



Art Academy of Latvia
ADMISSION RULES FOR THE ACADEMIC YEAR OF 2023/2024 IN
THE BACHELOR'S PROGRAMME

Terms used in the Admission Rules

Remote application for studies — submission of applications and copies of documents to enrol for studies via the e-studies platform of the Art Academy of Latvia.

Distance learning — studies or part of studies, including exams within a study programme, module or course, which are implemented by means of information and communication technologies.

Budget study places — study places funded from the state budget of the Republic of Latvia.

e-Learning platform of the Art Academy of Latvia — a set of information and communication technology systems of the Art Academy of Latvia, used for delivery of the study process, including the direct distance study process. It consists of the Information System of the Art Academy of Latvia and the Learning Management System of the Art Academy of Latvia.

Matriculation — enrolment of a person in the list of students (matricule) of the Art Academy of Latvia.

ID — personal ID card or electronic identification card (eID).

Credit point — is a measurement unit for studies equalling the work volume of 40 academic hours of the student (one study week).

Information System of the Art Academy of Latvia — the Information System of the Art Academy of Latvia operates on the basis of the Information System of Latvian Academic Institutions (LAIS — <https://www.lais.lv/>), which includes part of the functionality of the Information System of the University of Latvia (LUIS), which is adapted to the needs of universities. Students and employees of the Art Academy of Latvia are given access to LAIS.

Learning Management System of the Art Academy of Latvia — the Learning Management System of the Art Academy of Latvia (LMA MVS — <https://lms.lma.lv/>) was developed on the basis of the *Moodle* platform and *BigBlueButton* videoconferencing platform contained in it. Students and employees of the Art Academy of Latvia are given access to the LMA MVS.

Paid study places — study places funded by natural or legal persons.

Part-time studies — a type of study which corresponds to less than 40 credit points per academic year and less than 40 academic hours per week.

Undergraduate studies — studies that can be started in bachelor's, first-level and second-level higher vocational education study programmes if the previous education is at least general secondary education.

Graduate studies — studies that can be started in master's programmes after acquiring a bachelor's degree.

Postgraduate studies — doctoral studies that can be undertaken by a person who has previously obtained a master's degree.

Additional admissions — accepting applications — enrolling for studies to fill vacancies left after admission.

Full-time studies — a type of study which corresponds to 40 credits per academic year and at least 40 academic hours per week.

Applicant — is a person, who has submitted an application to start studies in the Academy.

Registration of applicants for studies — acceptance of applications and copies of documents to register for studies, checking their compliance with the requirements of the LMA Admission Rules.

Signing of study agreement — a written commitment by the applicant to start studies at LMA.

Start of studies — starting to acquire the study programme in the first semester.

Number of study places — the number of study places across study programmes, forms and levels, approved annually by a resolution of the LMA Senate.

Admission exams — specific aptitude and preparedness tests organised by the LMA to determine the suitability of applicants to study at the LMA and harmonised with the Higher Education Council.

International testing body — a body that provides a test in a foreign language and issues a document of test results, which are equivalent to the levels of language proficiency set out in the Common European Framework of Reference for Languages.

Admission — the process of starting studies at the LMA, which consists of:

- receiving, registering and processing applications and preparing documents;
- organising a competition for study places (admission exams, ranking, i.e., comparison with the number of study places available);
- publishing of competition results;
- registering for studies (signing a study contract);
- matriculation.

1. General issues

1.1. These Bylaws establish the procedure for the organisation of admission exams for applicants and admission of the applicants to the academic higher education programmes of the Art Academy of Latvia (hereinafter — the Academy, abbreviated — LMA) in the academic year of 2023/2024.

1.2. These Bylaws are issued in accordance with Article 46(2) of the Law on Higher Education Institutions (hereinafter — LHEI), Cabinet of Ministers Regulation No. 846 of 10 October 2006 on requirements, criteria and procedures for admission to study programmes (hereinafter — CM Regulation of 10.10.2006), as well as the Constitution of the Academy.

