

APPROVED  
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at the BIA Senate meeting  
Minutes Nr.160

## **ADMISSION REGULATIONS AND MATRICULATION PROCEDURE**

### **To the Baltic International Academy in academic year 2024/2025**

Issued in accordance with the LR Law on Higher Education Institutions, Sections 45, 46, 47, 83, 84, 85,  
MC Regulations Nr. 846  
from October 10, 2006  
“Regulations Regarding the Requirements,  
Criteria and Procedures for Admission to Study Programmes”,  
MC Regulations Nr.932  
from November 16, 2004  
“Initiation of Studies in Subsequent Study Stages”,  
MC Regulations Nr.31  
from January 24, 2023  
"Procedures by which Students are to be Exempted  
from Specific State Examinations ",  
MC Regulations Nr.505  
from August 14, 2018  
“Regulations Regarding Recognising the Knowledge, Skills,  
and Competences Acquired Outside Formal Education  
or Obtained by Professional Experience”,  
MC Regulations Nr.795  
from December 20, 2022  
“Regulations Regarding the Replacement of a Centralised Foreign  
Language Examination in a General Secondary Education with an  
Examination in A Foreign Language of an International Testing  
Authority”,  
MC Regulations Nr.416  
from September 3, 2019  
"Regulations on State General Secondary Education  
standards and model general secondary education programmes",  
MC Regulations Nr.332  
from June 2, 2020  
"Regulations on the national professional secondary education  
and the National Vocational Education Standard".

### **Terms used in the Regulations**

**Higher level studies** – studies in an academic or professional master’s degree study programme at the Baltic International Academy (hereinafter – the BIA) after graduating from undergraduate study programme or studies in doctoral degree study programme after graduating from master’s degree study programme.

**BIA financed budget places** – study places that are financed from the BIA funds.

**Entrance examination** – testing of knowledge, skills and competences in accordance with previously acquired level of education and entrance examination programme.

**Matriculation** – entry of a person in the BIA student list (matriculation), fulfilling all the admission requirements and making the first payment of tuition fee within the time specified in the contract.

**Part-time studies** — a type of studies which corresponds to less than 40 credit points per academic year and less than 40 academic hours per week.

**Undergraduate studies** – studies which can be commenced in academic or professional bachelor, short or 1<sup>st</sup> cycle higher vocational education study programmes if previous education corresponds to at least general secondary education.

**Application** – a person's in writing or electronically expressed wish (application) to commence studies in a specific study programme or study direction.

**Full-time studies** — a type of studies which corresponds to 40 credit points per academic year and not less than 40 academic hours per week.

**Candidate** – a person, who has submitted an application for commencing the studies in the BIA.

**Study contract on acquisition of education** – the contract concluded between the BIA and a candidate about studies.

**Admission requirements** – specific previous education and other conditions a candidate must fulfil to apply for a study place in a particular study programme or study direction.

## **I. General conditions**

1. The regulations define mutual relations between the BIA and a candidate, as well as define mutual rights and obligations between the BIA and candidates.
2. The regulations apply to all branches of the BIA as well as other entities (including natural persons) involved in the admission of candidates.
3. Latvian citizens, Latvian non-citizens, European Union citizens, citizens of the European Economic area, citizens of the Swiss Confederation, long-term residents of the European Community who have valid residence permits and have a prior education which complies with the requirements of the study programme, and which is documented and recognised in Latvia, have the right to study in the BIA.

4. In accordance with the procedures laid down in Sections 83, 84, 85 of the Law on Higher Education Institutions and the provisions given, foreigners may study in the BIA both according to study agreements, as well as according to international and interstate exchange agreements or within the framework of international programmes for co-operation of institutions of higher education and colleges.
5. In the case of a candidate who has graduated from a secondary school or an institution of higher education in which the language of the basic training differs from the language (languages) of the basic training in the specific the BIA study programme, the language ratings of the centralised examinations or the results of the languages in certificate/diploma annex shall be taken into account, if the candidate has acquired the language which is the BIA basic training language in the study programme selected by him or her, otherwise the candidate needs submit an internationally recognised certificate (copies thereof) confirming the knowledge of the given language.
6. All the persons matriculated are the BIA students.
7. The admission process in the BIA is organised and ensured by the Admission Commission which shall operate in accordance with these Regulations. The admission Commission shall perform the registration of candidates in Riga and other branches at the working time specified.

