



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

Information system and 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 the competition for study places (admission exams, ranking, i.e., comparison with the number of study places available);
- publishing of the results of competition results;
- registering for studies (signing a study contract);
- matriculation.

1. General issues

1.1. The Admission Rules for Academic Study Programmes (hereinafter — Master's Study Programme) of the Art Academy of Latvia (hereinafter — the Academy, abbreviated — LMA) at the Art Academy of Latvia in 2023 (hereinafter — Rules) have been developed in accordance with the Law on Higher Education Institutions, Article 46 (2), Cabinet of Ministers Regulation of 10 October 2006 “Regulation on requirements, criteria and procedures for admission to study programmes” and the Constitution of the Art Academy of Latvia.

1.2. 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 meets the requirements of the study programme and is recognised in Latvia. 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 have an equal right to study in the Academy. [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.

1.3. Previous educational qualifications required for admission to the master's degree programmes at the LMA: a bachelor's degree or second-level vocational higher education.

1.4. Students are admitted to the master's programme on the basis of an open, equal competition.

1.5. Foreigners who are not citizens of the European Union, citizens of the European Economic Area or citizens of the Swiss Confederation and permanent residents of the European Community may study at the Academy in line with the provisions of Article 83 of the Law on Higher Education Institutions, but may not apply to study in the budget study places.

1.6. The admission process shall be managed by the Admission Committee of the Academy approved by the Rector of the Academy

(abbreviated as AC).

1.7. The admissions process consists of:

1.7.1. receiving, registering and processing candidate's applications;

1.7.2. if the applicant is a foreigner — video interviews with the candidate about their motivation to study in the chosen study programme;

1.7.3. competition for study places (admission exams, if agreed with the Higher Education Council of the Republic of Latvia; determination of the competition results);

1.7.4. publishing of the competition results;

1.7.5. registering for the studies;

1.7.6. enrolment of the person on the Academy's list of students (matriculation).

1.8. The admission process is supervised and controlled by the Vice-Rector for Academic Affairs of the Academy.

1.9. The deadlines for registration (submission of documents), the admission exams and the competition are set and announced by the Academy.

1.10. When submitting the documents, the applicant shall pay the registration fee for the admission exams of EUR 14 (fourteen euros) into the Academy's account. The paid registration fee is not reimbursed regardless of the competition results. Orphans and children up to 24 years of age who are left without parental care, on the presentation of an original document issued by the state social security institution, as well as disabled persons of group 1, on the presentation of the relevant document, are exempt from the registration fee.

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**

2. receiving, registering and preparing of documents.

2.1. The Academy shall announce the deadlines of document submission for admission to the master's study programme and the dates of the competition.

2.2. Persons intending to be admitted to the master's programme (hereinafter — candidate) shall apply electronically in the LMA e-Learning platform <https://apply.lma.lv> during the period specified by the Academy. All documents must be submitted in the national language.

2.3. The candidate shall apply for the master's programme electronically. The candidate may apply and register for two master's programme sub-sectors at maximum, specifying their priorities in the application form. When applying for more than one sub-sector, the application requirements and documents required for each selected sub-sector must be met

2.3.1. In sub-sectors and specialities of the Visual Arts Department:

Department of Visual Arts					
Admission requirements		Application requirements	Evaluated by grade	Sum of competition points	Max. points to be obtained
PAINTING sub-sector					
1	Completed relevant application form	x			

2	A copy of passport or ID card (both sides)	x			
3	Document photos (3x4 cm, 3 pcs, when signing a study agreement)	x			
4	Copies of bachelor's degree or second level vocational higher education diploma and transcript of records (annex to the diploma)	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme, as well as a detailed outline of the topic of master's thesis (2000-3000 characters and added sketches of the idea)	x	x	10	10
7	Portfolio, i.e., a collection of creative works that demonstrates the candidate's suitability for the chosen speciality	x			
8	CV	x			
Sub-sector of GRAPHIC DESIGN					
1	Completed relevant application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Document photos (3x4 cm, 3 pcs, when signing a study agreement)	x			
4	Copies of bachelor's degree or second level vocational higher education diploma and transcript of records (annex to the diploma)	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme, as well as a detailed outline of the topic of master's thesis (2000-3000 characters and added sketches of the idea)	x	x	10	23
7	Portfolio, i.e., a collection of creative works that confirms the suitability of the student for the specialisation chosen	x	x	3	
8	Interview	x	x	10	
9	CV	x			
DRAWING speciality					
1	Completed relevant application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Document photos (3x4 cm, 3 pcs, when signing a study agreement)	x			
4	Copies of bachelor's or second level vocational higher education diploma and transcript of results (annex to the diploma)	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme, as well as an outline of the intention of the master's thesis (2000-3000 characters)	x	x	10	13
7	Portfolio, i.e., a collection of creative works that confirms the suitability of the student for the specialisation chosen	x	x	3	