1.3. The admission exams and admission to the Academy take place as an open and equal competition, in accordance with Articles 45 and 46 of the LHEI, CM Regulation of 10.10.2006, the Constitution of the Academy and these Bylaws, as well as in accordance with other legislative acts.

1.4. Citizens of Latvia, non-citizens of Latvia and foreigners are entitled to study at the Academy. In order to study at the Academy, it is necessary to have documented records of previous education that meet the requirements of the study programme and is recognised in Latvia. Rights to study in the academy are provided equally for citizens of Latvia, non-citizens of Latvia, citizens of the European Union, citizens of the European Economic Area or citizens of the Swiss Confederation and permanent residents of the European Community who hold a valid residence permit. [LHEI 45(1;2)]. Other persons are entitled to study at the Academy in accordance with the requirements laid down in the laws and regulations.

1.5. The admission exams shall be organised and administered by the Admissions Committee of the Academy (hereinafter — the AC), which shall operate in accordance with its Bylaws [CM Regulation of 10.10.2006, Article 5] pursuant to the provisions of CM Regulation of 10.10.2006.

1.6. The AC shall provide all the information required by applicants, including information on the admissions process, in accordance with the CM Regulation of 10.10.2006.

- 1) publish (also on the website www.lma.lv) the admission requirements for study programmes for the coming academic year within the deadlines set by the laws and regulations;
- 2) publish a list of admission exams from the first day of registration of candidates;
- 3) publish the internal rules of the admission exams, starting with the first day of registration of candidates;
- 4) publish the results of the admission exams;
- 5) publish information about the procedure of contesting and appealing the AC's decisions (hereinafter — Appeal).

1.7. Mutual rights and obligations of the candidate and the Academy during the admission are governed by the laws and regulations and present Bylaws.

1.8. Admission exams are sat in the Art Academy of Latvia e-studies platform or at the premises of the Art Academy of Latvia, in line with the rules of the Internal Procedure for Admission Exams.

2. Prerequisites for starting the studies

2.1. In order to start the **bachelor** studies at the Academy, a person must have:

- 1) a secondary education;
- 2) successfully completed the admission exams, in line with the requirements of the competition and additional requirements agreed with the Higher Education Council in the Academy's Admissions Rules:
 - a) in the sub-sectors of visual arts, visual plastic arts, audio-visual media arts, design and restoration, knowledge and skills in the general disciplines of drawing, painting and/or design and composition and/or *portfolio*;
 - b) In the sub-sector of Art History and Theory — knowledge of the history of visual art.

3. Documents

3.1. When registering for studies, the candidate shall fill in an application form and submit the documents specified in these Bylaws for admission to the study programme.

3.2. The documents or their copies are submitted via e-Learning platform of the Art Academy of Latvia.

3.3. A candidate shall submit documents or their copies in the official language. Documents submitted by the candidate in a foreign language must be legalised in compliance with the procedure laid down in the laws and regulations [the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation of Foreign Public Documents] and must be accompanied by a translation in the national language certified in compliance with the procedure laid down in the laws and regulations [Cabinet of Ministers Regulation No. 291 of 22 August 2000 “Procedure for certifying documents translations into the official language” (amended by Cabinet of Ministers Regulation No. 6 of 6 January 2004)].

3.4. If the candidate has obtained the educational document or a degree abroad, a certificate

from the Academic Information Centre on the correspondence of the educational document or degree obtained abroad with the educational document or degree awarded in Latvia must be enclosed [Article 7 of the Cabinet of Ministers Regulation of 10.10.2006] as well as a certificate issued by the National Centre for Education on the state language skills corresponding to at least level B2 if the study programme is implemented in the official language. Address of the National Centre for Education — postal address 2 Street Vaļņu, Riga, LV-1050; phone +371 67225155; address of the Academic Information Centre office: 16/k2 Street Dzirnau (entrance from Strēlnieku Street), Riga, LV-1010.