## **II. Admission to full-time and part-time undergraduate study programmes**

8. The persons who have acquired a corresponding full secondary education or recognised in Latvia previous education which is compliant to the requirements of the study programme have the right to enter full-time or part-time undergraduate study programmes in the BIA. Education shall be attested by a secondary education document – certificate of general secondary education or diploma of vocational secondary education.
9. For full-time and part-time study programmes candidates shall be admitted in an open and equal competition based on *the results of the centralised examinations*, except for the persons who have acquired secondary education up to 2004, as well as persons who have acquired secondary education abroad or persons with special needs, and the persons who have not taken centralised examinations if these persons have been exempted from State examinations of secondary education in accordance with the procedures laid down in the laws and regulations of the Republic of Latvia.
10. For matriculation in full-time and part-time programmes of the BIA in the academic year 2024/2025, persons who have completed their secondary education in the Republic of Latvia since 2004 must submit centralised examination certificates in at least two subjects, according to the chosen study programme or according to the choice of the

applicants. The levels of the centralised examinations (in at least 2 subjects) must be between A and E (inclusive), or from 2013 onwards, a percentage mark corresponding to the current level boundaries for each specific subject. Results of centralised examinations obtained in accordance with the regulatory enactments that were in force before the adoption of the Cabinet of Ministers Regulation No 416 "Regulations on the State General Secondary Education Standard and Model General Secondary Education Programmes" of 3 September 2019 and the Cabinet of Ministers Regulation No. 332 "Regulations on the Model State Standard for Vocational Secondary Education and the Model State Standard for Vocational Education" of 2 June 2020 shall be equated with the examinations of the optimum level of learning content and shall be subject to a coefficient of 0.75, equating them with the examinations of the highest level of learning content. (This provision will apply to secondary school pupils graduating in 2022/2023).

BIA-equivalent assessments:

#### **Latvian language.**

<b>Level of centralised examinations (from 2013)</b>	<b>Level of centralised examinations (before 2012)</b>	<b>Mark on a 10-point scale</b>	<b>Mark on a 5-point scale</b>	<b>With a coefficient of 0.75, equivalent to higher level examinations</b>
80%-100%	A	10		100%
65%-79%	B	9	5	87%-100%
50%-64%	C	7 or 8	4	71%-86%
36%-49%	D	5 or 6	3	48%-70%
21%-35%	E	4		28%-47%
5%-20%	F			7%-27%

#### **Foreign language (English, German, French or Russian)**

<b>CEFR level (TOEFL, IELTS, Cambridge English Exams, Pearson test of English, ECL exam)</b>	<b>Level of centralised examinations (from 2013)</b>	<b>Level of centralised examinations (before 2012)</b>	<b>Mark on a 10-point scale</b>	<b>Mark on a 5-point scale</b>	<b>With a coefficient of 0.75, equivalent to higher level examinations</b>
C2, C1	95%-100%	A	10		100%
B2	85%-94%	B	9	5	100%
	70%-84%	C	7 or 8	4	93%-100%
B1	40%-69%	D	6 or 5	3	53%-92%
	19%-39%	E	4		25%-52%
	5%-18%	F			7%-24%

#### **Mathematics**

<b>Level of centralised examinations (from 2013)</b>	<b>Level of centralised examinations (before 2012)</b>	<b>Mark on a 10-point scale</b>	<b>Mark on a 5-point scale</b>	<b>With a coefficient of 0.75, equivalent to higher level examinations</b>

85%-100%	A	10		100%
62%-84%	B	9	5	82%-100%
40%-61%	C	7 or 8	4	53%-81%
23%-39%	D	5 or 6	3	30%-52%
12%-22%	E	4		16%-29%
5%-11%	F			7%-15%

11. Foreigners who wish to study in the vocational higher education bachelor study programme **“Tourism and Hospitality management”** (English language flow), the vocational higher education bachelor study programme **“Financial management”** (English language flow), the vocational higher education bachelor study programme **“European Economy and Business”** (English language flow), the vocational higher education study programme **“Entrepreneurship Management”** (English language flow), academic higher education study programme **“Psychology”** (English language flow) or academic higher education study programme **“European Studies”** (basic training language English) shall submit a document certifying the proficiency of English language issued by the international testing institution over the last five years. Language proficiency must correspond at least to ECG B2. The document referred to shall not be submitted by those candidates who have acquired secondary education in the language of implementation of the relevant study programme.

12. In separate study programmes additional admission conditions - entrance examinations shall be determined. The results of the examination of the proposed additional admission requirements shall be communicated in a form accessible to the candidate not later than three working days after the date of the admission tests.

12.1 For entering the BIA 1<sup>st</sup> cycle vocational higher education study programme **“Digital Visualization Design”**, additional enrolment requirements are laid down for full-time and part-time studies: a test for checking theoretical knowledge in the field of visual arts and computer test for checking practical abilities. The results in theoretical knowledge test in the field of visual arts and computer test shall not be less than 50%. Exemptions from the entrance tests may be granted in cases where:

12.1.1. a diploma of secondary professional education in the field of arts, crafts or design at qualification level R3 of the Republic of Latvia or a document certifying education obtained abroad which is applicable to secondary professional education in the Republic of Latvia;

12.1.2. a diploma, certificate or other evidence of such further education in the arts, crafts or design;

12.1.3. a certificate of the BIA Design School Preparatory Programme or a certificate of other courses (in case BIA has a cooperation agreement with such courses).