POSTspecialisation					
1	Completed relevant application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Document photos (3x4 cm, 3 pcs, when signing a study agreement)	x			
4	Copies of bachelor's degree or second level vocational higher education diploma and transcript of records	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme, as well as a detailed outline of the topic of master's thesis (2000-3000 characters and added sketches of the idea	x	x	10	23
7	Portfolio, i.e., a collection of creative works that demonstrates the candidate's suitability for the chosen speciality	x	x	3	
8	Interview	x	x	10	
9	CV	x			
Sub-sector of SCULPTURE					
1	Completed relevant application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Document photos (3x4 cm, 3 pcs, when signing a study agreement)	x			
4	Copies of bachelor's degree or second level vocational higher education diploma and transcript of records (annex to the diploma)	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme, as well as a detailed outline of the topic of master's thesis (2000-3000 characters and added sketches of the idea	x	x	10	13
7	Portfolio, i.e., a collection of creative works that confirms the suitability of the student for the specialisation chosen	x	x	3	
8	CV	x			
9	Interview	x			

2.3.2. In the sub-sectors of the Department of Visual and Plastic Arts:

Department of Visual and Plastic Arts				
Admission requirements	Application requirements	Evaluated by grade	Sum of competition points	Max. points to be obtained
Sub-sector of TEXTILE				
1	Completed relevant application form	x		
2	A copy of passport or ID card (both sides)	x		

3	Document photos (3x4 cm, 3 pcs, when signing a study agreement)	x			
4	Copies of bachelor's degree or second level vocational higher education diploma and transcript of records (annex to the diploma)	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme, as well as a detailed outline of the intention of the master's thesis (2000-3000 characters), accompanied by sketches of the idea	x	x	10	13
7	Portfolio, i.e., a collection of creative works that demonstrates the candidate's suitability for the chosen speciality	x	x	3	
8	CV	x			
9	Interview	x			
Sub-sector of CERAMICS					
1	Completed relevant application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Document photos (3x4 cm, 3 pcs, when signing a study agreement)	x			
4	Copies of bachelor's or second level vocational higher education diploma and transcript of results (annex to the diploma)	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme, as well as a detailed outline of the topic of master's thesis (2000-3000 characters and added sketches of the idea	x	x	10	10
7	Portfolio, i.e., a collection of creative works that confirms the suitability of the student for the specialisation chosen	x			
8	CV	x			
9	Interview	x			
Sub-sector of GLASS ART					
1	Completed relevant application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Document photos (3x4 cm, 3 pcs, when signing the study agreement)	x			
4	Copies of bachelor's or second level vocational higher education diploma and transcript of results (annex to the diploma)	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme, as well as a detailed outline of the topic of master's thesis (2000-3000 characters and added sketches of the idea	x	x	10	10
7	Portfolio, i.e., a collection of creative works that confirms the candidate's suitability for the	x			

