with the assessment of the Latvian language in the secondary education certificate;
  - 28.2. Assessment in the centralized examination in English – with the assessment of the English language in the secondary education certificate;
  - 28.3. Assessment in the centralized examination in Mathematics – with the assessment of Mathematics in the secondary education certificate;
  - 28.4. The assessment referred to in Sub-paragraphs 28.1.-28.3 shall be expressed as follows:

Level in accordance to National Centre for Education of the Republic of Latvia	Assessment on a 10-point scale	Assessment on a 5-point scale	Relevance of points
A	10	-	90
B	9	5	72
C	8	4,5	57
D	7	4	43
E	5-6	3-3,5	28
F	4	-	13

29. Assessments of centralised examinations are replaced for applicants who have obtained secondary education abroad:
- 29.1. Assessment in the centralized examination in Latvian language – the assessment of the mother tongue record in a document equated to the certificate of general secondary education;
  - 29.2. Assessment in the centralized examination in English – the assessment of the Foreign language record in a document equated to the certificate of general secondary education;
  - 29.3. Assessment in the centralized examination in Mathematics – the assessment of Mathematics record in a document equated to the certificate of general secondary education;
  - 29.4. The assessment referred to in Sub-paragraphs 29.1.-29.3 shall be expressed as follows:

Level in accordance to National Centre for Education of the Republic of Latvia	Assessment on a 10-point scale	Assessment on a 5-point scale	Relevance of points
A	10	-	90

B	9	5	72
C	8	4,5	57
D	7	4	43
E	5-6	3-3,5	28
F	4	-	13

30. If the applicant replaces the foreign language centralized examination in the general education programme with a foreign language examination by an international testing institution, the College Admissions Committee shall arrange the alignment of the relevant certificate.
31. For applicants who have acquired secondary education until 2012, the results of centralised examinations are listed at 6 levels from A to F.

The boundaries of the levels are as follows:

Examination	A (%)	B (%)	C (%)	D (%)	E (%)	F (%)
Latvian language	80-100	65-79	50-64	36-49	21-35	5-20
Foreign language	84-100	68-83	52-67	36-51	19-35	5-18

32. For applicants whose centralised examination indicates a percentage assessment, their percentage assessment in the centralised examination shall be evaluated, with preference being given to applicants with the highest percentage assessment.
33. The right to be admitted to the study programme in the first year after the acquisition of secondary education shall also be for persons to whom such rights have been determined by the Cabinet, on a proposal of a separate member of the Cabinet, in relation to the special merits of the relevant persons for the benefit of the State of Latvia, unless these persons have been exempted from the State examination for secondary education in accordance with the procedure prescribed by regulatory enactments, the crediting of the assessment shall take place on the basis of the certificate issued in accordance with Paragraph 28.
34. If both the examination and the final grade are awarded in the Latvian language and/or foreign language of the certificate referred to in paragraphs 28, 29 and 33, the grade of the examination and, if not, the grade of the subject shall be taken into account.
35. Applicants with the highest average grade in the secondary education document are given preference in case of equal amount of points.

#### Entrance examinations

36. Entrance examinations are required in the following full-time study programmes and specializations:

<i>Study programme</i>	<i>Professional qualification to be awarded and specialization</i>	<i>Content of the entrance examination</i>
"Contemporary Dance" (with implementation languages – Latvian and English)	Dance Group Manager with Specialization in <b>Contemporary Dance</b>	- prepared dance composition in freely chosen style - classical dance and modern dance step performance
	Dance Group Manager with Specialization in <b>Latvian Dance</b>	- prepared dance composition in freely chosen style - classical dance and Latvian dance step performance
	Dance Group Manager with Specialization in <b>Modern Dance</b>	- prepared dance composition in freely chosen style - classical dance and hip-hop dance step performance

"Management of Art Institutions"	Culture Manager with Specialisation in <b>Stage Art</b>	interviews presenting a prepared intention of the event or show, describing the idea, concept of the event or show, its own creative view, expressing the creative potential of the applicant
	Culture Manager with Specialisation in <b>Music Management</b>	interviews presenting a portfolio of prepared creative works
	Culture Manager with Specialisation in <b>Photo and Video Production</b>	interviews presenting a portfolio of prepared creative works
	Culture Manager with Specialisation in <b>Fashion and Design Management</b>	interviews presenting a portfolio of prepared creative works
	Culture Manager with Specialisation in <b>Multimedia Production</b>	interviews presenting a portfolio of prepared creative works
	Culture Manager with Specialisation in <b>Technical Event Management</b>	interviews presenting a portfolio of prepared creative works