12.2 For entering the vocational higher education bachelor study programme **“Translation and Interpreting”** candidates shall take an entrance examination in

English (the results of the entrance examinations shall not fall below 60%), except in cases when:

12.2.1. centralised examination in English has been passed for A or B level (or the percentage level matches the above-mentioned levels);

12.2.2. obtained one of the certificates of international institutions at B2 or higher level (see Annexes 1 and 2);

12.2.3. candidates obtained previous education in the English language.

13. The persons who did not pass centralised examinations, have acquired secondary education up to 2004, as well as persons who have acquired secondary education abroad or persons with special needs, or persons who, in accordance with the procedures laid down in the laws and regulations of the LR, were exempted from State examinations of secondary education upon entering the BIA shall take entrance examinations (test on logical abilities) the result of which may not be less than 50% (written test).

14. The advantage is given to candidates who have obtained the highest rating in centralised examinations and/or the BIA entrance examinations.

15. The form and contents of entrance examinations are approved by the BIA rector.

16. The results of entrance examinations and additional admission requirements shall be announced to the candidate in writing not later than within three working days after the day of taking entrance examinations.

17. Testing and paperwork are paid services, the amount of which is determined by the BIA Senate.

18. Upon admission, candidates fill up a specific application where the selected study programme and information regarding themselves are indicated, as well as submit to the BIA Admission Commission all documents referred to in Paragraph 46 of these Regulations.

19. The time periods for registration and admission of candidates to full-time/ part-time study programmes in the first year after acquisition of secondary education shall be determined by the Ministry Cabinet of the Republic of Latvia.

20. The registration and admission of the candidates who acquired secondary or higher education in previous years takes place throughout academic year 2024/2025.

### **III. Admission to master's degree study programmes**

21. The persons who obtained an academic bachelor's degree in economics and management or first-cycle professional higher education in business, management, marketing, finance and / or economics have the right to be admitted to the BIA academic master's programme **"Business Management and Administration"** - with a normative study duration of **2 years** (120 KP). Persons who have acquired Academic bachelor's degree or first-cycle professional higher education in other fields of education may be included in the vocational master's programme **"Business management and**

**administration”** with a normative study duration of **2,5 years** (150 KP). At the time of submitting the documents, the candidate with higher education in other fields shall take an entrance examination. Upon enrolment in the Entrepreneurship Management and Administration vocational master’s programme with the Advanced study direction **“Master of Business Administration”** (the basic language of study is English), candidates shall submit a document of proficiency in English issued by the international testing institution over the last five years (see Annexes 1 and 2). Language proficiency must correspond at least to ECG B2 level. The referred to document shall not be submitted by those candidates who have acquired secondary education in the language of implementation of the relevant study programme.

22. The persons who have: a) a bachelor's degree or a second-level professional higher education (or higher education equivalent to it) with a previous study period of at least 4 years; b) a bachelor's degree with a previous study period of at least 3 years and a Master's degree are eligible to enrol in the second cycle of the **academic Master's degree programme "Law Science"**, sub-programme **“Law in business and management”** with a normative study period of **1 year and 5 months**. Persons who have a bachelor's degree or a second-level professional higher education (or an equivalent higher education) in Law Science with a previous study period of at least 4 years are eligible to enrol in the sub-programmes **"Civil Law" or "Criminal Law"** of the second cycle of the academic Master's degree programme "Law Science" with a normative study period of **1 year and 5 months**. Persons who have a bachelor's degree in Law or a second-level professional higher education (or equivalent higher education) in Law Science with a previous study period of at least 3 years are eligible to enrol in the second cycle of the academic master's degree programme "Law Science" in the sub-programmes **"Civil Law" or "Criminal Law"** with a normative study period of **2 years**.

23. The persons who have a bachelor's degree or a second-level professional higher education (or an equivalent higher education) in Law Science with a previous study duration of at least 4 years are eligible to enrol in the BSA second cycle **professional master's degree programme "Law Science"** with a normative study duration of **1 year and 5 months**. The persons who have a bachelor's degree in Law Science or a second-level professional higher education (or equivalent higher education) in Law Science with a previous study period of at least 3 years are eligible to enrol in the BSA second cycle professional master's degree programme "Law Science" with a normative study period of **2 years**.

