



Art Academy of Latvia

ADMISSION RULES FOR THE ACADEMIC YEAR OF 2023/2024 IN THE PROGRAMME “SERVICE DESIGN STRATEGY AND INNOVATION”

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 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. These Rules 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 Rules 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 takes 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 Rules, 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 meets the requirements of the study programme and is recognised in Latvia. The right to study at the Academy is 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 (including 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 held in the Art Academy of Latvia e-Learning 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 studies at the joint master's degree programme “Service Design Strategies and Innovation” at the Academy a candidate is required to have:

- 1) a bachelor's degree of at least 120 CPs (180 ECTS) or a second-level professional higher education in Humanities, Arts, Information and Communication Sciences, Social and Human Sciences or Business and Administration;
- 2) Proficiency in English TOEFL, IELTS, ELS (etc.) or previous education in a study programme with English as the instruction language;
- 3) admission exam*;

*admission exam:

1. A bachelor's degree or level 2 university degree (or equivalent) in the service design discipline:

1.1. Assignment — industry-related research, description of the problem and a proposal for a solution submitted in video format;

1.2. Interview.

2. A bachelor's degree or level 2 university degree (or equivalent higher education) in other areas of education:

2.1. Homework — industry-related research, problem description and proposed solution submitted in video format;

2.2. Adapted interview with an integrated background test to assess applicant's knowledge in the core areas of service design (design, entrepreneurship, social sciences, technology). Representatives from all universities in the consortium participate in the interview.

3. Admission and competition procedure

3.1. When registering for the admission exams to enter the master's degree study programme "Service Design Strategies and Innovations", the candidate shall submit the following documents to the Art Academy of Latvia in the e-study platform of the Academy AC:

- 1) copies and English translation of documents evidencing the acquisition of bachelor's or level 1 vocational higher education with 120 CPs (180 ECTS) — diploma and transcript of study results (annex to diploma);
- 2) a copy of passport or ID document;
- 3) CV;
- 4) Cover letter;
- 5) A document issued by an international testing body certifying a successfully passed test in the English language of at least B2 level;
- 6) Assignment.

3.2. The following requirements and criteria are set for entry to the **master's** programme in the master's level study programme "Service Design Strategies and Innovation":

3.2.1. A bachelor's degree or a nationally recognised level 1 professional higher education diploma with 120 CPs (180 ECTS) or equivalent education.

3.2.2. Successful completion of the admission exam — an assignment and online interview which meets the requirements of the competition.

3.2.3. Proficiency in English at B2 level at least — TOEFL, IELTS, ELS (etc.) or previous education in a study programme with English as the instruction language.

3.3. The qualifying exams and interviews are conducted and students are selected by the Admissions and Examinations Committee in collaboration with the approved Programme Board, acting under Annex 6 "Admission Procedures" of the Consortium Agreement. The final admission results are approved by the Board of Consortium.

3.4. The results of the competition are determined by ranking the candidates by their results.

3.5. The exam language is English and must be submitted in machine-readable format at the time and place specified by the Art Academy of Latvia on the e-Learning platform. The candidates who have not submitted their examination paper, failed to arrive for the interview at the time specified by the AC, are excluded from further competition and are not admitted to LMA.

4. Signing of the study agreement and matriculation

4.1. 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 or

provide certified copies of the documents. If the candidate is unable to produce the original copies of the documents submitted or to provide notarised copies of the documents, the study agreement will not be concluded.

4.2. 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.

4.3. 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.

4.4. 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 Bylaws;

5.1.2. to provide the Academy with true information only;

5.1.3. 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;

5.1.4. to comply with the deadlines set by the laws and regulations, these Bylaws 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 the number of 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 contracts 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 discriminatory 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 Bylaws, shall be reviewed by AC.

6.2. The Academy provides information on study opportunities and admissions at its premises and on the website: www.lma.lv