

**ĀRZEMJU STUDENTU UZŅEMŠANAS NOTEIKUMI UN IMATRIKULĀCIJAS KĀRTĪBA  
VENTSPILS AUGSTSKOLĀ 2024./2025. AKADĒMISKAJĀ GADĀ**

**TERMS OF ADMISSION AND THE MATRICULATION PROCESS OF VENTSPILS  
UNIVERSITY OF APPLIED SCIENCES FOR INTERNATIONAL CANDIDATES IN THE  
ACADEMIC YEAR 2024/2025**

**1. GENERAL CONDITIONS**

- 1.1. The following Terms of Admission have been drafted in conformity to the Law of Higher Education Institutions of the Republic of Latvia (in Latvian – *Augstskolu likums*).
- 1.2. Foreign nationals may be enrolled to study at Ventspils University of Applied Sciences (VUAS) under the provisions of the Law of Higher Education Institutions.
- 1.3. Foreign nationals are admitted to studies at VUAS by the Commission of Admissions in consultation with the International Co-operation staff of the Study department.
- 1.4. The Commission of Admissions has been established by VUAS Rector's order.
- 1.5. Foreign nationals may be admitted upon meeting the following criteria:
  - 1.5.1. The education documents of the foreign national meet the standards set within the Republic of Latvia. The Academic Information Centre has issued an expert conclusion confirming this, according to Section 85 of the Law on Higher Education Institutions in Latvia.
  - 1.5.2. The requirements of VUAS terms of admission for the particular study programme have been met.
  - 1.5.3. Foreign candidates have fully met Latvian national legal requirements for entering and residing in the Republic of Latvia and have obtained appropriate entry clearance and/or residence documents from the relevant authorities.
- 1.6. Studies of Latvian citizens and Latvian non-citizens at any of the study programmes of VUAS mentioned below are regulated by the terms of admission and matriculation process in Latvian – *Uzņemšanas noteikumi un imatrikulācijas kārtība Ventspils Augstskolā 2024./2025. akadēmiskajā gadā*.

**2. TERMS OF ADMISSION AND MATRICULATION PROCEDURE**

- 2.1. Applications for studies are accepted for Autumn semester beginning 1 September 2024.
- 2.2. The following application deadlines have been determined for admission in 2024/2025:

July 30, 2024	Nationals of member states of the European Union (EU), member states of the European Economic Area (EEA) and Swiss Confederation. Nationals of countries not requiring visas to enter Latvia. <sup>1</sup> Candidates who have valid Latvian Residence Permit.
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<sup>1</sup> Please consult the website of Ministry of Foreign Affairs for most up-to-date information at <https://www.mfa.gov.lv/en/countries-and-territories-whose-citizens-may-enter-latvia-without-visa>

June 30, 2024	Nationals of countries requiring a visa but <u>not designated</u> by the Cabinet of Ministers' Regulations No. 554 as requiring additional assessment. <sup>2</sup>
May 1, 2024	Nationals of countries designated by the Cabinet of Ministers' Regulations No. 554 as requiring additional assessment.

2.3. Late application may be accepted at the discretion of VUAS.

2.4. The application procedure:

2.4.1. The candidate must complete the online application form on the application platform <https://apply.venta.lv/> and upload suitable quality scans of original documents or notary approved copies as required by the application platform in the relevant subsection for each study programme;

2.4.2. Documents in other languages than English and Latvian must be accompanied by a translation into English, translations need to be certified by a notary;

2.4.3. All candidates must upload a document issued during the last five years by a competent international testing authority (see full list of acceptable institutions in Annex No.2) certifying English language proficiency in compliance with the requirements of the selected study programme (but not lower than B2 level according to Common European Framework of Reference for Languages detection system), except if the candidate:

- has acquired secondary or higher education in English;
- has acquired his/her secondary/higher education in a member state of the European Union, European Economic Area or Swiss Confederation and the certificate attesting the education contains an assessment of English language proficiency to a degree required by the selected study programme (but not lower than B2 level according to Common European Framework of Reference for Languages detection system),

2.4.4. Upon completing the online application form the candidate will be issued with an invoice for his/her application fee, which must be paid within the deadline of the invoice but no later than the date set out in section 2.2. of the present Terms of Admission in order to proceed with the application process.