24. Persons who have acquired an academic or professional bachelor's degree in the field of psychology have the right to enrol in the professional masters' study programme

**“Psychology”** of an institution of higher education. The competition shall take place on the basis of the results of the interview and the results of the evaluation of the submitted report on the topic of the future master's thesis. Upon applying in the “Psychology” academic master’s programme (the basic language of study is English), candidates must submit a document certifying English proficiency issued by the international testing body over the last five years (see Annexes 1 and 2). Language proficiency must correspond at least to ECG B2 level. The referred to document shall not be submitted by those candidates who have acquired secondary education in the language of implementation of the relevant study programme.

25. Persons who have obtained an academic or professional bachelor's degree in the fields of social, management, law science or economics have the right to enrol in the BIA academic master's study programme **“European studies”**. Upon applying in the “European studies” academic master’s programme (the basic language of study is English), candidates must submit a document certifying English proficiency issued by the international testing body over the last five years (see Annexes 1 and 2). Language proficiency must correspond at least to ECG B2 level. The referred to document shall not be submitted by those candidates who have acquired secondary education in the language of implementation of the relevant study programme.

26. Persons who have a bachelor's degree or a professional higher education of the 2nd level (1st cycle) (or equivalent higher education) in the subject group of health care and social welfare education are eligible to enrol in the second cycle **professional Master's study programme "Social Work"** with the normative study duration of **1 year and 5 months**. Persons who have obtained an academic bachelor's degree in the field of humanities and arts, education, social sciences, commercial science and law, as well as those who have a bachelor's degree or 1st cycle vocational higher education in another thematic group of education and at least 2 years practical experience in the field of social welfare or who have completed a course of study in the social sciences at an earlier stage of their studies, pedagogy and psychology, social administration and administration (at least 12 CP) may enrol in the professional masters' programme “Social work” with a normative study duration of **2 years**.

27. The persons who have obtained a professional bachelor's degree or a professional qualification at level 5 or level 6 in business, management, marketing, finance and/or economics are eligible to enrol in the second cycle **professional master's degree programme "Management of Communication in the Leisure and Entertainment Industry"** with a normative study duration of **1 year and 5 months**. The persons who have obtained higher professional qualifications in other fields or a bachelor's degree in business, management, marketing, finance and/or economics, or a bachelor's degree in other fields with at least three years' work experience in the entertainment, leisure or hospitality sector may enrol in the Professional Master's degree programme



'Communication Management in the Entertainment and Leisure Industry' with a normative duration of **2 years**. Upon applying in professional master's degree programme "Management of Communication in the Leisure and Entertainment Industry" (the basic language of study is English), candidates must submit a document certifying English proficiency issued by the international testing body over the last five years (see Annexes 1 and 2). Language proficiency must correspond at least to ECG B2 level. The referred to document shall not be submitted by those candidates who have acquired secondary education in the language of implementation of the relevant study programme.

26. ~~Admission in the academic master's programme "International Finance and Economics" shall be the right of persons who have obtained a professional or academic bachelor's degree in economics and business fields, provided that the duration of previous studies is at least 4 years (240 CP) - with the normative study duration of 1.5 years (90 CP). The persons who have obtained an academic or professional bachelor's degree in other fields or the duration of previous studies is less than 4 years (240 CP) may enrol in the second cycle academic master study programme "International Finance and Economics" with the normative study duration of 2 years (120 CP). Upon enrolment in the higher education institution academic master's programme "International Finance and Economics" (English language flow), candidates must submit a document certifying the proficiency of the English language issued by the international testing institution over the last five years (see Annexes 1 and 2). Language proficiency must correspond at least to ECG B2 level. The referred to document shall not be submitted by those candidates who have acquired previous education in the language of implementation of the relevant study programme.~~

28. Admission in the **academic master's programme "International Finance and Economics"** shall be the right of persons who have obtained a professional or academic bachelor's degree in economics and business fields, provided that the duration of previous studies is at least 4 years (240 CP) - with the normative study duration of **1.5 years** (90 CP). The persons who have obtained an academic or professional bachelor's degree in other fields or the duration of previous studies is less than 4 years (240 CP) may enrol in the second cycle academic master study programme "International Finance and Economics" with the normative study duration of **2 years** (120 CP). Upon enrolment in the higher education institution academic master's programme "International Finance and Economics" (English language flow), candidates must submit a document certifying the proficiency of the English language issued by the international testing institution over the last five years (see Annexes 1 and 2). Language proficiency must correspond at least to ECG B2 level. The referred to document shall not be submitted by those candidates who have acquired previous education in the language of implementation of the relevant study programme.