3.5. When registering **for the bachelor programme** admission exams, the candidate shall submit the following documents to AC:

- 1) a copy of the secondary school leaving certificate;
- 2) a copy of passport or ID document;
- 3) an electronic application according to the template;
- 4) a photo of the size and quality of 3 x 4 cm print of a portrait photo;
- 5) copies of the documents for passing the three centralised exams (hereinafter CE) — Latvian, foreign language (English, German, French) and mathematics;
- 6) secondary education transcript of records (annex to the document proving the secondary education);
- 7) a portfolio (if required by the format of the admission exams in a sub-sector.

3.6. When registering for the admission exams **of the bachelor's programme**, persons who have replaced the centralised exam in a foreign language in the general secondary education programme with an exam in a foreign language of an international testing body (hereinafter — international institution exam) in accordance with Cabinet of Ministers Regulation No. 543 of 29 September 2015 “Regulation on requirements, criteria and procedures for admission to study programmes” (hereinafter — CM Regulation of 29.09.2015) shall submit to the Academy’s AC the following documents:

- 1) a copy of the secondary school leaving certificate;
- 2) a copy of passport or ID document;
- 3) an electronic application according to the template;
- 4) a photo of the size and quality of 3 x 4 cm print of a portrait photo;
- 5) documents on successfully passed centralised exam (hereinafter referred to as CE) in the Latvian language and mathematics and a document issued by an international testing body on the assessment obtained in the foreign language exam (English, German, French), if the person has replaced the centralised exam in a foreign language in the general secondary education programme with an examination in a foreign language by an international testing body during the general secondary education, together with a document issued by an international testing body on the grade obtained in the foreign language exam (English, German, French), must submit a copy mentioned in Article 7 of CM Regulation of 29.09.2015. if the person has replaced the centralised exam in a foreign language in the general secondary education programme with an exam in a foreign language of an international testing body, replacing the foreign language examination at a higher education institution according to the procedure under Article 9 of CM Regulation of 29.09.2015 along with a document issued by the international testing body on the grade granted in the foreign language exam (English, German, French), shall submit a copy of the decision under Article 10 of CM Regulation of 29.09.2015;
- 6) a copy of the secondary school transcript record (an attachment to the secondary school leaving certificate);

7) a portfolio (if required by the format of the admission exams in a sub-sector.

3.7. When registering for the admission exams in the **bachelor's programme**, persons,

- who completed the secondary education before 2004,
- who completed the secondary education abroad,
- with special needs,

shall submit the Academy's AC the following documents:

- 1) a copy of the secondary school leaving certificate;
- 2) a copy of passport or ID document;
- 3) an electronic application according to the template;
- 4) a photo of the size and quality of 3 x 4 cm print of a portrait photo;
- 5) a transcript of records of secondary school (annex to the secondary school leaving certificate) or a copy of the three CEs passed — in Latvian, mathematics and a foreign language (English, German, French);
- 6) a portfolio (if required by the format of the admission exams in a sub-sector.

3.8. When submitting documents, a fee for the document registration service must be paid into the Academy's account:

€ 10 for candidates of sub-sector of History and Theory of Art;

€ 22 for candidates of sub-sector of Painting, Graphic Arts, Sculpture;

€ 22 for candidates of sub-sector of Textile, Glass Art, Ceramics;

€ 22 for candidates of sub-sector of Metal Design, Fashion Design, Product Design, Graphic Design, Interior Design;

€ 22 for candidates of sub-sector of Environmental Art, Visual Communication, Movement, Image, Sound, Scenography;

€ 22 for candidates of Restoration sub-sector.

LMA account:

Art Academy of Latvia, 13 Kalpaka Boulevard, Riga, LV-1050,
Latvia

Reg. No. 90000029965; account No. LV62TREL9220051000000

The Treasury, TREL LV 22. Code **21351**

The amount of this fee is determined by the Academy and is not refunded if the student is registered for the admission exams.

Orphans and children without parental care do not have to pay for the registration of admission documents.

3.9. The materials and supplies required for the specific aptitude tests shall be provided by the candidate.

4. Deadlines

4.1. The registration (submission of documents) and the competition deadline shall be determined and announced by the Academy in line with the starting date set by the Cabinet of Ministers for "registration and admission of candidates in the first year after secondary education" [AL 46(6)].