2.4.5. The following application fees are determined for 2024/2025 academic year:

[150] EUR	Candidates who are not nationals of the EU/EEA member states or Switzerland and who have not acquired their previous education in the countries of the European Union
[ 100 ] EUR	Candidates who are nationals of the EU/EEA member states or Switzerland. Nationals of other countries who have acquired their secondary/higher education in the countries of the European Union. Candidates who have valid Latvian Residence Permit and do not require assistance in immigration matters.

2.4.6. Payment order confirming that the fee has been paid must be e-mailed to [international@venta.lv](mailto:international@venta.lv).

2.4.7. The application fee is non-refundable.

2.5. Only fully completed and properly documented applications will be assessed. No formal assessment of an application will be made before the receipt of payment confirmation of the application fee.

2.6. Each candidate will be required to undergo an interview. The interview will be recorded and the record will be stored on VUAS information systems for a statutory period. The record of the interview may be shared with the relevant law enforcement authorities of the Republic of Latvia if requested.

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<sup>2</sup> Please consult text of the Cabinet of Ministers Regulations 554 at <https://likumi.lv/ta/en/en/id/212364-regulation-regarding-states-for-the-citizens-of-which-in-issuing-a-visa-or-a-residence-permit-an-additional-assessment-shall-be-performed>

- 2.7. Documents confirming candidates existing education will be referred to the Latvian Academic Information Centre for formal assessment of conformity to national education documents.
- 2.8. The totality of the merits of each application will be assessed against admission criteria for each study programme set out in Annex 1 by the Admissions Commission.
- 2.9. Upon a positive decision, the candidate will be offered to enter into a study agreement.
- 2.10. In order to finalize the enrolment process candidates are required to pay tuition fees for the first full academic year and a security deposit in the amount of 500 Euros; if the migration procedure is not successful, the tuition fee and safety deposit can be refunded, except in occasions stated in paragraph 4.10. of these terms.

### **3. Special considerations for admission of EU/EEA/Swiss/Ukrainian nationals**

- 3.1. EU/EEA/Swiss/Ukrainian nationals as well as holders of the status of permanent resident of the European Union may compete for Latvian government funded study places under the same provisions as Latvian citizens and Latvian non-citizens in all study programmes held by VUAS, under the provisions of the Law of Higher Education Institutions.
- 3.2. The eligibility to a government funded place will be determined in an open and transparent competition among all eligible candidates based on one of the following criteria (calculation of the outcome of the competition is done in accordance with the Terms of Admission for Latvian citizens):
  - 3.2.1. Grades of the centralized exams of the Republic of Latvia (hereinafter referred to as “CE”) international students having graduated their secondary education in Latvia after 2004 or having taken centralized exams in Latvia independently of their previous education;
  - 3.2.2. Grades in relevant subjects to the CE having graduated their secondary education in Latvia prior to 2004;
  - 3.2.3. Grades in relevant subjects to the CE having graduated their secondary education outside Latvia.
- 3.3. Grades of foreign grading systems will be transliterated into equivalent Latvian grades utilizing internationally recognized comparison methods. Where doubt exists advice will be sought from firstly the Commission of Admissions, secondly the relevant national education authorities.
- 3.4. To enter the competition, the application must be made no later than 1 August 2024. Applicants must follow the process described in paragraph 2 of the present terms of admission.
- 3.5. If the applicant wishes to apply for a study programme implemented only in Latvian language, he/she can consult Terms of Admission for Latvian citizens and non-citizens and contact VUAS Study Department office of International Co-operation for a consult and assistance in the application procedure: [international@venta.lv](mailto:international@venta.lv); to study in a programme implemented in Latvian language, the applicant must have Latvian language knowledge in at least level B2, which can be asked to prove by language certification or entrance examination (interview).
- 3.6. Should any government funded places remain unclaimed at the end of the competition, VUAS holds rights to announce additional admission for a time period determined by the Commission of Admissions and approved by the Rector of VUAS, after which a second competition is held and all unclaimed government funded places are distributed and filled within the study field.

