



SIA „GRĀMATVEDĪBAS UN FINANŠU KOLEDŽA”

Reģ. Nr. 40003878227, Lomonosova iela 4, Rīga, LV-1003,
tāl. +371 67338021, e-pasts: gfk@koledza.lv , www.koledza.lv

CONFIRMED

Board meeting of the College of Accountancy and Finance

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Protocol No. 1-17 / 03

STUDENT ADMISSION REGULATIONS

1st level of professional higher education

study programme

2020/2021 academic year

1. GENERAL PROVISIONS

- 1.1. The regulations for admission of students to the College of Accountancy and Finance (hereinafter – the College) were elaborated and approved in accordance with Section 46 of the *LR Law on Higher Education Institutions*, Section 11 of the *Education Law*, and LR CM Regulations No. 846 *On Requirements, Criteria and Procedures for Admission to Study Programmes*” dated on October, 10, 2006.
- 1.2. The rights to study at the College are identical for citizens of the Republic of Latvia and persons holding a non-citizen passport issued by the Republic of Latvia, citizens of the European Union and persons who have been issued permanent residence permits in Latvia. The rights of foreigners to study at the College, who are not holders of a permanent residence permit, are governed by Section 83 of the *LR Law on Higher Education Institutions* and the *College Student Admission Regulations*.
- 1.3. In 2020/2021 the College will implement the admission of students to study the following 1st level professional study programmes:
 - 1.3.1. “Accounting and Finance” full-time and part-time, the language of instruction Latvian;
 - 1.3.2. “Entrepreneurship and Finance” full-time and part-time, the language of instruction Latvian;
- 1.4. Student admission to the College is organized by the Admissions Committee, whose composition is annually approved by the College Director.
- 1.5. The Applicant is a person, who has applied for admission to the College, and will be registered as a student upon the following conditions:
 - 1.5.1. when the Applicant has submitted all necessary documents certifying the secondary or higher education recognized in Latvia and other necessary documents specified in Paragraphs 2.4 and 2.5;
 - 1.5.2. has signed the Study agreement with the College;
 - 1.5.3. has transferred the first part of the tuition fee to the College current bank account within the time limits specified in the schedule annexed to the Study agreement.
- 1.6. Matriculation in the respective study programme is implemented at the Order of the College Director.
- 1.7. The studies in the College study programmes are funded by natural and legal persons.
- 1.8. The document registration fee is EUR 20.00 (except for Group I and II disabled people and orphans, who are exempt from payment for document registration)
- 1.9. Returning the documents to the applicants who decided not to sign the Study agreement with the College because of personal reasons will take place only upon presentation by the Applicant the identification document (passport or identity card). In such cases, the registration fee is non-refundable.
- 1.10. If the Applicant is a holder of a diploma or a scientific degree obtained abroad, the application shall have enclosed thereto the confirmation statement issued by the Academic Information Center (Valnu Street 2, Riga, LV-1050, phone 67225155, fax 67221006, and Internet address: <https://www.aic.lv>).

The statement should confirm that the presented education diploma or degree obtained abroad is equivalent to a corresponding diploma or degree awarded in Latvia. The cost of the confirmation statement from the AIC is borne by the holder of the education document in need of such confirmation. This requirement does not apply to diplomas awarded in Lithuania and Estonia after 7 January 2019.

- 1.11. The Admission Committee prepares Study agreements in accordance with LR Cabinet of Ministers *Regulations No. 70* dated on 23 January 2007 and states the date, place and person responsible for the conclusion of the Agreement.
- 1.12. Persons with special needs are admitted to the College according to the general admission rules.

2. APPLICANTS' REGISTRATION FOR STUDIES

- 2.1. Registration for studies takes place without additional entrance examinations.
- 2.2. Registration and matriculation in the first year with the document attesting the completion of secondary education takes place in accordance with Article 46 (6) of the LR *Law on Higher Education Institutions*.
- 2.3. Applying for studies is possible:
 - 2.3.1. electronically, using the e-service on the College website: www.koledza.lv (electronic application form). The electronic application must be confirmed in person on the specified application dates and in places, presenting the originals of the documents required for commencing the studies;
 - 2.3.2. personally arriving at the College, filling out the application form and presenting the personality identification document and certificates attesting the previous education required for commencing the studies.
- 2.4. When applying for studies at the College, the Applicants must:
 - 2.4.1. present a secondary education diploma – certificate or diploma with a transcript of records and submit the copy thereof;
 - 2.4.2. present the certificates of the centralized examinations and submit the copies thereof;
 - 2.4.3. present the personal identity document (passport or identity card (eID)) and submit the copy thereof;
 - 2.4.4. if any of the submitted documents are of a different surname, the Applicant should present the document certifying the change, such as a marriage certificate, or a document certifying the change of the surname or name, and the copy thereof;
 - 2.4.5. 2 photos (size 2x3 cm);
 - 2.4.6. the payment order confirming that the document registration fee has been paid.
- 2.5. The applicants with a university degree, or who have previously studied at a higher education institution or have evidence of previous education outside the university or practical experience in a particular field, should provide the Admissions Committee with the following additional documents:
 - 2.5.1. the copies of the diploma with attachment(s) and / or the original of the academic reference, which shall be used as the basis for transferring the credit points obtained at the previous higher education institution / college. The academic reference shall, by its content, comply with the requirements of the laws and regulations in force at the time of issue;
 - 2.5.2. a written application to the study program director requesting the transfer of the relevant credits and the commencement of studies at a later study stage.
- 2.6. Applying for studies in any of the offered programmes:
 - 2.6.1. the applicants must have successfully passed the centralized exams in foreign language and mathematics. Persons with a pass rate of 17% or less in the centralized exams are eligible for a probationary period one semester long at the College. After successful completion of the probationary period, the student is entitled to continue his / her studies in a chosen study programme.
 - 2.6.2. the final grades of the secondary education document are aligned with the following percentages of a certificate of education:

