

APPROVED
Board meeting of Latvian College of Culture at
the Latvian Academy of Culture
December 11, 2023

CONCORDED

Rector of the Latvian Academy of Culture
R. Muktupāvela
December 14, 2023

Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture"

ADMISSION RULES for the study year 2024/2025

Issued in accordance with

Articles 45, 46, the first part of Article 52, Articles 83, 85 of the Law on Higher Education;

Cabinet Regulation No. 846 of October 10, 2006 "Regulations on requirements, criteria and procedures for admission to study programs";

The Regulations of the Latvian College of Culture at the Latvian Academy of Culture;

of Clause 21 of Cabinet Regulation No. 416 of September 3, 2019 "Regulations on national general secondary education standards and general secondary education program samples".

1. GENERAL TERMS

1.1. Latvian Academy of Culture Agency "Latvian College of culture at the Latvian Academy of culture" (hereinafter – College) Admission rules for the 2023/2024 study year (hereinafter – Regulations) determines the right to study at the College for those persons whose education corresponds to the level of general secondary education established in the Republic of Latvia and who have fulfilled the conditions of these Regulations.

1.2. Every citizen of Latvia and non-citizen of Latvia, as well as a foreigner, have the right to study in the College's short-cycle professional higher education study programs. In order to study at a university, you need a documented secondary education that meets the requirements of the study program and is recognized in Latvia.

1.3. The right to study at the College is the same for a citizen of Latvia, a non-citizen of Latvia, a citizen of the European Union, a citizen of the European Economic Area or a citizen of the Swiss Confederation and a permanent resident of the European Community who has a valid residence permit.

1.4. If international agreements do not provide for a different procedure, foreigners can be admitted to the College in compliance with Articles 45, 46, 83, 84 and 85 of the Law on Higher Education and a document issued by an international testing institution within the last five years certifies that the foreigner's relevant studies language proficiency of the program implementation is at least B2 level.

1.5. Student admission is ensured by the College's Admissions Commission, which operates in accordance with the Regulations of the Admissions Commission approved by the College Board. Information about the admission process is posted on the College's website.

- 1.6. Admission of students to the College's study programs consists of:
- 1.6.1. registration of applicants for studies;
 - 1.6.2. entrance examinations (if provided);
 - 1.6.3. the course of the competition for the study places paid for by the state budget;
 - 1.6.4. announcing the results of the competition;
 - 1.6.5. conclusion of study agreements;
 - 1.6. 6. enrollment in the list of students (matriculation).

1.7. The number of study places in the College to be financed from the state budget is determined by the Ministry of Culture. Admission to the study places financed from the state budget takes place by tender in accordance with these Regulations. Subparagraphs 1.6.2. and 1.6.3. of the rules do not apply to applicants who have voluntarily applied to the national defense service and completed it, and comply with the study program admission rules.

1.8. For students who have not passed the competition for study places financed by the state budget, the College offers study programs for a fee from the funds of natural or legal entities.

1.9. For part-time students, studies are paid for by legal or natural persons in accordance with the agreements concluded by the College with the applicants.

1.10. Foreigners who are not mentioned in Clause 1.3. of these Regulations may study at the College in accordance with an individual study agreement for a fee from the funds of natural or legal entities.

2. REGISTRATION FOR STUDIES

2.1. Application for studies for the study year 2024/2025 takes place in the following study programs:

Study program	Obtainable qualification with specialization	Form of studies
“Contemporary dance” (“Dance”)	Head of a dance group specializing in Contemporary dance	full-time presence
	Head of a dance group specializing in <i>Hip-Hop cultural dance</i>	full-time presence
	Head of a dance group specializing in <i>Jazz dance</i>	full-time presence
	Head of a dance group specializing in <i>Latvian dance</i>	Full-time presence and part-time
“Management of art institutions” (“Organization of culture and art processes”)	Cultural work specialist with specialization in <i>Events, theater directing and acting</i>	full-time presence
	Cultural work specialist with specialization in <i>Music Management</i>	full-time presence
	Cultural work specialist with specialization in <i>photo and video production</i>	full-time presence
	Cultural work specialist with specialization in <i>digital content production</i>	full-time presence
	Cultural work specialist with specialization in <i>the technical production of events</i>	full-time presence
	Cultural work specialist with specialization in <i>event production</i>	full-time presence and part-time presence
“Library science and information”	Library information specialist	part-time presence