### **4. SUPPORT IN VISA/RESIDENCE PERMIT MATTERS**

- 4.1. On immigration matters international students must in the first instance consult information

- provided by the Ministry of Foreign Affairs, Office for Citizenship and Migration Affairs, State Border Guards Service and other authorities charged with formulating, implementing and enforcing immigration regulations (Immigration authorities). Information can be found on their websites. Summary of the requirements of the regulations has been provided in a reader friendly format on VUAS website and other outreach materials.
- 4.2. For consultation of VUAS international students must contact VUAS via email [international@venta.lv](mailto:international@venta.lv)
  - 4.3. International students must aim to arrive at Ventspils to start their studies by 1 September, if not officially determined otherwise.
  - 4.4. In the event of reasonable delay of arrival to VUAS for studies, international students must inform their faculty by e-mail of the possible delay and estimated arrival time. The notification must be copied to [international@venta.lv](mailto:international@venta.lv).
  - 4.5. Student must make timely efforts to secure the necessary documents for entry into Latvia.
  - 4.6. VUAS will assist students in obtaining Latvian visa/residence permit in the form of advice, certain supporting documents and, where appropriate, making representations to Immigration authorities, however the student holds the ultimate responsibility for securing entry/residence documentation.
  - 4.7. Advice on Latvian immigration requirements offered to students by VUAS is provided in good faith and based on information made publicly available by the Immigration authorities. Every reasonable effort will be made to ensure the advice is accurate and up-to-date, however as the regulations may be subject to frequent and narrowly advertised change, the primary source of information must always be consulted.
  - 4.8. The responsibility for obtaining supporting documents for visa/residence permit application lies with the student. Where necessary VUAS will make an application for official invitation to the Immigration authorities and will prepare and supply the student with the following documents for student's visa/residence permit application by request of the migration office or other state institutions:
    - document confirming student status;
    - document confirming a place in VUAS dormitory (when requested and offered);
    - copies of agreements/supplementary agreements between the student and VUAS, should those not be available to the student;
    - other documents explicitly requested by the immigration authorities;
    - other documents at the request by the student after careful assessment of the reasons for the request and at the discretion of VUAS.
  - 4.9. Should a Latvian visa/residence permit be refused to student as a result of justifiable reasons, VUAS will refund the security deposit and the tuition fee to the student.
  - 4.10. The security deposit and the tuition fee will not be refunded if the refusal of the visa/residence permit is the direct result of student's action/inaction. This includes, but is not limited to:
    - provision of false/forged/manipulated documents as part of application for studies or in any way related to it, as assessed by VUAS;
    - provision of false/forged/manipulated documents as part of visa/residence permit application process/entry into Latvia, as assessed by Immigration authorities;
    - making false statements, misrepresenting facts or omitting information material to the admission for studies during the application process, as assessed by VUAS;
    - making false statements, misrepresenting facts or omitting information material to visa/residence permit application/entry into Latvia, as assessed by the authorities involved in the process;
    - willful failure to supply documents specifically requested by the Immigration

- authorities during visa/residence permit/entry into Latvia application process;
- willful failure to comply with the advice provided by the Immigration authorities/ VUAS in relation to visa/residence permit/entry into Latvia application process;
- deliberately prolonging the process of obtaining a visa/residence permit without justification for a time period longer than the first semester of studies.

## 5. REDUCED TUITION FEES

- 5.1. A student demonstrating academic excellence in his/her study programme may be eligible to a reduction of the tuition fee for the next semester in the following amounts:

The amount of the reduction	Main criteria	Applicants
10% of the semester fee	for the 9,0 weighted average grade in the previous semester	2 <sup>nd</sup> to 4 <sup>th</sup> year students

- 5.2. The average grade is evaluated based on the final grade (three decimal places) of all previously acquired study courses.
- 5.3. The weighted average grade is taken into account from the previous successfully completed semester, except a semester spent in Erasmus+ programme exchange, in which case the fee reduction is not applicable.
- 5.4. Each student may apply for fee reduction for an unlimited number of semesters.
- 5.5. The reduction of tuition fees is at the discretion of VUAS Rector and is granted by his/her order, based on a student's application for a fee reduction.