	chosen speciality				
8	CV, attached to the cover letter	x			
9	Interview	x			

2.3.3. In sub-sectors of the Audio-visual Media Arts Department:

Department of Audio-Visual Media Arts					
Admission requirements		Application requirements	Evaluated by grade	Sum of competition points	Max. points to be obtained
MOVEMENT.IMAGE.SOUND. sub-sector					
1	Completed relevant application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Photo (3x4 cm)	x			
4	Copies of bachelor's or second level vocational higher education diploma and transcript of results (annex to the diploma)	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme, as well as a detailed outline of the topic of master's thesis (2000-3000 characters and added sketches of the idea	x	x	10	13
7	Portfolio, i.e., a collection of creative works that confirms the suitability of the student for the specialisation chosen	x	x	3	
8	CV	x			
9	Interview	x			
Sub-sector of VISUAL COMMUNICATION					
1	Completed relevant application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Photo (3x4 cm)	x			
4	Copies of bachelor's degree or second level vocational higher education diploma and transcript of records (annex to the diploma)	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme, as well as a detailed outline of the topic of master's thesis (2000-3000 characters and added sketches of the idea	x	x	10	13
7	Portfolio, i.e., a collection of creative works that demonstrates the candidate's suitability for the chosen speciality	x	x	3	
8	CV	x			
9	Interview	x			
Sub-sector of ENVIRONMENTAL art					

1	Completed certain application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Photo (3x4 cm)	x			
4	Copies of bachelor's or second level vocational higher education diploma and transcript of results (annex to the diploma)	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme, as well as a detailed outline of the topic of master's thesis (2000-3000 characters and added sketches of the idea)	x	x	10	13
7	Portfolio, i.e., a collection of creative works that confirms the suitability of the student for the specialisation chosen	x	x	3	
8	CV	x			
9	Interview	x			
Sub-sector of SCENOGRAPHY					
1	Completed relevant application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Photo (3x4 cm)	x			
4	Copies of bachelor's or second level vocational higher education diploma and transcript of results (annex to the diploma)	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme, as well as a detailed outline of the topic of master's thesis (2000-3000 characters and added sketches of the idea)	x	x	10	13
7	Portfolio, i.e., a collection of creative works that demonstrates the candidate's suitability for the chosen speciality	x	x	3	
8	CV	x			
9	Interview	x			

2.3.4. In sub-sectors and specialities of Art Science and Theory Department:

Department of Art Science and Theory				
Admission requirements	Application requirements	Evaluated by grade	Sum of competition points	Max. points to be obtained
Sub-sector of RESTORATION				
1	Completed relevant application form	x		
2	A copy of passport or ID card (both sides)	x		
3	Document photos (3x4 cm, 3 pcs, when signing a study agreement)	x		
4	Copies of bachelor's or second level vocational	x		
	Copies of higher education diploma and transcript of records (annex to the diploma)			

5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (2000-3000 characters) justifying the study in this study programme, as well as an outline of the intention of the master's thesis	x	x	10	20
7	A list (summary) of the works restored and one restoration passport evidencing the suitability of the candidate for the specialisation chosen	x	x	10	
8	CV	x			
9	Interview	x			
In sub-sector of ART HISTORY AND THEORY					
1	Completed relevant application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Document photos (3x4 cm, 3 pcs, when signing a study agreement)	x			
4	Copies of bachelor's or second level vocational higher education diploma and transcript of results (annex to the diploma)	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme. as well as an outline of the topic of the master's thesis (approx. 10,000 characters), including the literature used and potential sources relevant to the research	x	x	10	10
7	CV	x			
8	Interview	x			
Speciality of CURATORS					
1	Filled in application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Document photos (3x4 cm, 3 pcs, when signing a study agreement)	x			
4	Copies of bachelor's degree or second level vocational higher education diploma and transcript of records (annex to the diploma)	x			
5	Payment order for application registration	x			
6	Application for draft master's thesis, including a cover letter (up to 2000 characters) justifying the study in this study programme. And also a description of the master's thesis topic (2000-3000 characters)	x	x	10	20
7	Interview	x	x	10	
8	CV	x			