2.2. The deadline for applying for studies (submission of documents and registration of applicants) for the 2024/2025 study year admission in full-time and part-time studies is determined by the Director of the College by issuing an order, and the mentioned deadlines are announced by the College's Admissions Committee

2.3. One can apply for studies:

2.3.1. in person;

2.3.2. authorizing another person who presents a power of attorney that is binding on third parties.

2.4. When applying for studies, the applicant fulfills the following conditions:

2.4.1. get acquainted with these Regulations;

2.4.2. when registering for studies in person, fill out the application form, present a passport or identity card (eID), submit 1 photograph (3x4), a copy of a document certifying secondary education, a transcript and a certificate of general secondary education with grades in centralized examinations, presenting the originals;

2.4.3 when registering for studies electronically, fill out the application electronically, upload the documents specified in point 2.4.2. (present the originals and submit 1 photograph (3x4) when arriving for the conclusion of the study agreement):

2.4.4. applicants for studies in the study program "Contemporary Dance" submit to the College a medical certificate, which is not older than six months from the time of submission, about the applicant's general state of health and a letter of recommendation;

2.4.5. information on voluntary application to the national defense service and retirement to the reserve at the end of the term of service.

2.5. Candidates who have obtained their secondary education abroad, submit a document certifying their secondary education, which is a certified translation into Latvian, and a certificate issued by the Academic Information Center of the Ministry of Education and Science of the Republic of Latvia or the higher education institution that has acquired the right to carry out the examination of educational documents obtained abroad, to the effect that , a document issued abroad is equivalent to an educational document issued in Latvia.

2.6. If the person's surname (name) specified in any of the documents submitted or presented to the admission commission differs from that specified in the passport or identity card, a document confirming the change of surname (name), such as a marriage certificate, must also be presented and a copy of it must be submitted.

2.7. Additional information on the documents to be submitted and their assessment can be found in Annex 1 of the Admission Rules, "Procedure for comparing the evaluations of learning content of applicants" (hereinafter - Procedure for comparing evaluations).

2.8. When submitting the documents, the person pays the registration fee specified in the Regulations of the College on the procedure for providing paid services. Orphans and children left without parental support (upon presentation of the original document confirming this issued by the state social security institution) are exempt from the registration fee.

2.9. In cases where the applicant cannot fulfill the conditions mentioned in point 2.4., he/she writes a submission to the Admissions Commission, in which the reasons are presented in a reasoned manner no later than 3 days before the end of the applicant's registration period.

2.10. The Admissions Committee examines the application immediately and gives the answer to the applicant within three working days.

3. PROCEDURE OF ENTRANCE EXAMINATIONS AND COMPETITION FOR STUDY PLACES

3.1. Applicants are accepted for studies at the College in accordance with an open and equal competition.

3.2. The purpose of the competition is to select the most suitable applicants in the chosen study program and arrange the applicants in descending order according to the evaluation of the competition criteria, in order to determine the applicants' right to study in the chosen program and specialization in full-time face-to-face studies in study places paid for by the state budget.

3.3. Competition selection criteria:

- the selection criterion for the competition is the results of the passed centralized exams in mathematics, Latvian language and foreign language in one of the study content learning levels (general, optimal or higher) according to the applicant's choice;
- an additional criterion for the selection of the competition is the result of the centralized exam "Culture and Art II" at the highest level of study content;
- an additional criterion for the selection of the competition is the results of the applicant's passed entrance exams;
- coefficients are applied to ensure the mutual comparability of the results of the centralized examinations of general secondary education - a coefficient of 0.75 for the centralized exams of the optimal learning content level and a coefficient of 0.5 for the centralized exams of the general learning content level, equating to the centralized exams of the highest learning content level;
- the results of the centralized examinations obtained in accordance with the regulatory enactments that were in force until the Cabinet of Ministers' regulation of September 3, 2019 no. 416 "Regulations on national general secondary education standards and samples of general secondary education programs" and Cabinet of Ministers Regulation of June 2, 2020 No. 332 "Regulations on the state vocational secondary education standard and the state vocational education standard" as of the day of entry into force, are equated to the centralized exams of the optimal learning content level and a coefficient of 0.75 is applied to them, equating them to the centralized exams of the highest learning content level.