## 6. FINANCIAL REWARD FOR NEW STUDENT RECRUITMENT

- 6.1. The financial reward shall be applicable to a student studying in one of the study programmes in Annex No 1.
- 6.2. A financial reward of 20% (twenty percent) from the tuition fee of one year of the recruited international student may be granted to any 2<sup>nd</sup> to 4<sup>th</sup> year Student.
- 6.3. An international student who meets the following criteria is deemed to have been recruited by another VUAS student:
- 6.3.1. he/she has concluded a study contract to study at VUAS in one of the programmes designated in Annex 1;
- 6.3.2. he/she has paid the application and study fee for the first year in full;
- 6.3.3. he/she is legally present in Latvia;
- 6.3.4. he/she has obtained a Latvian Residence Permit for studies or independent of them covering the study period;
- 6.3.5. he/she has a valid travel document;
- 6.3.6. he/she has a comprehensive medical insurance policy that is valid at least for a year;
- 6.3.7. he/she has confirmed in writing that he/she was recruited to study at VUAS by the student claiming the reward.
- 6.4. Granting of the financial reward remains at the discretion of the Rector of VUAS and is granted by his/hers order, based on a student's application.

## 7. ADDITIONAL TERMS

- 7.1. Persons with disabilities (disability group I and disability group II), orphans and children without parental care are exempt from the Application Fee set out in Section 2.2 and from

the fees for internal services of Ventspils University OF Applied Sciences (reference of studies, transcript of records, academic reference, recognition of study results of study courses previously completed at VUAS or as a listener of the Ventspils University of Applied Sciences Centre for Lifelong Learning, copying, printing and binding (spiral binding) of documents).

- 7.2. Persons with disabilities (disability group I and disability group II), orphans and children left without parental care may be granted a tuition fee discount upon the recommendation of the Faculty Council. To qualify for a tuition fee discount, the applicant must submit an application to the Dean of the Faculty with a request for a discount, accompanied by a copy of the disability or orphan's certificate or parents' death certificate certifying the status.
- 7.3. Persons with disabilities (disability group I and disability group II), orphans and children left without parental care are given priority to apply for scholarships administered by the Ventspils University of Applied Sciences in accordance with the procedure established by internal regulations.
- 7.4. Persons with disabilities (disability group I and disability group II), orphans and children without parental care are exempt from the Application Fee set out in Section 2.2 and from the fees for internal services of Ventspils University of Applied Sciences (reference of studies, transcript of records, academic reference, recognition of study results of study courses previously completed at VUAS or as a listener of the Ventspils University of Applied Sciences Centre for Lifelong Learning, copying, printing and binding (spiral binding) of documents).
- 7.5. Persons with disabilities (disability group I and disability group II), orphans and children left without parental care may be granted a tuition fee discount upon the recommendation of the Faculty Council. To qualify for a tuition fee reduction, the applicant must submit an application to the Dean of the Faculty.
- 7.6. Persons with disabilities (disability group I and disability group II), orphans and children without parental care are given priority to apply for scholarships administered by Ventspils University of Applied Sciences in accordance with the procedure established by internal regulations.
- 7.7. In order to qualify for exemption from the Application Fee and internal fees of VUAS services, for a tuition fee discount and priority for scholarships administered by VUAS, the applicant must submit a disability or orphan certificate or a copy of the death certificate of the parents, certifying the status each time applying a particular exemption, discount or priority status.