4.2. The date and time of the exams are set by the AC. The information is published on the LMA website.

4.3. The competition closes when the AC announces the results.

5. Competition procedure for undergraduate studies

5.1. The admission exams are the first step in the competition for budget study places. After the competition, the Admissions Committee of the Academy may organise a competition for paid study places. The amount of tuition fees and the number of paid study places financed by natural and legal persons shall be determined by the Academy Council.

5.2. Applicants with grade “F” in the CE certificate or a secondary school leaving certificate in one of the subjects assessed by the competitive examination procedure and a grade below 4 (almost satisfactory, 10-grade system) or 3 (5-grade system) or if the sum of the percentages obtained in the CE certificate in the Latvian language is 15 percent or less, in the CE certificate in a foreign language (English, German, French) is 15 percent or less and in the CE certificate in mathematics is 5 percent or less are not eligible for the competition and are not admitted to the Academy. The candidates with a grade below 4 (on a 10-grade system) in the special aptitude and preparedness test are also excluded from further competition.

5.3. For the competition evaluation purpose the centralised exam grades are converted into competition points as shown in Table 1.

1. Table. Matching of the centralised exam certificate levels to the competition points:

Certificate level	CEFR levels	The Latvian language grade in percent ¹	Foreign language grade in percent ²	Mathematics grade in percent ³	Competition points for competition calculation
	C2				5
A	C1	80 – 100	95 – 100	75 – 100	5
B	B2	66 – 79	70 – 94	50 – 74	4
C	B1	48 – 65	40 – 69	36 – 49	3
D	A2	31 – 47	28 – 39	21 – 35	2
E	A1	15 – 30	15 – 27	5 – 20	1

5.4. A document issued by an international testing body on the grade acquired in the foreign language exam is converted into competition points in the competition results, which are shown in Tables 2, 3, 4 and 5 in English, Tables 6 and 7 in German and Table 8 in French.⁴

¹ Distribution in percent is based on the grading thresholds of academic year 2018/2019.

² The distribution in percent is determined taking into account the VISC Study on the Equivalence of the Results of the Centralised Exam in English to the Language Proficiency Levels set out in the Common European Framework of Reference for Languages and the VISC Methodological Material Equivalence of the Results of the Centralised Exams in Foreign Languages to the *Language Proficiency Levels set out in the Common European Framework of Reference for Languages*.

³ Distribution in percent is based on the grade thresholds of academic year 2018/2019.

⁴ Compliance with the competition points is determined in the context of the VISC methodological material — COMPLIANCE OF THE FOREIGN EXAM GRADE WITH CEFR LEVELS.

2. *Table.* Compliance of the document issued by an international testing body certifying a successfully passed test in the **English** language with the competition points;

CEFR levels	Foreign language grade in percent	IELTS	TOEFL iBT (approximately)	Competition points for competition calculation
C2		9, 8.5	118 – 120	5
C1	95 – 100	8 (threshold), 7.5, 7	95 – 117	5
B2	70 – 94	6.5, 6, 5.5	72 – 94	4
B1	40 – 69	5 (threshold), 4.5, 4	42 – 71	3
A2	28 – 39			2
A1	15 – 27			1

3. *Table.* Compliance of the document issued by an international testing body certifying a successfully passed test in the **English** language with the competition points;

CEFR levels	Foreign language grade in percent	Cambridge English: Preliminary	Cambridge English: First		Competition points for competition calculation
			passed before 01.01.2015	passed after 01.01.2015	
C2					5
C1	95 – 100		Pass at Grade A (80-100)	Grade A (180-190)	5
B2	70 – 94	PET (Pass with Distinction)	Pass at Grade B (75-79) Pass at Grade C (60-74)	Grade B (173-179) Grade C (160-172)	4
B1	40 – 69	PET (Pass, Pass with Merit)	Level B1 (45-59)	Level B1 (140-159)	3
A2	28 – 39				2
A1	15 – 27				1

4. Table. Compliance of the document issued by an international testing body certifying a successfully passed test in the **English** language with the competition points;