3.4. Additional requirements for entrance examinations are defined in the following full-time study programs and specializations:

<i>Study program</i>	<i>Obtainable qualification and specialization</i>	<i>Content of the entrance examination</i>
"Contemporary dance" ("Dance")	Qualification "Head of a dance group" with specialization in Contemporary dance	prepared dance composition in freely chosen style
	Qualification "Head of a dance group" with specialization in Hip-hop cultural dance	prepared dance composition in freely chosen style

	Qualification "Head of a dance group" with specialization in Jazz dance	prepared dance composition in freely chosen style
	Qualification "Head of a dance group" with specialization in Latvian dance (full-time presence and correspondence)	Prepared dance composition in a freely chosen style, discussion, and presentation of creative experience.
"Management of art institutions" ("Organization of culture and art processes")	Qualification "Cultural work specialist" with specialization Events, Theater Directing and Acting	Interview. Letter of motivation (printed). Presentation of the student's experience/creative portfolio (in a freely chosen form).
	Qualification "Cultural work specialist" with specialization Music Management	Interview. Letter of motivation (printed). Presentation of the student's experience/creative portfolio (in a freely chosen form).
	Qualification "Cultural work specialist" with specialization Photo and Video Production	Interview. Letter of motivation (printed). Presentation of the student's experience/creative portfolio (in a freely chosen form).
	Qualification "Cultural work specialist" with specialization Digital Content Production	Interview. Letter of motivation (printed). Presentation of the student's experience/creative portfolio (in a freely chosen form).
	Qualification "Cultural work specialist" with specialization the Technical Production of Events	Interview. Letter of motivation (printed). Presentation of the student's experience/creative portfolio (in a freely chosen form).
	Qualification "Cultural work specialist" with specialization Event Production (full-time presence and part-time presence)	Interview. Letter of motivation (printed). Presentation of the student's experience/creative portfolio (in a freely chosen form).
"Library science and information"	Qualification "Library information specialist"	Interview. Letter of motivation (printed)

3.5. The purpose of the additional entrance examinations is to find out the relevance of the applicant's previously acquired skills and knowledge to his chosen study program and specialization. The dates and times of entrance examinations for admission to full-time studies are determined by the Admissions Committee.

3.6. The Admissions Committee can organize consultations on the requirements to be met in the entrance examinations, the fee for consultations being determined in accordance with the Regulations of the College on the procedure for providing paid services.

3.7. The Admissions Committee in the study program "Contemporary Dance", in cases where the applicant cannot participate in the entrance examinations in person due to objective reasons (for example, the applicant's location outside of Latvia or health condition), is entitled to organize

discussions remotely, if the applicant has submitted an application and documents confirming the need for remote entrance examinations .

3.8. When coming to the entrance examinations in person, one must bring his/her passport or identity card with him/her.

3.9. In the additional entrance test, the applicant must receive at least 40 points, otherwise it is not possible to participate in the competition as a whole and register for studies.

4. THE PROCEDURE FOR PROVIDING STATE ASSISTANCE TO CITIZENS WHO HAVE COMPLETED THE STATE DEFENSE SERVICE

4.1. Citizens who have voluntarily applied to the national defense service and completed it and who meet the study program admission rules are provided without a competition with study places financed from the state budget in short-cycle professional higher education study programs determined by Cabinet of Ministers Regulation No. 11 of December 2018. 793 "Regulations for opening and accreditation of study directions" in Appendix 1.

4.2. In order to apply for study places that are financed from the state budget, the applicant registers for studies at a state university or college no later than two years after the end of the term of service and in the retirement reserve.

4.3. The state budget finances those study places where the enrolled students are successful and do not have academic debts. In case of non-fulfillment of this requirement, the student has the right to a study place, which is financed from the state budget, according to the internal regulations of the state university or college, it may be taken away. The student can reapply for such a study place in accordance with the internal regulations of the state college.