29. Candidates at enrollment:

- fill in an application of a specific sample in which the selected study programme shall be indicated;
- all documents specified in Paragraph 46 of these Regulations shall be submitted to the BIA Admission Commission;
- submit a motivation letter in which the directions of the previous research (projects, topic of bachelor's paper) and the direction of studies of further interest shall be indicated

#### **IV. Admission to doctoral study programmes**

30. Admission in the third cycle international **PhD programme "Regional Economy and Economic Policy"** shall be the right of persons who have obtained a master's degree in social sciences in economics or management sciences or obtained a master's degree in social sciences with experience in the field relevant to the doctoral thesis, have participated in scientific conferences, seminars and/or research projects, as well as

are authors of scientific publications in the selected economic science sub-sector. Admission to the international doctoral programme shall not be commenced until after the positive decision of the head of doctorate regarding each individual candidate. Upon enrolment in the PhD programme “Regional Economy and Economic Policy” (English language flow), candidates must submit a document certifying the proficiency of the English language issued by the international testing institution over the last five years (see Annexes 1 and 2). Language proficiency must correspond at least to ECG B2 level. The referred to document shall not be submitted by those candidates who have acquired previous education in the language of implementation of the relevant study programme.

31. Admission in the third cycle **PhD programme “Law Science”** shall be the right of persons who have acquired an academic or professional master's degree in law or equivalent education, the qualification of a lawyer, have experience in the field relevant to the doctoral thesis, have participated in scientific conferences, seminars and/or research projects, and are authors of scientific publications. Admission to the doctoral programme shall not be commenced until after the positive decision of the head of the doctorate regarding each individual candidate.

32. Candidates at enrollment:

- fill in an application of a specific sample in which the selected study programme shall be indicated;
- submit an application in which the selected topic of the doctoral thesis shall be indicated and justified; indicate the scientific advisor of the paper (with the signature of the potential scientific advisor);
- provide a CV (curriculum vitae) and documents (if any) certifying scientific, research, pedagogical and professional activities;
- all documents specified in Paragraph 46 of these Regulations shall be submitted to the BIA Admission Commission;
- If the candidate does not have at least one publication in the scientific papers, write and defend a report about the planned doctoral thesis (30-40 thousand characters) and/or participate in the interview with the PhD Commission (the price of an interview is determined by the BIA Senate)

## **V. Initiation of studies in subsequent study stages (changing the study programme)**

33. The right to matriculation at later stages of study shall have:

33.1. persons holding a diploma of higher education recognised by the Republic of Latvia;

33.2. persons who had previously studied at the BIA but had been deducted for various reasons, with the exception of those who had been deducted for disciplinary offences.

In this case, the procedure for the initiation of studies is governed by the “By-Laws on Studies in the BIA”, which operates at the time of initiation;

33.3. persons who have supporting documents regarding previously acquired education outside the institution of higher education and/or practical performance in the relevant sector. In this case, the matriculation procedure is governed by “Rules for the Recognition of Knowledge, Skills and Competences Acquired in Non-Formal Education or Acquired Professional Experience and Study Results Achieved in Previous Education”, which operate at the time of matriculation.

34. The persons who wish to initiate studies at the later stage of the corresponding the BIA study programme shall write an application to the director of the programme (head of study direction) regarding the wish to continue studies in the given programme.

35. The Director (head of study direction) of the relevant study programme shall draw up a report/exam transfer form and give a recommendation regarding matriculation of a student within a specified term. The matriculation order for a specific study term shall be signed by the rector of the BIA or his or her authorised person.

36. The persons who have higher education or who have studied in higher education institutions until now shall submit to the BIA Admission Commission the documents specified in Paragraph 46 of the given Regulations, as well as additionally submit the following documents:

- a copy of the diploma and its Annex and/or a copy of the transcript of records on the basis of which credits obtained in the institution of higher education are credited. A transcript of records must, by its content, comply with the requirements of the laws and regulations in force at the time of issue of the statement;
- Report/exam transfer form (original);
- an application with a resolution of the programme director (head of study direction) to accept a candidate at the relevant study stage.

37. Persons who have previously acquired education outside university study programmes and/or practical activities in a particular sector and who wish the given education/practical experience to be taken into account when entering into the relevant THE BIA study programme shall submit documents to the BIA Admission Commission in accordance with the “Regulations for recognition of knowledge, skills and competences acquired in non-formal education or acquired professional experience and study results achieved in previous education”.

38. Persons who have a short cycle higher vocational education and who wish to enter into a related 1<sup>st</sup> cycle higher vocational education or bachelor's study programme shall be admitted on the basis of the submitted short cycle higher vocational education diploma, an Annex thereto and an application with a resolution of the programme director (head of study direction).

39. Persons entering later study stages of the BIA shall pay for studies in accordance with the rules for tuition fee payment laid down for students of semester 1, year 1, if no other payment procedure has been laid down (the rules for tuition fee payment shall be determined by the BIA Senate), as well as in accordance with the “Supplementary List of Paid Services” determined by the BIA Senate for the relevant study year.