## TERMS OF ADMISSION AT VENTSPILS UNIVERSITY OF APPLIED SCIENCES FOR FOREIGN CANDIDATES IN THE ACADEMIC YEAR 2024/2025<sup>4</sup>

### Abbreviations:

FS – full-time studies

ITIT – international testing institution test in a foreign language<sup>5</sup>

AG– an average of the grades obtained during the Secondary education/Bachelor studies

EX – entrance examination at VUAS

G – grade

T – test result

Study Programme	The degree to be obtained and/or qualification	Type and duration of studies	Requirements for prior education	International tests and entrance examinations	Calculation of the outcome of the competition
<b>FACULTY OF INFORMATION TECHNOLOGIES</b>					
Bachelor's studyprogramme <b>"Computer Science"</b>	Academic Bachelor's degree of Natural Sciences in Computer Science	FS, 3 years	Secondary education and B2 English level	T1 – ITIT in English, T2 – EX in math (average or high level by choice)  If T2 is passed in average level, it must be multiplied by 0,75.	$T1*0,4+T2*0,6$

<sup>4</sup> This calculation method does not apply to EU/EEA/Swiss nationals competing for Government funded studies. See Paragraph 3 for details.

<sup>5</sup> In accordance with the Cabinet of Ministers of the Republic of Latvia Regulation No 795 "Regulations on the replacement of the centralised examination in a foreign language in a general secondary education programme by an examination in a foreign language by an international testing body" list of International testing bodies whose foreign language tests replace the foreign language exam, see annex No.2.

Master's study programme <b>“Computer Science”</b>	Academic Master's degree of Natural Sciences in Computer Science	FS, 2 years	Bachelor of Science or Engineering in computer science, mathematics, information technology, physics, astronomy, electronics or telecommunications and B2 English level	AG	AG
<b>FACULTY OF ECONOMICS AND MANAGEMENT</b>					
Bachelor's study programme <b>“Business Administration”</b>	Bachelor's degree of Business Administration in Social Sciences	FS, 3 years	Secondary education and B2 English level	T1 – ITIT in English, T2 – AG, T3 – G in math	$T1*0,34+T2*0,33+T3*0,33*0,75$
Professional Bachelor's study programme <b>“Start-up Management”</b>	Professional Bachelor's degree in Business Administration and professional qualification of Enterprise Manager	FS, 4 years	Secondary education and B2 English level	T1 – ITIT in English, T2 – AG obtained during these secondary education T3 – G in math T4 – results of VUAS entrancetest and interview	$T1*0,25+T2*0,10+T3*0,25*0,75+T4*0,40$



Joint doctoral study programme <b>“Economics and Business”</b>	Doctoral degree of Science Doctor of Science (Ph. D.) in Social Sciences	FS, 3 years	Professional or academic Master's degree in Social Sciences or an equivalent higher education qualification. A detailed application for the Doctoral thesis. English at B2level.	T1 – detailed application for promotion work (1-10 points) T2 – interview about the thematic of the research work (1-10 points) T3 – number of publications and participation in scientific conferences, experience in research projects within last 6 years (1 point for each activity, max 10 points) T4 – Grade for Master's thesis (1-10 points)	$T1*0,4+T2*0,3+T3*0,2+T4*0,1$
<b>FACULTY OF TRANSLATION STUDIES</b>					
Professional Bachelor study programme <b>“Intercultural Communication”</b>	Professional bachelor's degree in Intercultural Communication and a qualification of public relations manager	FS, 4 years	Secondary education and B2 English level	T1 – ITIT in English, T2 – AG obtained during these secondary education	$T1*0,8+T2*0,2$
Professional Master's study programme <b>“Strategic Intercultural Communication”</b>	Professional Master's degree in Strategic Intercultural Communication and qualification of strategic communication manager	FS, 1 or 2 years	1-year programme – professional bachelor's degree in corresponding discipline (languages, translations or culture) or professional bachelor's degree in corresponding discipline and a qualification of public relations manager; 2-year programme – academic or professional bachelor's degree in a non-corresponding discipline	T1 – AG T2 – ITIT in English, T3 – Interview	$T1 * 0.4 + T2 * 0.5 + T3 * 0.1$

