



**Riga Graduate School of Law Rules of Admission and Order of Matriculation for  
Masters Programmes for Academic Year 2022/2023**

**1. General provisions**

- 1.1. The Riga Graduate School of Law (hereinafter - RGSL) Rules of Admission and Order of Matriculation for Masters Programmes for Academic Year 2022/2023 (hereinafter - the Rules) are issued in accordance with the requirements of Article 46 of the Law on Higher Education of Republic of Latvia and according to the Regulations No. 846 of 10 October 2006 of the Cabinet of Ministers of the Republic of Latvia on *Regulations Regarding the Requirements, Criteria and Procedures for Admission to Study Programmes*.
- 1.2. The Rules contain norms on the mutual rights and obligations of those who wish to study at the RGSL and of the RGSL itself during the process of admission, as well as requirements as to applicants' previous education, background, and special aptitude for the particular studies.
- 1.3. The following terms are used in the Rules:
  - 1.3.1. The right to study – the rights of a person to become an applicant and to participate in the competition to become a student at RGSL.
  - 1.3.2. An applicant – a person who has certified willingness to participate in the competition and applies for studies at RGSL by written application.
  - 1.3.3. Foreign applicant - applicants whose right to study at a higher education institution is regulated by Article 83 of the Law on Higher Education Institutions of Latvia (applicants who are not citizens or non-citizens of Latvia, citizens of the European Economic Area or citizens of the Swiss Confederation and permanent residents of the European Community).
  - 1.3.4. Candidate – an applicant who has satisfied requirements for studies at the RGSL and may register for studies.
  - 1.3.5. Matriculation – registering a candidate in the list of persons studying in higher educational establishments (matricula).
  - 1.3.6. Admission Committee – the committee that that manages the admission process and evaluates the competition.

- 1.3.7. Undertaking studies – the start of the study programme.
- 1.3.8. *Dream Apply* – electronic information system used by RGSL for application management.
- 1.4. The Admission Committee is approved by an order issued by the Rector of RGSL and operates under the Rules of the Admission Committee.
- 1.5. All persons matriculated into the RGSL are students.
- 1.6. Studies at RGSL are open to citizens or residents of all countries if the norms of legislation of the Republic of Latvia and requirements of the Rules are fulfilled.

## **2. Application for studies**

- 2.1. To apply for studies at RGSL, applicants are expected to have appropriate knowledge of English. The required minimum result is 6.0 for IELTS and 550 points for TOEFL (for a computer test - 213; Internet-based test - 80).
- 2.2. Specific requirements for Masters programmes:
  - 2.2.1. International and European Law (LL.M.) academic programme is available to individuals with a bachelor degree or masters degree in law; second-level professional higher education, professional bachelor or masters degree in law (at least 160 CP = 240 ECTS). Enrolment is limited to 25 study places.
  - 2.2.2. Public International Law and Human Rights (LL.M.) programme is available to individuals with a bachelor degree or masters degree in law; second-level professional higher education, professional bachelor or masters degree in law (at least 160 CP = 240 ECTS). Enrolment is limited to 25 study places.
  - 2.2.3. Transborder Commercial Law (LL.M.) programme is available to individuals with a bachelor degree or masters degree in law; second-level professional higher education, professional bachelor or masters degree in law (at least 160 Latvian CP = 240 ECTS). Enrolment is limited to 25 study places.
  - 2.2.4. European Union Law and Policy (LL.M.) programme is available to individuals with bachelor or masters degree in law, politics or related fields if basic knowledge in law or corresponding work experience is acquired; second-level professional higher education, professional bachelor or masters degree in law, politics or other related fields, if basic knowledge in law or corresponding work experience is acquired (at least 160 Latvian CP = 240 ECTS). Enrolment is limited to 25 study places.
  - 2.2.5. Law and Finance (LL.M.) programme is available to individuals with bachelor or masters degree in law, economics, finance, management or related fields; second-level professional higher education, professional bachelor or masters degree in law, economics, finance, management or related fields (120 Latvian CP = 180 ECTS for the 2-year programme or 160 Latvian CP = 240 ECTS for the 1-year programme). Enrolment is limited to 25 study places.
  - 2.2.6. Technology Law (LL.M.) programme is available to individuals with a bachelor or masters degree in law or related fields; second-level professional higher

education, professional bachelor or masters degree in law or other related fields (at least 160 Latvian CP = 240 ECTS). Enrolment is limited to 25 study places.

