



## Art Academy of Latvia ADMISSION RULES FOR THE ACADEMIC YEAR OF 2023/2024 IN THE PROGRAMME OF THE DOCTOR OF SCIENCE

### 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 “Regulation 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 will 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 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. 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](http://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**

2.4 In order to start the **doctoral** studies at the Academy, a person must have:

- 1) previous master's degree;
- 2) successfully completed admission exams — the application competition for the doctoral thesis and the colloquium, in which the candidate is able to present and argue their research application.

## **3. Documents**

3.1. Registration for studies shall take place in e-Learning platform of the Art Academy of Latvia *DreamApply* (<https://apply.lma.lv/>).

3.2. When registering for the studies, the candidate shall fill out their application form on the *DreamApply* platform.

3.3. A candidate shall submit documents or their copies via the *DreamApply* platform.

3.4. 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”].

3.5. 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; telephone +371 67225155; address of the Academic Information Centre office: 16/k2 Street Dzirnāvu (entrance from Strēlnieku Street), Riga, LV-1010.

## **4. Deadlines**

4.1 The beginning of registration of candidates, deadlines for the submission of documents, exact time of the competition and entrance exams for doctoral studies shall be determined and announced by the Admissions Committee in line with the laws and regulations in force in the Republic of Latvia.

4.2 The competition closes when the AC announces the results.

## **5. Procedure for admission and competition of doctoral studies**

5.1. When registering for the **doctoral** admission exams, a candidate must submit the

following documents to the e-Learning platform of the Art Academy of Latvia:

- 1) a copy of master's degree diploma;
- 2) CV (including secondary education);
- 3) a list of scientific papers and publications (if any);
- 4) recommendation letter (if any);
- 5) application of the subject of thesis — an outline of the proposed dissertation topic;
- 6) a copy of passport or ID.

5.2. When submitting the documents, the candidate must pay a fee of € 14 to the Academy's account for the document registration service.

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

Persons applying for non-competitive registration must not pay the fee for registering the admission documents.

The payments must be made to the Art Academy of Latvia.

LMA account:

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

VAT reg. No. 90000029965

State Treasury, TREL22

LV62TREL9220051000000

When transferring the tuition fee via online bank or filling out the cash payment cheque at the bank, the payment purpose must be: the economic classification code of revenue KK 21351, full name of student, personal ID code, payment purpose.

5.3. The following requirements and criteria are set for entry to the doctoral programme:

5.3.1. a master's degree in arts or humanities in accordance with the applicable laws and regulations of the Republic of Latvia;

5.3.2. successfully completed admission exams — the application has been submitted for the doctoral thesis competition and the colloquium where candidate is able to present and argue their research application.

5.4. In order to evaluate the doctoral exam, an evaluation committee is established with the Rector's decree, including the Vice-Rector for Research, the Head of the Doctoral Programme and the Head of the Art Science Department, etc.

5.5. Candidates' results in the competition are rated according to a 10-grade system, following the evaluation of applications for the doctoral thesis topics by the Evaluation Committee.

5.5.1. The results of the competition are determined by rating the candidates by their results.

5.6. Exams are taken in the Latvian language, the essay (application for the doctoral thesis topic) must be submitted in machine-readable form, in Latvian, at the time and place specified by the AC, in a soft copy. Applicants who have not submitted an essay (for doctoral programmes — an application for doctoral thesis) or who do not attend the interviews (if the interviews have been scheduled by the AC) at the time and place specified by the AC, do not participate in further competition and are not admitted to LMA.

5.7. Application for doctoral thesis:

5.7.1. the application must be accompanied by a proposal for the topic of doctoral thesis measuring approximately 40 000 characters (around 20-22 pages, 1 page — 1800 characters with spaces);

5.7.2. the application for the topic of doctoral thesis must be submitted in Latvian;

5.7.3. the application for the doctoral thesis must include the following:

5.7.3.1. a description of previous research on the topic;

5.7.3.2. problem formulation;

5.7.3.3. the relevance of the topic;

5.7.3.4. a list of the methods and techniques proposed in the thesis.

5.7.4. A doctoral thesis can be:

5.7.4.1. a dissertation;

5.7.4.2. a set of scientific publications with a common topic. Publications must have been published or accepted for publication in an anonymously peer-reviewed scientific periodical, internationally available in repositories of scientific information and cited in internationally accessible databases;

5.7.4.3. a monograph — a peer-reviewed scientific book on a single topic, internationally available in scientific information repositories, with a bibliography and a summary in a foreign language.

5.8. 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 Cabinet of Ministers Regulation No. 846 “Regulation on requirements, criteria and procedures for admission to study programmes”].

5.9. 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.

5.10. The candidates’ results in the competition are rated by summing the scores according to the following formula:

$$TQ + Ko = S$$

T = evaluation of the application for doctoral thesis topic;

Ko = evaluation of the colloquium result;

Q = 2;

S = sum of competition points.

5.11. The application for doctoral thesis is evaluated on a 10-grade system, assessing the candidate’s skills to present and argue their research project.

It is carried out by the Evaluation Committee in line with the following approach:

Ser. No.	Application assessment criteria	Full compliance	Partial compliance	Non-compliance
1	The application is properly prepared, drafted and structured, and the visual material enclosed to the application is comprehensive	1	0	0
2	References added to the application proves knowledge of the comparative context	1	0	0
3	The candidate has clearly defined the research problem, it is relevant and valid	2	1	0
4	The candidate has previous experience in addressing the theoretical problems defined or the candidate’s previous research activity is relevant to the problem or the applied topic	2	1	0
5	The candidate has shown an achievable statement of the problem to be solved, identified the objectives and presented the literature and theoretical sources relevant to the research topic	2	1	0

5.12. The Evaluation Committee rates the colloquium result in a 10-grade system, assessing the candidate’s ability to present and justify the intention of their theoretical research and its relevance, taking into account the following approach:

Ser. No.	Colloquium assessment criteria	Full compliance	Partial compliance	Non-compliance
1	The candidate is able to formulate the main problem(s) of their theoretical research under the application in a concise 5 minutes' presentation	4	2	0
2	The candidate has defined the research problem and can justify, clarify and explain it	2	1	0
3	The candidate has previous experience in addressing the theoretical problems or the candidate's previous research activity is relevant to the problem or the applied topic	2	1	0
4	The candidate has defined an achievable outcome to a problem that can be implemented in a theoretical study. The theoretical study is intended to be methodologically linked and can significantly complement existing studies of art science	2	1	0

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. 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 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.

6.3. The candidate is matriculated for budget study places and study places paid by natural and legal persons after signing the agreement 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 Rules;

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 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;

7.1.4. to comply with the deadlines set by the laws and regulations, these Rules 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 price of studies and the number of paid study places;

7.2.5. to accept documents submitted by candidates;

7.2.6. to announce the results of the competition;

7.2.7. to organise the signing of study agreements with the successful candidates;

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**

8.1. 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.

8.2. The Academy provides information on study opportunities and admissions on the website: [www.lma.lv](http://www.lma.lv)