## **VI. Admission of foreign students**

40. Admission of foreigners to the BIA shall take place in accordance with Section 83 of the Law on Institutions of Higher Education.
41. Admission of foreigners is organised by the BIA Admission Commission.
42. Foreigners are admitted on the basis of the following criteria:
- 42.1. All requirements of the Latvian Ministry of Foreign Affairs, the Office of Citizenship and Migration Affairs and other institutions of the Republic of Latvia related to the entry and residence of foreign students in Latvia have been fulfilled.
- 42.2. An expert-examination opinion of the academic information Centre has been submitted to the Admission Commission in accordance with Section 85 of the Law on institutions of higher Education and the requirements of the BIA Admission Regulations conforming to the relevant study programme have been fulfilled.
- 42.3. Foreigners wishing to study in English must submit a proof of English proficiency issued by the international testing authority over the last five years (see Annexes 1 and 2). Language proficiency must correspond at least to ECG B2 level. The referred to document shall not be submitted by those foreigners who have acquired secondary education in the language of implementation of the relevant study programme. All foreign candidates are required to pass a 15-minute interview, the record of which is saved.
- 42.4. Foreigners who wish to study in Latvian must submit a certificate of proficiency in the official language issued by the State Language proficiency examination Commission. Language proficiency level must be at least B2.
- 42.5. Upon registering for studies, a candidate shall complete and send to the Admission Commission an application questionnaire for foreign students, a copy of the passport, copies of educational documents certifying the previous education necessary for commencing studies. Originals of documents shall be submitted upon arrival to the BIA or sent to the BIA by post for legalisation. More detailed information on the process of admitting foreigners is available on the BIA website: <https://bsa.edu.lv/en/admission-process/> .
- 42.6. The BIA Admission Commission shall examine educational documents acquired in previous education and documents of persons who have received the lowest successful assessment in their country of origin in one of the profiling subjects of the relevant study programme shall not be directed further for recognition;

43. Upon completion of the admission process, the Admission Commission shall transfer the admission documentation of the foreigner to the study department of the BIA for matriculation.
44. Decisions of the Admission Commission may be contested in writing within one month from the moment of taking of the decision by submitting a reasoned application to the BIA Board. The decision taken may be appealed to a court in accordance with the procedures laid down in the Administrative Procedure Law.
45. The BIA has the right to suspend a person's participation in the admission process if he or she has not complied with the requirements of the laws and regulations governing admission.

## **VII. Registration procedure**

46. Candidates submit the following documents to the BIA Admission Commission (copies of documents are submitted at the same time as the originals). In the absence of originals, copies must be notarised:
  - 46.1. completed application of a specific form;
  - 46.2. a copy of the passport or identity card;
  - 46.3 copies of the certificate of full secondary education and its Annex, and, if any – copies of certificates for centralised examinations;
  - 46.4. 4 photos (35x45 mm);
  - 46.5. at the discretion of the candidate, copies of documents giving him additional rights and guarantees may be submitted (diplomas of participation in subject olympiads and creative competitions, etc.);
  - 46.6. copies of all previously acquired documents certifying higher education and annexes to them, presenting originals for comparison (prospective master's degree students, doctoral students and students entering later stages of study);
  - 46.7. copies of documents, according to the list presented in "The conditions for recognition of knowledge, skills and competences obtained in non-formal education or acquired in professional experience and study results achieved in previous education" (for candidates for whom previous education outside study programmes and/or professional experience is recognised);
  - 46.8. foreign candidates shall additionally submit a copy of the permanent residence permit in the Republic of Latvia (if any);
  - 46.9. if a candidate has acquired education or has acquired part thereof outside Latvia - a statement from the academic information Centre of the Republic of Latvia shall be submitted regarding each educational document, which gives the right for the candidate to continue studies in higher education institutions of the Republic of Latvia. Internet information: [www.aic.lv](http://www.aic.lv);
  - 46.10. file receipt for paperwork payment under THE BIA Senate rates.

46.11. if a candidate has changed his or her surname (given name), he or she must submit documents (copies of documents are submitted at the same time as the originals) confirming such changes (marriage certificate, document regarding change of surname (given name), etc.).

47. A candidate may register for studies and submit documents to the BIA Admission Commission by authorising another person who presents a letter of attorney, a copy of the personal identification document of the applicant, and originals of documents specified in Paragraph 46 of these Regulations or notarially certified copies thereof.

48. If the candidate is unable to submit individual documents and/or copies thereof for justified reasons, the head of the BIA Admission Commission or his or her authorised person may decide to extend the time limit for the submission of such documents. However, if the documents are not submitted within the prescribed time period, the BIA is entitled to examine the issue of the termination of studies.