5. ANNOUNCEMENT OF COMPETITION RESULTS

5.1. An Evaluation Registration Protocol is prepared for each applicant, taking into account the requirements of the valid regulatory acts for documents certifying the acquisition of secondary education.

5.2. The evaluation registration protocols are compiled and the results of the competition in each study program are approved by the College Admissions Committee with the decision of the Admissions Committee. They are announced no later than within three working days from the closing day of the competition in a way accessible to all applicants. For candidates who have provided a mobile phone number, the results are sent to their mobile phone in the form of a text message. The applicant is obliged to familiarize himself with the results of the competition within the specified time limits.

5.3. If, according to the results of the competition, the number of applicants in the study program is less than the minimum number of study places determined by the order:

5.3.1. The Director of the College may announce the continuation of enrolment in the study program and determine the additional entrance examinations referred to in clause 7.;

5.3.2. The Admissions Committee can refuse registration in study programs in which the minimum number of students determined by the College for starting studies has not been reached. If the applicant does not choose one of the 2.1 of these Regulations. for the study programs mentioned in point, the registration fee is not refunded.

6. CONCLUSION OF STUDY AGREEMENTS

6.1. The purpose of concluding a study agreement is to fill the study places determined for matriculation, taking into account the results of the competition. During the registration week determined by the College Director's order, applicants register for studies and conclude study agreements in accordance with the results of the competition.

6.2. If the applicant cannot come to the College at the time of signing the study agreement, then when submitting the documents to the College, the applicant writes a request for the possibility of changing the date of signing the agreement.

6.3. The applicant loses the right to the obtained study place, which he would be entitled to according to the results of the competition, if he has not concluded a study agreement with the College within the specified time.

6.4. After concluding the study agreement, the next applicants who have participated in the competition, but have not obtained the right to conclude a study agreement, are invited to conclude a study agreement in the vacant study places in the relevant study program in the order of the results of the competition.

6.5. The Admissions Committee gives the right to study for a fee to students who have successfully passed the additional entrance examinations, but have not passed the competition. Payment can be made by individuals or legal entities by transfer in accordance with the agreement that the student concludes with the College.

7. MUTUAL RIGHTS AND RESPONSIBILITIES OF APPLICANTS AND THE COLLEGE IN THE ADMISSION PROCESS

7.1. Responsibilities of the applicants are:

- 7.1.1. meet the deadlines;
- 7.1.2. submit all necessary documents;
- 7.1.3. if one wants to start 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.

7.2. The rights of the applicant are:

- 7.2.1. get acquainted with information about all study programs offered by the College;
- 7.2.2. get acquainted with the results of the competition;
- 7.2.3. . dispute or appeal decisions related to admission to the study program to the College Director or in accordance with the procedure provided for in the regulatory acts of the Republic of Latvia.

7.3. The responsibilities of the College are:

- 7.3.1. Within the competence of the Study Department:
 - 7.3.1.1. register applicants for studies, inform about competition results and prepare study agreements for signing;
 - 7.3.1.2. in cases where, as a result of the competition, the minimum number of applicants for the start of studies determined by the College in the study program or specialization has not been reached, to offer the applicants to start studies in a related study program or specialization;
 - 7.3.1.3. prepare drafts of matriculation orders and submit them for signature.
- 7.3.2. Within the competence of the Admissions Committee:
 - 7.3.2.1. announce the deadline for applicants' registration (submission of documents).;
 - 7.3.2.2. determine dates and times of entrance examinations;
 - 7.3.2.3. to organize admissions and entrance examinations;
 - 7.3.2.4. operate in accordance with the regulations of the Admissions Commission.

7.3.3. Within the competence of the entrance examination commission:

7.3.3.1. ensure the conduct of the entrance examination;

7.3.3.2. to allow the applicant to prove his knowledge, skills and abilities, to freely demonstrate his competence;

7.3.3.3. to objectively assess the applicant's competence in accordance with the content requirements of the study courses;

7.3.3.4. to provide applicants with equivalent conditions for the entrance examination;

7.3.3.5. report to the Admissions Commission about the detected violations in the course of the entrance examination;

7.3.3.6. to expel the applicant from the venue of the entrance examinations if the work of other applicants or the Entrance Examination Commission is disturbed.

