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## Order Riga

29 July 2022

No 01000-1.1-e/182

On approval of the rules for admission of the Ukrainian civilians

I hereby approve the rules for admission of the Ukrainian civilians to the programmes and parts of the programmes attached to the International Cooperation and Foreign Students Department of RTU in academic year 2022/2023 in the following edition:

### 1. GENERAL PROVISIONS

- 1.1. Admission of the Ukrainian civilians at RTU shall be implemented in accordance with the Law on Support of the Ukrainian Civilians and the Law on Higher Education Institutions.
- 1.2. Admission of the Ukrainian civilians to RTU shall be organised by the International Cooperation and Foreign Students Department (ICFSD) and Admission Committee.
- 1.3. The Ukrainian civilians shall be enrolled based on the following criteria:
  - 1.3.1. all requirements of the Ministry of Foreign Affairs of Latvia, the Office of Citizenship and Migration Affairs, and other institutions of the Republic of Latvia, which are related to the entry and stay of Ukrainian civilians in Latvia, have been met;
  - 1.3.2. ICFSD has received an expert opinion from the Academic Information Centre (hereinafter – AIC) concerning the issue to which Latvian education certificate or degree the education degree specified in the AIC expert opinion corresponds, or may be aligned to, if due to objective reasons a Ukrainian civilian may not present a valid document on the previously acquired education or degree;
  - 1.3.3. additional requirements and additional tests may be determined for admission to the study programme in compliance with the admission requirements of the study programme;
  - 1.3.4. the Ukrainian civilians who are willing to study in Latvian shall submit to ICFSD a certificate of the Latvian language proficiency issued by the State Language Proficiency Testing Committee. The Latvian language proficiency of the applicant shall be at least at Level B2 according to CEFR. In this case, upon conclusion of a written agreement on the issue between ICFSD and the organisational unit implementing the respective study programme, the Ukrainian civilians shall be included in the student group of RTU with Latvian as the language of instruction;
  - 1.3.5. the Ukrainian civilians who are willing to study in English shall demonstrate English language proficiency of at least Level B2 according to CEFR.
- 1.4. the Ukrainian civilians may apply for studies for public funds or the funds of natural and legal persons.
- 1.5. The number of the study seats reserved for the admission of the Ukrainian civilians for both public funds or the funds of natural and legal persons shall be

- determined with the RTU order.
- 1.6. It is possible to study on the state budget funds at only one study program at a time.
  - 1.7. The Ukrainian civilians who apply for studies at RTU are eligible for discounts on tuition and registration fees, as well as the fees for alignment of the previously acquired study courses, which shall be approved by the RTU order.
  - 1.8. The results of student admission to participate in the competition for state budget-funded study seats shall be determined by ICFSD and approved by the RTU order.
  - 1.9. Upon completion of the enrolment process, ICFSD shall submit the list of the students to RTU Admission Committee to matriculate them for studies.
  - 1.10. Decisions of the Admission Committee can be appealed against in writing within one month from the moment of the decision by submitting a motivated application to the Rector. The decision made by the Rector can be appealed to the court in accordance with the procedures stipulated in the Administrative Procedure Law.
  - 1.11. RTU is eligible to terminate a person's participation in the admission process if they do not comply with the requirements of the regulatory enactments regulating admission.
  - 1.12. The applicant is eligible to request that the RTU decision on the refusal to matriculate the applicant be provided in writing in accordance with the procedures set out in the Administrative Procedure Law.

## **2. APPLICATION PROCEDURE**

- 2.1. By submitting an application for state budget-funded study seats within the specified period, Ukrainian civilians register for the competition.
- 2.2. Ukrainian civilians participate in the competition with the grades recorded in the transcript of records of their previous education in accordance with the requirements of the study programmes.
- 2.3. Admission process for the Ukrainian civilians is organized from 1 to 31 August. If admission in the specified period is not possible due to reasons beyond the control of a Ukrainian civilian and RTU, the Ukrainian civilian shall be admitted to the relevant study programme by drawing up an individual study plan, which provides for the possibility of reducing the study load in the first study semester.
- 2.4. The results of the competition shall be announced by sending a letter to the applicant's e-mail by 6 September 2022.
- 2.5. The Ukrainian civilians may apply for studies electronically, submitting the following documents to ICFSD:
  - a filled in standard application form, the application form is available on RTU home page;
  - copy of the passport;
  - copies of education documents that confirm the previous education necessary for commencing studies;
  - a certificate, if any, attesting English language proficiency at the minimum level B2;
  - originals of the documents shall be submitted upon arrival in RTU, or sent to ICFSD by post for legalization or other actions to confirm the authenticity of document signatures.
- 2.6. If a Ukrainian civilian complies with the criteria for commencing studies laid down in Paragraph 1.3, and if required so by the laws and regulations of the Republic of Latvia, ICFSD shall issue a letter of commitment of a definite form to the student, where RTU shall express its commitment to ensure the study

process and secure a place in the RTU student hostel for the student, and also takes the necessary measures so that the student can apply for a visa or temporary residence permit in the Republic of Latvia at the consular or other authorised institutions of the Republic of Latvia and arrive to study at RTU.

### **3. BASIC ADMISSION PRINCIPLES**

- 3.1. The Ukrainian civilians shall be enrolled in RTU as a result of open and fair competition.
- 3.2. The Ukrainian civilians, who are willing to commence studies at RTU and whose submitted education documents do not provide evidence of sufficient English language proficiency, shall pass an entrance exam in English in their country of residence or after arriving in Latvia, the exam grade shall not be lower than 5 (five).
- 3.3. If at the entrance examination a Ukrainian civilian receives a grade lower than 5 (five), then, in accordance with Section 56 (4) of the Law on Higher Education Institutions, the student shall be enrolled in the preparatory course of the chosen study programme and additionally shall intensively study the English language.
- 3.4. Upon completion of the preparatory course, the student shall repeatedly pass the entrance exam in English. If at the repeated examination student's proficiency is assessed with a grade lower than (five), the student shall be exmatriculated from RTU. If the grade at the entrance examination is 5 (five) or higher, the student continues studies in the study programme.
- 3.5. Admission of the Ukrainian civilians for studies at the later stages shall take place in accordance with the regulatory enactments on the recognition and alignment of the previous education.
- 3.6. If a Ukrainian civilian has been previously exmatriculated for the violation of the laws of the Republic of Latvia and/or internal RTU procedures, they may be denied re-enrolment.
- 3.7. Learning agreements shall be concluded in accordance with the procedure laid down in the RTU order.

### **4. FINAL PROVISIONS**

- 4.1. All issues related to admission to RTU, which are not regulated by the effective regulatory enactments of the Republic of Latvia or these Regulations, shall be considered by ICFSD and Admission Committee.
- 4.2. Information about study opportunities and admission of the Ukrainian civilians to RTU is posted on the home page of RTU [www.rtu.lv](http://www.rtu.lv).

Acting Rector

U. Sukovskis

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Sent for consideration:

Available to the employees in the electronic form in the Documents System

To the employees of the organisational units:

International Cooperation and Foreign Students Department (01R00)

Admission Committee (02B01)

To employees:

Uģis Citkovskis, Study Department, Director (in educational issues)

The document is signed with a secure electronic signature and contains a time stamp