- 2.3. The application shall be submitted in the format determined by the RGSL. Application forms are available on the RGSL home page [www.rgsl.edu.lv](http://www.rgsl.edu.lv).
- 2.4. The following documents shall be attached to the application form:
  - 2.4.1. A copy of the diploma and diploma supplement (transcript of records). If the education is obtained outside Latvia, a legalised (or approved with an *Apostille*) copy of the diploma and diploma supplement with an official English translation (if the diploma is issued outside Latvia);
  - 2.4.2. A copy of passport (page with photo and personal data);
  - 2.4.3. Certificate of Proficiency in English - official results of IELTS or TOEFL not older than 2 years. Applicants who have acquired higher education in the English language (or may prove comparable knowledge) can be exempted from taking IELTS or TOEFL.
  - 2.4.4. A motivation essay (in English) about the key motivators that have led the candidate to apply for the specific programme.
- 2.5. Applicants who will receive their diploma from previous studies later than the date of application, can submit the application with a reference to the expected date of receipt of their diploma, which, however, may not be later than the date on which the study year at RGSL starts. In such cases, an interim transcript/academic record shall be submitted along with the application.
- 2.6. If the diploma or degree is obtained outside Latvia, academic recognition has to be conducted by the Latvian Academic Information Centre (AIC). The RGSL requests a review from the AIC of the foreign diploma/degree. Upon successful recognition of the diploma/degree, the application is registered by RGSL. The final decision regarding the qualification for admission is taken by RGSL Admission Committee.
- 2.7. An application is considered complete only when the RGSL has received all the required documents.

### **3. Admission to the programme and publishing decisions**

- 3.1. Final decision for admission is taken by the Admission Committee.
- 3.2. If there are more suitable candidates than study places, a common applications' ranking will be created.
- 3.3. The aforementioned ranking will be compiled by taking into account the following criteria:
  - 3.3.1. The average weighted grade of the bachelor's diploma supplement (the weighted mean of the grade – 50%);
  - 3.3.2. Motivation Essay – results are expressed in percentage form (the weighted mean of the grade – 50%). Following evaluation criteria is set: the English grammar, style, lexicon, format, as well as the contents of the essay and the quality of argumentation;

- 3.3.3. In the case of foreign applicants, the results of an interview are taken into account, in which the motivation of foreign applicants to study in the chosen study programme is assessed.
- 3.4. Applicants will be notified electronically within three working days after the decision has been made (after the deadlines).
- 3.5. The Admissions Committee has the right to send conditional approval to those applicants who have applied by the deadline for early application. In this case, the conditional approval does not guarantee the place of study, but only a discount on tuition fees in case of admission. The final confirmation is sent to all applicants at the same time.
- 3.6. All information about the admission procedure can be obtained from the RGSL Head of Study Department or Masters Programme Administrator.
- 3.7. The decision of the Admission Committee may be appealed within two working days by application to the Rector of RGSL. The decision of the Rector may be appealed to a court as stated by the Administrative Procedure Law of the Republic of Latvia.

#### **4. Matriculation**

- 4.1. In accordance with the decision of the Admission Committee, the RGSL Rector signs order on matriculation.
- 4.2. After a candidate has been matriculated, a Study Agreement is signed and the first tuition fee instalment is made according to the Study Agreement.
- 4.3. The originals of the submitted documents must be presented before the commencement of studies.

#### **5. Data processing**

- 5.1. For the purpose of the General Data Protection Regulation (hereinafter - GDPR) as well as other applicable privacy and data processing rules and regulations, the data controller is SIA "Rīgas Juridiskā augstskola", registration No. 40003386183, registered at 4 k-2 Strēlnieku Street, Riga, Latvia, LV-1010. RGSL is responsible for ensuring that the personal data obtained from the *Dream Apply* system and other information related to the admission process is processed in accordance with the GDPR and other appropriate personal data protection regulations.