

Approved at the Meeting of RTU Senate on 26 October 2020 (Minutes No 643)

**REQUIREMENTS FOR THE FOREIGN STUDENTS FOR ENROLMENT IN THE STUDY PROGRAMS AND PARTS OF THE STUDY PROGRAMS ATTACHED TO RTU INTERNATIONAL COOPERATION AND FOREIGN STUDENTS DEPARTMENT IN 2021**

*Adopted in accordance with Section 1 of Article 15 of the Law on Higher Education Institutions.*

**1. GENERAL PROVISIONS**

- 1.1. Foreign students are enrolled in RTU in compliance with Article 83 of the Law on Higher Education Institutions.
- 1.2. Enrolment of foreign students is organized by RTU International Cooperation and Foreign Students Department (ICFSD) and RTU Admission Committee.
- 1.3. The studies at the study programs and parts of the study programs attached to ICFSD are only conducted for tuition fee, which is determined by RTU Senate, except for the cases when studies are implemented within the framework of RTU binding international agreements.
- 1.4. Foreign students are enrolled based on the following criteria:
  - 1.4.1. all requirements of the Ministry of Foreign Affairs of the Republic of Latvia, the Office of Citizenship and Migration Affairs, and other institutions of the Republic of Latvia, which are concerned with the entry and residence of foreign students, have been fulfilled;
  - 1.4.2. in compliance with Article 85 of the Law on Higher Education Institutions, ICFSD has obtained the expert opinion provided by the Academic Information Centre and all RTU admission requirements set for the particular study program have been observed;
  - 1.4.3. additional requirements and additional tests may be determined for enrolment in the study program, which are related to compliance of the previous education obtained by a foreign student to the requirements of the respective study program. Additional requirements and information on additional tests are published in RTU home page. The entry examinations are organized by ICFSD;
  - 1.4.4. foreign students, who wish to study in the Latvian language, have to submit to ICFSD the Certificate of the State Language Proficiency, issued by the State Language Proficiency Assessment Commission. Language proficiency level should not be lower than B2. In this case, by virtue of the signed agreement between ICFSD and the organizational unit implementing the corresponding study program, the foreign student is enrolled in the group with Latvian as the language of instruction;
  - 1.4.5. in compliance with Clause 3.2. of the given Requirements, the entry examinations in English and mathematics (only for the students enrolled in Bachelor study programs) have been passed, as well as additional tests if determined for the study program in accordance with Paragraph 1.4.3.
- 1.5. Having completed the admission process, ICFSD submit a list of applicants to RTU Admission Committee to matriculate the student.
- 1.6. The decision of the Admission Committee can be impugned in the written form in a period of one month from the decision delivery date, submitting the motivated application to the Rector. The decision of the Rector may be the subject matter of the

judicial review in compliance with procedures stipulated in the Administrative Procedure Law.

- 1.7. RTU is eligible to cease the admission procedure, if the applicant has not observed the requirements of regulatory enactments governing admission.
- 1.8. An entrant who has outstanding financial obligations with RTU may be refused admission to the RTU study program.
- 1.9. In compliance with the procedure stipulated by the Administrative Procedure Law, the entrant is eligible to request a written letter of renunciation from RTU.

## **2. APPLICATION PROVISIONS**

- 2.1. Foreign students can apply for studies in person, via e-mail or by post, submitting the following documents to ICFSD:
  - filled in dedicated application form, which is available on RTU home page;
  - copy of the passport;
  - copies of the education documents, which confirm education level sufficient to undertake studies. The originals of the documents, required to validate authenticity of the signatures, are submitted upon arrival or are sent to ICFSD by post.
  - document issued by an international testing institution during the last five years, which certifies that the foreign student language proficiency in the implementation of the relevant study program is at least at B2 level. That document shall not be attached, if the foreigner has acquired secondary education or higher education in the language of implementation of the relevant study program;
  - document, confirming the payment of the application and registration fee of 150 (one hundred and fifty) EUR.
- 2.2. Foreign students, who are enrolled on the grounds of RTU binding international agreements, are exempt from the registration fee.
- 2.3. If the foreign student meets enrolment criteria stipulated in Clause 1.4, and if it is required in accordance with the laws and regulations of the Republic of Latvia, ICFSD issues a guarantee letter of the specified format, where RTU undertakes to ensure the study process and provide accommodation in the student hostel, as well as takes the necessary measures to assist the student to apply for a visa or residence permit in the consulates of the Republic of Latvia or other competent institutions and to enter Latvia to study at RTU.

## **3. ADMISSION GUIDELINES**

- 3.1. Foreign students are enrolled for studies on the basis of results of fair and open competition.
- 3.2. A foreign student willing to commence studies at a Bachelor program implemented by RTU has to pass entry exams in mathematics and English either in the home country or upon arrival to Latvia, as well as additional tests, if such are determined for a study program in accordance with Paragraph 1.4.3. The student shall receive passing grades in the entry exams to be enrolled in RTU.
- 3.3. If the knowledge of a foreign student presented at the entry exams in English and /or mathematics needs to be significantly improved, then, in order to commence full-time studies at RTU, according to Clause 4 of Article 56 of the Law on Higher Education Institutions, the student is enrolled in the preparatory course of the selected study program and additionally acquires intensive course in English and/or mathematics. Depending on the proficiency the student demonstrated at the entry exams, such studies last for one semester or one year. Having coordinated the issue

with ICFSD, the student may acquire certain study courses of the selected study program during this semester or year.

- 3.4. At the end of the preparatory period, the student shall repeatedly pass entry exams in English and/or mathematics. If any of the repeatedly taken entry exams is assessed with the grade that is lower than 5 (satisfactory), the student is exmatriculated from RTU and leaves the state, unless the laws and regulations of the Republic of Latvia, which prohibit student dispatch, have become effective. If entry exam grades are 5 (satisfactory) or higher, the student continues studies at the respective study program in the nominal study period.
- 3.5. If a foreign student, who was previously exmatriculated, wants to recommence studies at RTU, they have to pass entry exams.
- 3.6. If a foreign student was previously exmatriculated for major violations of the laws of the Republic of Latvia and/or internal RTU regulations, they may be denied repeated admission.
- 3.7. Foreign students are enrolled in RTU from 1 to 31 August and from 1 to 31 January. If the admission of a foreign student is impossible in the given dates for the reasons beyond the control of the foreign student and/or RTU, the foreign student is enrolled in the respective study program in compliance with the individual study plan, which provides for the lower study load during the first semester.
- 3.8. Study agreements are concluded in accordance with the procedure specified by the order of the Rector of RTU.