7.4. The rights of the College:

7.4.1. to select the most suitable applicants in the chosen study program by specifying additional entrance tests in the admission rules;

7.4.2. if necessary, determine additional enrolment in the study program.

8. APPEAL PROCEDURE

8.1. Within twenty-four hours after the announcement of the examination results, the applicant has the right to dispute the decision of the Admissions Committee on the results of the competition by submitting a reasoned written submission to the College Director.

8.2. The Director of the College instructs the Admissions Committee to review its decision on the assessment within three working days and to provide a written response to the Director of the College.

8.3. The applicant can appeal the decision made by the Director of the College to the Rector of the Latvian Academy of Culture. The decision of the Rector of the Academy can be appealed to the court in accordance with the procedures specified in the Law on Administrative Procedure.

Procedure for comparing applicants' evaluations of learning content

1. In the following cases, the following are determined as equivalent to the evaluations of the centralized examinations:

1.1. For students who obtained secondary education before the 2010/2011 school year, the assessment in the centralized examination of Latvian language and literature is taken into account.

1.2. For applicants who obtained secondary education before 2004, persons with special needs, as well as applicants who were exempted from state examinations in accordance with the procedures specified in the regulations, the evaluations of the centralized examinations are replaced:

1.2.1. rating in the centralized Latvian language examination - with the results of the secondary education certificate, the rating of the Latvian language is written;

1.2.2. evaluation in the foreign language centralized examination - with the foreign language evaluation of the secondary education certificate;

1.2.3. evaluation in the centralized mathematics examination - with the mathematics evaluation of the secondary education certificate;

1.2.4. The assessments referred to in points from 1.2.1. to 1.2.3 are expressed in the following way:

Level according to MES ISEC	Rating in 10 points scale	Rating in 10 points scale	Accordance to the number 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

1.3. For students who obtained secondary education abroad, the evaluations of the centralized examinations are replaced:

1.3.1. rating in the centralized examination of the Latvian language - with the rating of the native language fixed in a document comparable to the annex of the certificate of general secondary education (transcript of results);

1.3.2. evaluation in the foreign language centralized examination - with the foreign language evaluation recorded in a document comparable to the annex of the certificate of general secondary education (transcript of results);

1.3.3. evaluation in the centralized mathematics examination - with the mathematics evaluation fixed in a document comparable to the annex of the certificate of general secondary education (transcript of results);

1.3.4. the evaluations mentioned in points from 1.3.1. to 1.3.3. are expressed in the following way:

Level according to MES ISEC	Rating in 10 points scale	Rating in 10 points scale	Accordance to the number 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

1.4. If the applicant replaces the foreign language centralized examination in the general education program with a test in a foreign language by an international testing institution, the director of Admission Commission organizes the matching of the relevant certificate.

1.5. The results of the centralized examinations are indicated in 6 levels from A to F for students who have completed secondary education before 2012.

The level limits 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
Mathematics	85-100	62-84	40-61	23-39	12-22	5-11

1.6. Applicants who have a percentage in the centralized examination are evaluated based on their percentage in the centralized examination, with the highest percentage given to applicants with the highest percentage.

2. For persons whose right to be admitted to study programs on the proposal of an individual member of the Cabinet of Ministers has been determined by the Cabinet of Ministers due to the special merits of the respective persons for the benefit of the Latvian state, and if these persons were exempted from the state examinations of secondary education in accordance with the procedures laid down in the laws and regulations, the crediting of the assessment takes place on the basis of the certified the published assessment, in accordance with point 1.2.

3. If the assessment in the Latvian language, mathematics and/or foreign language mentioned in points 1.2, 1.3 and 1.7 is received for both the examination and the final assessment of the subject, then the assessment of the examination and, if there is none, the assessment of the subject are taken into account in priority order.

4. In case of an equal number of points, preference is given to applicants with the highest average grade in the secondary education document.