CEFR levels	Foreign language grade in percent	Cambridge English: Advanced		Cambridge English: Proficiency as of 01.01.2015		Competition points for competition calculation
		Passed before 01.01.2015	Passed after 01.01.2015	Passed before 01.01.2015	Passed after 01.01.2015	
C2		Pass at Grade A (80-100)	Grade A (200-210)	Pass at Grade A (80-100) Pass at Grade B (75-79) Pass at Grade C (60-74)	Grade A (220-230) Grade B (213-219) Grade C (200-212)	5
C1	95 – 100	Pass at Grade B (75-79) Pass at Grade C (60-74)	Grade B (193-199) Grade C (180-192)	Level C1 (45-59)	Level C1 (180-200)	5
B2	70 – 94	Level B2 (45-59)	Level B2 (160-179)			4
B1	40 – 69					3
A2	28 – 39					2
A1	15 – 27					1

5. Table. Compliance of the document issued by an international testing body certifying a successfully passed test in the **English** language with the competition points;

CEFR levels	Foreign language grade in percent	Pearson Test of English (General)	The ECL Language Exam	Competition points for competition calculation
C2		Level 5		5
C1	95 – 100	Level 4	Level C1	5
B2	70 – 94	Level 3	Level B2	4
B1	40 – 69	Level 2	Level B1	3
A2	28 – 39			2
A1	15 – 27			1

6. Table. Compliance of the document issued by an international testing body certifying a successfully passed test in the **German** language with the competition points;

CEFR levels	Foreign language grade in percent	Goethe-Zertifikat	Der Test Deutsch als Fremdsprache (TestDaF)	Competition points for competition calculation
C2		C2 (GDS)		5
C1	95 – 100	C1	Niveaustufe 5 (C1.1.-C1.2.) Niveaustufe 4 (C1.1.)	5
B2	70 – 94	B2	Niveaustufe 4 (B2.2.) Niveaustufe 3	4
B1	40 – 69	B1		3
A2	28 – 39			2
A1	15 – 27			1

7. Table. Compliance of the document issued by an international testing body certifying a successfully passed test in the **German** language with the competition points;

CEFR levels	Foreign language grade in percent	Das Deutsche Sprachdiplom (DSD) der Kultusministerkonferenz I	Das Deutsche Sprachdiplom (DSD) der Kultusministerkonferenz II	ECL	Competition points for competition calculation
C2					5
C1	95 – 100		Level C1	C1 level	5
B2	70 – 94		Level B2	B2 level	4
B1	40 – 69	Level B1		B1 level	3
A2	28 – 39				2
A1	15 – 27				1

8. *Table.* A compliance of the document issued by an international testing body certifying a successfully passed test in the **French** language with the competition points;

CEFR levels	Foreign language grade in percent	DELF	DALF	TCF	Competition points for competition calculation
C2			C2	Level C2 (600-699 points)	5
C1	95 – 100		C1	Level C1 (500-599)	5
B2	70 – 94	B1		Level B2 (400-499 points)	4
B1	40 – 69	B2		Level B1 (300-399 points)	3
A2	28 – 39				2
A1	15 – 27				1

5.5. For students who have not passed the centralised exams because they have completed their secondary education before 2004, as well as for students who have completed their secondary education abroad or for students who have not passed the centralised exams because this is required by the applicable laws and regulations, the results of the centralised exams are equated with the following subject grades in the document certifying secondary education:

- CE in Latvian language and literature — marks in both subjects/average or, for those who have completed their secondary education in another EU country, in the primary instruction language of education,
- CE in a foreign language (English, German, French) — a grade in the subject,
- CE in mathematics — a grade in the subject.

The grades are converted into competition points indicated in Table 9.