			and a 2-year professional experience in field of communication, B2 English level		
Joint doctoral study programme <b>“Language and literature studies”</b>	Doctor of Science (PhD) in Humanitarian Sciences and Arts	FS, 3 Years	Master's degree in Humanities (Linguistics and Literary Studies, Translation Studies, History, Philosophy) or Social Sciences (Intercultural Relations, social anthropology, social psychology, etc.) or equivalent level 2 higher professional degree in a relevant discipline, B2 English level	<ul style="list-style-type: none"> <li>- An examination (depending on the sub-programme chosen) in linguistics or literary science or translation science;</li> <li>- A report on the chosen topic of research and a discussion on it;</li> <li>- Examination in a foreign language (English, German or French).</li> </ul> <p>For studies in English, applicants must provide proof of English language skills at least at B2 level by submitting an English language test result from an international testing institution-</p>	Results of the examination, thereport, the discussion and the foreign language exam.

## ACCEPTABLE INTERNATIONAL TESTING INSTITUTIONS

No	International testing institution	Name of international test	Minimal requirements for acceptance
1.	<i>British Council, IDP: IELTS Australia and Cambridge English Language Assessment</i>	<i>International English Language Testing System (IELTS)</i>	5,5 TOTAL
2.	<i>Pearson PLC</i>	<i>Pearson English International Certificate</i>	Level 3 (B2)
			Level 4 (C1)
			Level 5 (C2)
		<i>PTE Academic</i>	59 POINTS TOTAL
3.	<i>Educational Testing Service (ETS)</i>	<i>Test of English as a Foreign Language (TOEFL) iBT</i>	72 POINTS TOTAL
4.	<i>Cambridge English Language Assessment</i>	<i>B2 First</i>	160 POINTS TOTAL (Pass at Grade C)
		<i>C1 Advanced</i>	160 POINTS TOTAL (Level B2)
		<i>C2 Proficiency</i>	180 POINTS TOTAL (Level C1)
5.	<i>Goethe Institut</i>	<i>Goethe-Zertifikat B2</i>	B2 LEVEL
		<i>Goethe-Zertifikat C1</i>	C1 LEVEL
		<i>Goethe-Zertifikat C2: Großes Deutsches Sprachdiplom (GDS)</i>	C2 LEVEL
6.	<i>TestDaF-Institut</i>	<i>Der Test Deutsch als Fremdsprache (TestDaF)</i>	TDN 3 EACH PART
7.	<i>Ständige Konferenz der Kultusminister der Länder in der Bundesrepublik Deutschland</i>	<i>Das Deutsche Sprachdiplom (DSD) der Kultusministerkonferenz II</i>	B2 LEVEL
8.	<i>Centre international d'études pédagogiques</i>	<i>Diplôme d'études en langue française (DELF) B2</i>	B2 LEVEL
		<i>Diplôme approfondi de langue française (DALF) C1</i>	C1 LEVEL
		<i>Diplôme approfondi de langue française (DALF) C2</i>	C2 LEVEL

		<i>Test de connaissance du français (TCF)</i>	B2 LEVEL
9.	<i>European Consortium for the Certificate of Attainment in Modern Languages (ECL)</i>	<i>ECL English Level B2</i>	B2 LEVEL
		<i>ECL English Level C1</i>	C1 LEVEL
		<i>ECL German Level B2</i>	B2 LEVEL
		<i>ECL German Level C1</i>	C1 LEVEL
10.	PeopleCert Qualifications	<i>LanguageCert Level 1 Certificate in ESOL International (Listening, Reading, Writing) (Communicator B2)</i>	B2 LEVEL (Pass)
		<i>LanguageCert Level 1 Certificate in ESOL International (Speaking) (Communicator B2)</i>	
		<i>LanguageCert Level 2 Certificate in ESOL International (Listening, Reading, Writing) (Expert C1)</i>	C1 LEVEL (Pass)
		<i>LanguageCert Level 2 Certificate in ESOL International (Speaking) (Expert C1)</i>	
		<i>LanguageCert Level 3 Certificate in ESOL International (Listening, Reading, Writing) (Mastery C2)</i>	C2 LEVEL (Pass)
		<i>LanguageCert Level 3 Certificate in ESOL International (Speaking) (Mastery C2)</i>	