49. Foreign students must also observe the list of additional necessary documents specified by the Latvian Office of Citizenship and Migration Affairs and the requirements for the drawing up thereof ([www.pmlp.gov.lv](http://www.pmlp.gov.lv)), as well as the by-laws of the Consular Department of the Latvian Foreign Ministry. Foreign persons may register in a study programme by sending by post all the documents specified in Paragraph 46 of these Regulations, which give the right to commence studies in an institution of higher education, notarially approved copies of personal documents and documents certifying their education, as well as additional necessary documents specified by the Office of Citizenship and Migration Affairs and the Consular Department of the Ministry of Foreign Affairs of the Republic of Latvia and notarised translations thereof in Latvian or English.

50. Deadlines for completion of admission:

50.1. programmes for full-time studies (day departments) – 31.08.2024. If there are free study places in groups in year 1, the BIA may announce additional enrollment;

50.2. in programmes for part-time studies, study programmes in the Master's and PhD – 27.09.2024. If there are free study places in groups in year 1, the BIA may announce additional enrollment;

50.3. deadlines for winter admission – from 03.01.2025. to 31.01.2025.

51. The right to be credited for the 1<sup>st</sup> study semester of the BIA outside the competition shall be:

51.1. High school graduates who have successfully graduated from secondary schools and other educational institutions contracted by the BIA. The enrollment condition in this case is the assessment obtained in centralised examinations, which is not lower than level E inclusive (or corresponding percentage assessment of centralised examinations), in the case of persons taking such

examinations. If centralised examinations have not been taken, the person is credited to the BIA on the basis of the general admission rules described.

51.2. winners of international and Latvian olympiades, as well as competitions and olympiades organised by the BIA. The admission condition in this case is the assessment obtained in centralised examinations, which is not lower than level E inclusive (or corresponding percentage assessment of centralised examinations), in the case of persons taking such examinations. If centralised exams are not taken, the person is matriculated to the BIA based on the general admission rules described.

52. Candidates who have passed entrance examinations and express their wish to study in the relevant study programme in semester 1 shall pay the tuition fee for semester 1 at the tariff specified by the BIA Senate. It is necessary to pay at least one fifth part of the tuition fee for entering into a study contract (first payment due in autumn semester, September 1; spring semester – February 1).

53. A candidate is matriculated in study program by THE BIA rector's order.

54. Information on admission conditions and deadlines can be found in the BIA Admission Commission, THE BIA information materials and on the BIA website – [www.bsa.edu.lv](http://www.bsa.edu.lv).

55. A candidate may contest, or appeal decisions related to admission to the study programme, as well as contest the results of the competition by submitting a written application to the head of the BIA Admission Commission. A candidate may appeal the decision taken, which is related to the results of the competition, in accordance with the procedures provided for in regulatory enactments of the Republic of Latvia.

56. If a candidate has claims in connection with the admission process, he or she may submit them in writing to the BIA Rector.

### **VIII. Rights and obligations of a candidate**

57. A candidate *is obliged to*:

57.1. become acquainted with the "Regulation on admission conditions and procedures for matriculation at the Baltic International Academy" and to comply with the requirements of these Regulations;

57.2. provide documents and/or copies thereof necessary for registration and matriculation in a timely manner (if necessary, notarised);

57.3. correctly and accurately complete and submit a specific form of application issued to the candidate by the BIA Admission Commission;

57.4. upon receipt of a study contract prepared by the BIA Admission Commission or upon completion of a submission, verify the accuracy of the registered data and confirm it with his or her signature;

57.5. comply with the internal rules of the BIA as well as other rules of the BIA during admission and studies;

57.6. get acquainted with the BIA instructions on Occupational Safety (Occupational Safety, fire Safety, etc.) and sign in the “Register of the Introductory Labour Protection instructions”.

58. A candidate *has the right to*:

58.1. become acquainted with information regarding all study programmes offered by the institution of higher education in the BIA Admission Commission (orally, in information materials and on the website of the BIA – [www.bsa.edu.lv](http://www.bsa.edu.lv));

58.2. become acquainted with the results of the competition;

58.3. check out copies of the licences and accreditation sheets for the BIA and the study programmes offered;

58.4. become acquainted with the standard contract;

58.5. receive written BIA decision refusing to matriculate a candidate;

58.6. contest or appeal decisions related to admission to the study programme, as well as to contest the results of the competition by submitting a written application to the rector of the institution of higher education or his or her authorised person. The candidate may appeal the decision taken by the BIA rector or his or her authorised person, which is related to the results of the competition, in accordance with the procedures provided for in regulatory enactments of the Republic of Latvia.