Grades according to 10 point system	Grades according to 5 point system	Level designated in the Certificate	Proportion in %
10 (with distinction) and 9 (excellent)	5 (excellent)	A	(85% - 100%)
8 (very good)		B	(69% - 84%)
7 (good)	4 (good)	C	(53% - 68%)
6 (almost good)		D	(37% - 52%)
5 (satisfactory) and 4 (almost satisfactory)	3 (satisfactory)	E	(18% - 36%)
3-1 (unsatisfactory)	2-1 (unsatisfactory)	F	(17% and lower)

2.6.3. persons who acquired secondary education before 2004, and persons who acquired secondary education abroad, may participate in a competition for the right to register for studies in certain study programmes on the basis of grades in the secondary education document;

2.6.4. persons who were exempt from the centralized exams in accordance with the procedure prescribed by regulatory acts, and persons with special needs may apply for studies on a competitive basis on account of the grades in the secondary education document, and after the interview verifying the conformity of previously acquired knowledge with the chosen study program.

2.7. The right to be matriculated at later stages of study is granted to

2.7.1. persons who have a diploma of higher education recognized by the Republic of Latvia, or the part of a higher education study programme previously acquired at a higher education institution / college is not less than 40 credit points or 2 semesters;

2.7.2. persons who hold evidence of previous education outside of a university or practical experience in a certain sphere of professional activity. In this case, the procedure is governed by the “*Regulations on the Recognition of Learning Outcomes in Prior Education outside the Study Programme or Professional Experience*”, which is effective at the time of matriculation;

2.7.3. persons matriculated at the later stages of studies at the College shall pay the tuition fee in accordance with the tuition fees applicable to 1st year 1st semester students, unless another payment procedure has been prescribed.

2.8. Foreign persons can apply for studies by mailing the copies of the application, of the identity document and of secondary education documents, translated in Latvian or English and notarized, except passport.

2.9. Applicants who are not citizens of Latvian Republic or non-citizens of Latvian Republic or citizens of the European Union must apply for a permanent residence permit in Latvian Republic in order to be allowed to apply for full-time studies at the College.

2.10. If the Applicant cannot produce the originals of certificates of education and other documents, he / she is entitled to submit the notarized copies of the said documents.

3. APPLICANTS' RIGHTS AND OBLIGATIONS

3.1. Applicants are entitled to receive full information on admission rules, admission procedures and admission process at the College. The relevant information can be obtained from the Admissions Committee and at the College branches. The information on admission rules and admission procedures is published on the College website: <https://koledza.lv>

3.2. Applicants have the rights to lodge a written motivated complaint (addressed to the College Director) regarding the work of the Admissions Committee not later than 5 working days after the event mentioned in the complaint.

3.3. Applicants may appeal against the Admission Committee decisions by submitting a written application to the College Director within 5 working days of the announcement of the admission results. The applicant may appeal to the court against the decision taken by the director of College in accordance with the procedure laid down in the *Administrative Procedure Law*.

3.4. Applicants are under obligation to comply with the Student Admissions Regulations and the Admissions Committee requirements.

4. THE COLLEGE RIGHTS AND OBLIGATIONS

The College is entitled:

- 4.1.1. to execute appropriate selection of applicants in the chosen study programme;
- 4.1.2. to refuse to enroll in the study programme if that study programme has not reached the minimum number of students for the commencement of studies;
- 4.1.3. to request all copies of the documents referred to in the admission rules and compare them to the originals. If the Applicant is unable to produce any of the above documents and submit copies thereof, the Admissions Committee has the right to extend the deadline for submitting the documents or not to register the application. However, if the student has commenced the studies, but did not submit the required documents within the stipulated time, the College is entitled to consider the termination of the studies for such student in that particular case.

4.2. The College is under obligation:

- 4.2.1. to consider written, motivated complaints about the admission procedure submitted by the Applicant and to reply in writing within 5 working days;
- 4.2.2. in cases where the minimum number of students has not been reached in the study programme, to offer the Applicant to register for a related study programme or study direction;
- 4.2.3. in cases when the minimum number of students for the commencement of studies has not been reached and the student does not wish to register in a related study program or study direction, to refund the paid tuition fee and document registration fee in full measure;
- 4.2.4. to issue a written substantiated explanation (upon the Applicant's request) of the refusal to register the Applicant's application for studies or to matriculate the Applicant as a student. In this explanation, the Admissions Committee and / or the Director of GFK shall state the reason for the refusal;
- 4.2.5. to issue a written reference (upon the student's request) regarding matriculation.

5. REDUCTION OF STUDY FEE

- 5.1. Information on the reductions of the tuition fee is available on the College website: <https://koledza.lv>.
- 5.2. In 2020/2021, the College will provide two free places for studies, based on the College Regulations "*On Competition for Budget Places*".
- 5.3. Persons with special needs are eligible to the discount up to 25% of the tuition fee on the basis of a written application per semester, accompanied by a copy of the certificate of disability valid at the time of application. The decision to grant the discount is made by the College Board members.
- 5.4. Orphans are eligible to discount 10% - 25% of the tuition fee based on the personal application addressed to the College Director and Board members.
- 5.5. Students from the regions of Latvia are eligible to a discount on the tuition fee.

6. ADDITIONAL INFORMATION

Information on admission at the College and the working hours of the Admissions Committee is available on the College website: <https://koledza.lv>, or at the address: Lomonosova Street 4, Riga; tel. +371 67338021, +371 29804208; e-mail: gfk@koledza.lv, or at coordinators of the College branches.