9. *Table.* Table of grades in subjects and competition points to be awarded:

Certificate level	Grade from the leaving certificate (10-grade system)	Grade from the leaving certificate (5-grade system)	Competition points for competition calculation*
A	10 (with distinction)	-	5
A	9 (excellent)	5 (excellent)	5
B	8 (very good)	-	4
C	7 (good)	4 (good)	3
D	6 (almost good)	-	2
E	5 (satisfactory); 4 (almost satisfactory)	3 (satisfactory)	1

* The following coefficients shall be applied to the results of the compulsory centralised exams for general upper secondary education to ensure comparability:

- 1) 0.75 points equated to the optimal level of content acquisition, compared to the exams of highest acquisition levels;
- 2) 0.50 points equated to the general level of content acquisition, compared to the exams of highest acquisition levels;

3) results of compulsory centralised exams, obtained in line with the legislative acts in force before Cabinet of Ministers Regulation No. 416 of 3 September 2019 “Regulation on the national general secondary education standard and model general secondary education programmes” and entry into force of Cabinet of Ministers Regulation No. 332 of 2 June 2020 “Regulation on the state standard for vocational secondary education and the model state standards for vocational education”, for those who have acquired secondary education after 2004 and 0.75 points equated to the grade in the educational document on secondary education in mathematics, foreign language and Latvian language for those who have acquired secondary education before 2004 or abroad, equated to examinations of acquisition of the highest level of learning content.

5.6. The competition points for the specific aptitude and preparedness tests are obtained by summing the points for the tests in each sub-discipline, which are scored on a 10-grade system using the following formula:

$$Z+G(V)+1Kq + 2Kq = P$$

Z = drawing

G(V) = painting (modelling)

1K = first composition

2K = second composition

P = Competition points in the special aptitude and preparedness tests;

q = coefficient:

q = 2 — composition grading coefficient in the visual arts, visual plastic arts, audiovisual media arts, design and restoration departments.

5.7. In order to assess Special Aptitude and Preparedness Tests, a Special Aptitude Examination Assessment Council is established by a decree of the Rector, which includes LMA teaching staff, heads of departments and divisions.

5.8. The candidates are admitted to the Academy on the basis of the centralised exam grades submitted and in accordance with present Bylaws and the Special Aptitude and Preparedness Tests, which have been agreed with the Higher Education Council. The competition points are summed to yield a grade according to the following formula:

<p>$Pq + 0.5xL + 0.3xS + 0.2xM = K$ in Visual Art, Visual Plastic Art, Audiovisual Media Art, Design Department sub-sectors and Restoration q = coefficient: <i>q = 1 — in the visual arts, visual plastic arts, audiovisual media arts, design and restoration departments;</i> L = competition points of CE in Latvian (or equivalent grade); L = competition points of CE in a foreign language (English, German, French) (or equivalent grade) = sum of competition points; L = competition points of CE in mathematics (or equivalent grade); K = sum of the competition points used as a basis for rating the candidates.</p>
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<p>$Pq + 1xL + 0.5xS + 0.01xM = K$ In the sub-sector of art history and theory <i>q = 2 – in the sub-sector of art history and theory;</i> L = competition points of CE in Latvian (or equivalent grade); L = competition points of CE in a foreign language (English, German, French) (or equivalent grade) = sum of competition points; L = competition points of CE in mathematics (or equivalent grade); K = sum of the competition points used as a basis for rating the candidates.</p>
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5.9. The results of the competition are determined by rating the candidates by their competition points. In the case of a tie, the candidates who have obtained a higher grade, taking into account their speciality priorities, will be preferred over others. In the case of equal competition grades and equal priority of specialities, the candidates who have obtained a higher grade in the Special Aptitude and Preparedness Test in Composition will be preferred over others.

5.10. The tests are conducted in Latvian. The candidates who failed to appear for the tests at the time specified by the AC, are excluded from further competition and are not admitted to LMA.

5.11. The results of the admission exams are determined and approved by the AC. They shall be announced no later than three days of the closing date of the competition [Article 14 of the Cabinet of Ministers Regulation of 10.10.2006].

5.12. Candidates who failed the competition for the budget study places may apply for paid study places in the relevant study programme in line with the procedure and deadline set by the AC, if admission to the relevant study programme has been announced and the study places are available or for the paid study places in study programmes of the same level.