2.3.5. In the sub-sectors of the Design Department:

DESIGN

Admission requirements		Application requirements	Evaluated by grade	Sum of competition points	Max. points to be acquired number
Sub-sector of FUNCTIONAL DESIGN					
1	Filled in application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Document photos (3x4 cm, 3 pcs, when signing a study agreement)	x			
4	Copies of bachelor's or second level vocational higher education diploma and transcript of results (annex to the diploma)	x			
5	Payment order for application registration	x			
6	The application of the master's thesis (2000-2500 characters), outlining the local and global context, social, environmental or economic relevance of the proposal. Added visualisations or sketches of the idea. The cover letter included in the application (up to 2000 characters) justifying the studies in this study programme.	x	x	10	13
7	Portfolio or overview of creative and professional activities	x		3	
8	Interview	x			
9	CV	x			
Sub-sector of FASHION DESIGN					
1	Filled in application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Document photos (3x4 cm, 3 pcs, when signing a study agreement)	x			
4	Copies of bachelor's degree or second level vocational higher education diploma and transcript of records (annex to the diploma)	x			
5	Payment order for application registration	x			
6	The application of the master's thesis (2000-2500 characters), outlining the local and global context, social, environmental or economic relevance of the proposal. Added visualisations or sketches of the idea. The cover letter included in the application (up to 2000 characters) justifying the studies in this study programme.	x	x	10	13
7	Portfolio or overview of creative and professional activities	x		3	
8	Interview	x			
9	CV	x			
Sub-discipline of METAL DESIGN					
1	Filled in application form	x			
2	A copy of passport or ID card (both sides)	x			
3	Document photos (3x4 cm, 3 pcs, when signing a study agreement)	x			
4	Copies of bachelor's degree or second level vocational higher education diploma and transcript of records (annex to the diploma)	x			
5	Payment order for application registration	x			

6	The application of the master's thesis (2000-2500 characters), outlining the local and global context, social, environmental or economic relevance of the proposal. Added visualisations or sketches of the idea. The cover letter included in the application (up to 2000 characters) justifying the studies in this study programme.	x	x	10	13
7	Portfolio or overview of creative and professional activities	x		3	
8	Interview	x			
9	CV	x			

- 2.4. All documents must be submitted in the national language. Documents submitted by the candidate in a foreign language must be accompanied by a certified translation into Latvian.
- 2.5. If the person has a different surname (first name) or personal identification number than the one in the person's passport or identity card in any of the documents submitted or presented to the Admissions Committee, the documents proving the change of the surname (first name) or personal identification number must be attached.
- 2.6. Persons who have obtained a bachelor's degree abroad shall, before applying for studies, have their educational documents examined by the Latvian Academic Information Centre (AIC) and shall attach a certificate to their application from the AIC stating which educational document awarded in Latvia corresponds to the educational document obtained abroad¹. AIC's postal address is 2 Vaļņu Street, Riga, LV-1050; telephone +37167225155; AIC office address is 16/k2 Dzirnāvu Street (entrance from Strēlnieku Street), Riga, LV-1010.
- 2.7. Persons whose previous higher education will be formally awarded after the application deadline must attach a transcript of records of their undergraduate studies to the application.
- 2.8. If the candidate is a foreigner — video interviews with the candidate about their motivation to study in the chosen study programme are organised and recorded.
- 2.9. If, by the end of the application period, the number of applicants for a study programme or a sub-discipline is less than the planned number of study places approved by the Admissions Committee of the Academy, the Vice-Rector for Academic Work of the Academy may decide to terminate the admission process to the study programme and offer the candidates to register in another sub-sector.

3. Admission exams and competition for study places.

- 3.1. Admission to full-time master's degree programmes is subject to open and equal competition. The goal of the competition is to select the most suitable candidates for the chosen study programme and to rate the results of the competition in descending order to determine the candidates' eligibility to register for the chosen study programme at the expense of the state budget and for a fee (natural or legal persons).
- 3.2. In the case of a tie in the competition points, a preference will be given to candidates who have obtained a higher grade in the final assessment of the bachelor's thesis.
- 3.3. The number of budget places in each master's study programme is determined by a resolution of the Senate of the Academy. A natural person may exercise the right to study to obtain a master's degree at the expense of the state budget several times. Only one study programme can be studied at a time using the state budget funds.
- 3.4. The requirements for each sub-sector to be assessed with a grade are set out in clauses 2.3.1,

¹This procedure does not apply to diplomas issued in Lithuania and Estonia after 7 January 2019.

2.3.2, 2.3.3, 2.3.4, 2.3.5 of the present Bylaws.

