



GRĀMATVEDĪBAS UN FINANŠU KOLEDŽA

APPROVED

*by the meeting of the Council
of the College of Accountancy and Finance,
September 1, 2008, Records No.3
(as amended and approved
by the meeting of the Council
of the College of Accountancy and Finance,
June 1, 2014, Records no. 2/14,
by the meeting of the Council
of the College of Accounting and Finance,
February 13, 2019, Records no. 1-17 / 01)*

REGULATIONS OF THE ADMISSION COMMISSION

*Issued in accordance with Para 46,
Part II of the LR Law on Higher Education Institutions,
and Cabinet Regulation No. 846 of 10 October 2006
"Rules on requirements, criteria and procedures
for admission to study programs"
(as amended, effective on January 1, 2019)*

1. These Regulations prescribe the general rules for the establishment, competence and operation of the Admission Commission of the College of Accountancy and Finance (hereinafter - the College).
2. The purpose of the Admission Commission is to provide the registration and matriculation of applicants at the College.
3. The composition of the Admissions Commission shall be approved each year by order of the Director of the College.
4. The Admission Commission shall be composed as follows:
 - 4.1. Chairperson of the Admission Commission;
 - 4.2. Members of the Admissions Commission;
 - 4.3. Secretary of the Admissions Commission.
5. The competence of the Admission Commission includes:
 - 5.1. To develop draft admission regulations for the next academic year, to submit for approval to the College Council;
 - 5.2. To develop draft study contracts for the next academic year, to submit for approval to the College Council;
 - 5.3. To develop advertising and information material;
 - 5.4. To develop the action plan for the Admissions Commission;
 - 5.5. To organize the admission process;
 - 5.6. To determine, approve and announce the results of the competition;
 - 5.7. To make a decision on the establishment of study groups;

- 5.8. To prepare decisions and a draft matriculation order on applicants, who will be matriculated as the College students by the College Director's order.
6. The Chairperson of the Admission Commission:
 - 6.1. Coordinates the student admission process;
 - 6.2. Announces additional admission;
 - 6.3. Ensures the updating of the content of the Study Contract in accordance with the requirements of regulatory documents;
 - 6.4. Is responsible for strict adherence to the Admission Regulations approved by the College Council. If necessary, redistributes the responsibilities of the members of the Admission Commission.
 - 6.5. Approves the decision of the Admission Commission on the establishment of study groups;
 - 6.6. Signs the draft decisions of the Admission Commission on admission of applicants to the competition, on the results of competitions, and matriculation;
 - 6.7. If necessary, provides the establishment of entrance examination commission.
7. The Members of the Admission Commission:
 - 7.1. Advise on the admission process;
 - 7.2. Accept documents from applicants in accordance with the admission rules;
 - 7.3. Check the compliance of the documents submitted by applicants with the admission rules and requirements;
 - 7.4. Complete registration of applicants.
8. The Secretary of the Admission Commission:
 - 8.1. Prepares all necessary documents to ensure the process of admission;
 - 8.2. Organizes readiness and implementation of the process of admission;
 - 8.3. Records the minutes of the proceedings of the Admission Commission and prepares draft decisions on admission of applicants to the competition, the results of competitions, and matriculation.
 - 8.4. Is responsible for signing study contracts;
 - 8.5. Completes the applicants' personal files;
 - 8.6. Enters students' data in the College Management Database *NeXus*;
 - 8.7. Prepares the issuance of student identity cards.
9. The Admission Commission is required to comply with the College Privacy Policy regarding documented personal and other information obtained during the admissions process.
10. The Admission Commission is entitled to take decisions by a simple majority of votes. In case of equal votes *for* and *against*, the vote of the Chairperson of the commission is decisive.
11. The decision of the Admission Commission may be contested by submitting an application to the Director of the College within five working days after the decision has been made. The Director of the College shall review the application within five working days after its receipt and inform the applicant in writing about the decision taken.

12. The decision of the College Director may be contested in accordance with the procedures specified in the *Administrative Procedure Law* and the *Law on Higher Education Institutions*.