37. The purpose of the entrance examinations is to find out whether the applicant's previously acquired skills and knowledge correspond to the chosen study programme. The dates and times of entrance examinations for full-time study programmes are determined by the Admissions Committee.
38. The Admissions Committee may arrange counselling on the requirements for admission examinations, with the fees charged for counselling being in accordance with the College's Rules of Procedure for Paid Services.
39. In cases in which applicant for objective reasons (for example, the presence of an applicant outside Latvia or the state of health) cannot participate in the interviews for entrance examination for the programme "Management of Art Institutions", The Admissions Committee is entitled to organise the interviews remotely if the applicant has submitted an application and documents proving the necessity of remote interviews..
40. Applicants must bring their passport or identity card with them when attending the entrance examinations.
41. During the entrance examinations the applicant may use only the aids specified by the members of the Admission Committee. The Applicant shall follow all instructions of the Admissions Committee strictly. No interference with the work of other applicants shall be permitted. Failure to comply with these terms may result in expulsion from the entrance examination and the applicant may lose the right to apply for registration in College.
42. The Admission Committee ensures equal working conditions, objective and correct attitude and adherence to the schedule of all applicants. Members of the Admissions Committee have the right to terminate the examination for applicants who use unauthorized aids, interfere with the work of other candidates or refuse to comply with the instructions of members of the Admission Committee.

### **Results of the competition**

43. The results of the competition will be confirmed by a decision of the Admissions Committee.

44. Applicants who have successfully passed the entrance examinations but have not passed the competition are eligible for admission fees. Payment may be made by natural or legal persons by transfer under an agreement to be concluded by the student with the College.
45. Persons who, without justification, have failed to attend the entrance examinations within the time specified in the list or have received an unsatisfactory assessment in the examination may qualify for a paid study place.
46. The results of the entrance examinations are compiled and approved by the College Admissions Committee. They shall be announced no later than three working days after the closing date of the competition, in a form accessible to all candidates. Applicants who have provided a mobile number are sent a text message to the mobile phone
47. The applicant is obliged to get acquainted with the results of the competition within the set deadlines.
48. If, according to the results of the competition, the number of applicants to the study program is less than the minimum number of study places determined by the order:
  - 48.1. Director of the College may announce continued admissions in a study programme;
  - 48.2. The Admission Committee may refuse registration in study programmes that have not reached the minimum number of students for the commencement of studies specified by the College. If the applicant does not choose one of the study programs mentioned in Paragraph 13 of these Rules, the registration fee will not be refunded.

#### **REGISTRATION FOR STUDIES AND MATRICULATION**

49. The purpose of registration shall be to fill in the places of study defined for matriculation, taking into account the results of the competition. During the registering week specified by an order of the Director of the College, applicants shall register for studies in accordance with the results of the competition.
50. If the applicant cannot come to College at the time of registration, when submitting the documents to College, the applicant shall write an application regarding the possibility of changing the date of registration.
51. Applicant loses the right to the place of study he/she would be entitled to as a result of the competition if he/she has not registered for college within the specified time.
52. Following registration, in the free study places in the relevant study programme, the following applicants who have participated in the competition but have not obtained the right to register for studies shall be registered in the order of the results of the competition.
53. The applicant has the responsibilities:
  - 53.1. respect the deadlines set;
  - 53.2. submit all the necessary documents;
  - 53.3. if he/she wishes to start his/her studies at the College, sign a study agreement that defines the mutual obligations and rights of the student and the College in the study process.
54. College has the responsibilities:
  - 54.1. Competence of the Study Department:
    - 54.1.1. to register applicants, prepare a study agreement and submit it for signing;
    - 54.1.2. in cases, when as a result of the competition, the program has not reached the minimum number of applicants to enter the College, offer applicants to register for a related study program or field of study;
    - 54.1.3. prepare draft matriculation orders and submit them for signing.
  - 54.2. Competence of the Admissions Committee:
    - 54.2.1. announce the deadline for registration of applicants (submission of documents);
    - 54.2.2. set dates and times for entrance examinations;

- 54.2.3. organize admission and entrance examinations;
- 54.2.4. act in accordance with the Regulations of the Admission Committee.
- 54.3. Competence of the entrance examination committee:
  - 54.3.1. to provide information on the procedure of the entrance examination;
  - 54.3.2. to allow the applicant to demonstrate his/her knowledge, skills and abilities and to freely demonstrate his/her competence;
  - 54.3.3. to objectively assess the applicant's competence according to the requirements of the content of the study courses;
  - 54.3.4. to provide applicants with equivalent conditions for the entrance examination;
  - 54.3.5. report irregularities during the entrance examination to the Admissions Committee.

#### **APPEAL PROCEDURE**

- 55. Within twenty-four hours of the announcement of the results of the entrance exam, the applicant has the right to challenge the admissions committee's decision on the competition results by submitting a reasoned written application to the Director of the College.
- 56. The Director of the College shall instruct the Admissions Committee, within one working day, to review its assessment decision and to reply in writing to the Director of the College.
- 57. The applicant may appeal against the decision of the Director of the College to the Rector of the Latvian Academy of Culture. The decision of the Rector of the Academy may be appealed to a court in accordance with the procedure specified in the Administrative Procedure Law.