- 3.4.1. The **portfolio**, i.e., a collection of creative work that demonstrates the candidate's suitability for the chosen speciality is evaluated in the competition grade system from 1 to 3.
 - 1 - poor match to their chosen speciality, yet shows achievements in thematically related disciplines;
 - 2 - matches the speciality. Demonstrates achievements in thematically related sectors. Information is presented correctly;
 - 3 - relevant to the speciality, demonstrates achievements and knowledge in thematically related sectors, and demonstrates appropriate skills and knowledge in other sectors relevant to the master's thesis. The information is clearly presented, easy to understand and uses appropriate language.
- 3.4.2. **The application of the master's thesis** is evaluated on a scale of 1-10. The application of the master's thesis must include a motivation for studying in the chosen speciality. The application text should outline the topics of the master's thesis. Clearly and reasonably outlines the intentions for the topic and problems of the master's thesis. Topics or a scope of topics of the master's thesis are defined in the text, accompanied by visualisations and sketches of the idea. The candidate assesses and demonstrates their knowledge and skills to implement the idea.
- 3.4.3. The **interview** is graded on a scale of 1-10. The interview is organised by the relevant department, with the time and venue being notified to the candidate in person. The interview, based on the cover letters submitted in advance, as well as the answers to the questions asked by the members of the committee, will reveal the applicants' motivation to study the speciality, knowledge of the context of the chosen speciality, ability to formulate an opinion, as well as the candidate's interest in the subject and problems of the Master's thesis, previously acquired skills for the implementation of the plans.
- 3.5. The composition of the Admission Exam Evaluation Committee shall be approved by the Rector of the Academy.
- 3.6. The assessment criteria for the admission exams shall be approved by a decree of the Academy.
- 3.7. The entrance exams are held at the premises of the Academy or remotely, in accordance with the internal rules of the Academy for students and the timetable approved by the Vice-Rector for Academic Work of the Academy. Candidate's identity is verified by presenting a passport or ID card before the admission exam.
- 3.8. Persons who do not appear for the admission exams at the time specified in the timetable shall not be eligible for further competition and shall not be admitted to the Academy.
- 3.9. The results of the admission exams are determined and approved by the AC. They shall be announced in the LMA information system no later than within three days of the closing date of the competition.
- 3.10. Candidates who failed in 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.
- 3.11. Candidates may appeal the decisions of AC by filing appeals as follows:
 - 3.11.1. after announcement of the competition results, the AC will announce the dates, place and time for filing and hearing appeals;
 - 3.11.2. 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;
 - 3.11.3. The AC shall hear the appeal in a collegial manner within one working day of the appeal submission deadline;
 - 3.11.4. 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;

3.11.5. 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;

3.11.6. 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;

3.11.7. 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;

3.12. The AC may announce additional admissions to vacant paid study places on the basis of the Senate's resolution.

4. Signing of the study agreement and matriculation

1.1. All successful applicants shall sign a study contract 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. If the candidate is unable to produce the original copies of the documents submitted, the study agreement will not be concluded.

1.2. If the candidate fails to conclude a study agreement within the timeframe set by the AC, the AC shall offer a study agreement to the next candidate on the competition list who has informed the AC in writing of their wish to apply for the vacant budget study places and study places paid by natural and legal persons.

1.3. 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.

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

5. Rights and obligations of the candidate and the Academy

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

5.1.1. to submit and, where appropriate, produce the documents required by these Rules;

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

5.1.3. to read and comply with these Rules 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;

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

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

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

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

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

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

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

- 5.2.3. to inform about the number of budget study places and the number of study places funded by natural and legal persons;
- 5.2.4. to determine the price of studies and a number of the paid-study places;
- 5.2.5. to accept documents submitted by candidates;
- 5.2.6. to announce the results of the competition;
- 5.2.7. to organise the signing of study agreements with the successful candidates;
- 5.2.8. to organise matriculation of candidates who succeeded in the competition and signed study agreements;
- 5.2.9. to prevent discriminating treatment of candidates;
- 5.2.10. to perform other tasks specified in the laws and regulations.

6. Final provisions

- 6.1. All issues concerning admission to the Academy, which are not governed by the applicable laws and regulations of the Republic of Latvia or these Rules, shall be reviewed by AC.
- 6.2. The Academy provides information on study opportunities and admissions at its premises and on website: www.lma.lv