5.13. Candidates may appeal the decisions of AC by filing appeals as follows:

5.13.1. after the announcement of the competition results, the AC will announce the dates, place and time for filing and hearing appeals;

5.13.2. The candidate may appeal the grade of an individual test within one working day of the announcement of the competition results, addressed to the AC, stating the specific grounds for the appeal;

5.13.3. The AC shall hear the appeal in a collegial manner within one working day of the appeal submission deadline;

5.13.4. a member of academic staff who is not a member of the AC participates as an expert in the review of the appeal. The appellant may be summoned to the appeal hearing at a written request of the appellant and shall be served with a written decision of AC after the appeal hearing. If necessary, the AC may invite other parties involved in the consideration of the matter to ensure a competent decision;

5.13.5. The appeal decision of the AC may be appealed by submitting an application to the Rector of the Academy. The resolution of the Rector of the Academy may be appealed in accordance with the procedures specified in the Administrative Procedure Law;

5.14. A person applying for admission to a study programme is entitled to request, in line with the procedure under the Administrative Procedure Law, to prepare a written decision of the Academy on refusal to matriculate the person in question;

5.15. The decision on the refusal to matriculate shall be executed in line with the procedure under the Administrative Procedure Law. The decision shall be signed by the Rector of the Academy or the acting Rector. The person may appeal the decision on refusal to matriculate in a court pursuant to the procedure under the Administrative Procedure Law;

5.16. The AC may announce additional admissions to vacant budget or paid study places on the basis of the Senate's decision.

6. Signing of the study agreement and matriculation

6.1. All successful applicants shall sign a study agreement with the Academy within the deadline set by the AC. When concluding a study agreement, the candidates must present the original copies of the documents submitted and submit 2 document photos (3x4 cm). If the candidate is unable to produce the original copies of the documents submitted, the study agreement will not be concluded.

6.2. If the candidate fails to sign a study agreement within the time limit set by the AC, the AC shall offer a study agreement to the next candidate on the competition list, who has provided

written notice to the AC on their wish to apply for free budget study places and study places paid for by natural and legal persons.

6.3. The candidate is matriculated for budget study places and study places paid by natural and legal persons after signing the contract with the Academy and meeting the requirements therein.

6.4. The candidate is matriculated at the Academy with a decree of the Rector of the Academy.

7. Rights and obligations of the candidate and the Academy

7.1. During the admission process, the candidate has the following responsibilities:

7.1.1. to submit and, where appropriate, produce the documents required by these Bylaws;

7.1.2. to properly fill in the application form provided by the Academy, and provide the Academy with true information only;

7.1.3. to read and comply with these Bylaws and the external laws and regulations governing admission. A failure to comply with them may result in the student being excluded from further admission exams;

7.1.4. to comply with the deadlines set by the laws and regulations, these Bylaws and the Admission Commission;

7.1.5. to attend the tests in person, follow the instructions of the organisers and not use unauthorised aids;

7.1.6. to settle financial obligations towards the Academy, especially if the candidate is applying for paid study places;

7.1.7. to perform other tasks specified in the laws and regulations.

7.2. During the admission process, the Academy has the following responsibilities:

7.2.1. to ensure fair admissions in accordance with the laws and regulations;

7.2.2. to inform the candidates about study opportunities at the Academy, as well as their rights and obligations;

7.2.3. to inform about the number of budget study places and the number of study places funded by natural and legal persons;

7.2.4. to determine the tuition fee and number of paid study places by a resolution of the Academy Council;

7.2.5. to accept documents submitted by candidates;

7.2.6. to announce competition results no later than three days from the closing date of the competition;

7.2.7. to organise the signing of study agreements with the candidates who succeeded in the competition;

7.2.8. to organise matriculation of candidates who succeeded in the competition and signed study agreements;

7.2.9. to prevent discriminatory treatment of candidates;

7.2.10. to perform other tasks specified in the laws and regulations.

8. Final provisions

9.1. All issues concerning admission to the Academy, which are not governed by the applicable laws and regulations of the Republic of Latvia or these Bylaws, shall be reviewed by AC.

9.2. The Academy provides information on study opportunities and admissions on the website: www.lma.lv