## **IX. Rights and obligations of the Baltic International Academy**

59. The BIA is *obliged to*:

59.1. timely notify about the admission conditions and procedures for matriculation in study programmes;

59.2. inform candidates regarding the procedures for admission, payment for the drawing up of documents and tuition fee at the Academy at the time of admission;

59.3. perform matriculation in study programmes;

59.4. in cases when the minimum number of students for commencement of studies has not been reached in the study programme, to offer to register in a related study programme or a study direction;

59.5. in cases when the minimum number of students for commencement of studies has not been reached in the study programme and the student does not wish to register in a related study programme or a study direction - to reimburse the paid tuition fee, as well as the fee for drawing up documents in the amount of 100% within two weeks from the day of receipt of the refusal;

59.6. inform the candidates regarding the results of the competition not later than within three working days from the closing date of the competition (the deadline is determined annually in the Regulation on the Competition for budget places provided by the Baltic International Academy).

60. BIA has *the right to*:



60.1. make appropriate selection of applicants in the study programme chosen;

60.2. refuse registration in study programmes in which the minimum number of students for commencement of studies has not been reached;

60.3. lay down additional requirements for admission conditions;

60.4. if necessary, determine additional enrolment in study programmes.

# Annex 1.

## CONSISTENCY OF THE BIA ASSESSMENT IN FOREIGN LANGUAGE EXAMINATION WITH CEG LEVELS IN ENGLISH

EKP līmeņi	VISC CE svešvalodās	IELTS	TOEFL IBT	Cambridge English: Preliminary	Cambridge English: First		Cambridge English: Advanced		Cambridge English: Proficiency no 01.01.2015.		Pearson Test of English (General)	The ECL Language Exam
					Kārtois pirms 01.01.2015.	kārtois pēc 01.01.2015.	kārtois pirms 01.01.2015.	kārtois pēc 01.01.2015.	kārtois pirms 01.01.2015.	kārtois pēc 01.01.2015.		
<b>C2</b>		8.5-9	118 - 120				Pass at Grade A (80-100)	Grade A (200-210)	Pass at Grade A (80-100) Pass at Grade B (75-79) Pass at Grade C (60-74)	Grade A (220-230) Grade B (213-219) Grade C (200-212)	Level 5	
<b>C1</b>	95% - 100%	7-8	95 - 117		Pass at Grade A (80-100)	Grade A (180-190)	Pass at Grade B (75-79) Pass at Grade C (60-74)	Grade B (193-199) Grade C (180-192)	Level C1 (45-59)	Level C1 (180-200)	Level 4	Level C1
<b>B2</b>	70% - 94%	5.5-6.5	72 - 94	PET (Pass with Distinction)	Pass at Grade B (75-79) Pass at Grade C (60-74)	Grade B (173-179) Grade C (160-172)	Level B2 (45-59)	Level B2 (160-179)			Level 3	Level B2
<b>B1</b>	40% - 69%	4-5	42 - 71	PET (Pass, Pass with Merit)	Level B1 (45-59)	Level B1 (140-150)					Level 2	Level B1

**International testing institutions whose tests in foreign language replace a foreign language examination**

Nr. p.k.	Starptautiskā testēšanas institūcija	Starptautiskā pārbaudījuma nosaukums	Minimālās prasības iegūtajam vērtējumam pārbaudījumā	
1.	British Council, IDP: IELTS Australia and Cambridge English Language Assessment	International English Language Testing System (IELTS)	4,0 kopvērtējumā	
2.	Pearson PLC	Pearson Test of English General (PTE General)	Level 2 (B1)	
		Pearson Test of English General (PTE General)	Level 3 (B2)	
		Pearson Test of English General (PTE General)	Level 4 (C1)	
		Pearson Test of English General (PTE General)	Level 5 (C2)	
3.	Educational Testing Service (ETS)	Test of English as a Foreign Language (TOEFL) iBT	42 punkti kopvērtējumā	
4.	Cambridge English Language Assessment	Cambridge English: Preliminary (PET)	Pass (70 punkti)	
		Cambridge English: First (FCE)	eksāmens kārtots pirms 2015. gada 1. janvāra	sākot no 45 punktiem (Level B1)
			eksāmens kārtots pēc 2015. gada 1. janvāra	sākot no 140 punktiem (Level B1)
		Cambridge English: Advanced (CAE)	eksāmens kārtots pirms 2015. gada 1. janvāra	sākot no 45 punktiem (Level B2)
			eksāmens kārtots pēc 2015. gada 1. janvāra	sākot no 160 punktiem (Level B2)
		Cambridge English: Proficiency (CPE)	eksāmens kārtots pirms 2015. gada 1. janvāra	sākot no 45 punktiem (Level C1)
			eksāmens kārtots pēc 2015. gada 1. janvāra	sākot no 180 punktiem (Level C1)
		5.	European Consortium for the Certificate of Attainment in Modern Languages (ECL)	ECL English Level B1 (jābūt nokārtotai rakstu un mutvārdu daļai)
	ECL English Level B2 (jābūt nokārtotai rakstu un mutvārdu daļai)		B2 līmenis	
	ECL English Level C1 (jābūt nokārtotai rakstu un mutvārdu daļai)		C1 līmenis	