

APPROVED
ISMA University of Applied Sciences
Senate meeting
Protocol No. 3-21, October 29, 2021
Amendments:
Senate meeting
Protocol No. 4-21, November 11, 2021
Amendments:
Senate meeting
Protocol No. 4-22, April 28, 2022
Amendments:
Senate meeting
Protocol No. 5-22, May 27, 2022

**ISMA University of Applied Sciences
Admission Regulations
for the academic year
2022-2023**

*Published in compliance with the Law on Institutions of Higher Education, Section 46, part two,
Cabinet Regulation No. 846, adopted 10 October, 2006
“Regulations Regarding the Requirements, Criteria and Procedures for Admission to Study Programmes”
Cabinet Regulation No. 543, adopted 29 September, 2015
“Starptautiskās testēšanas institūcijas, kuru pārbaudījumi svešvalodā aizstāj svešvalodas eksāmenu”
(International testing institutions the tests of which replace a foreign language exam)*

1. General Provisions

- 1.1. The rights to study at ISMA University of Applied Sciences (hereinafter – ISMA) has each citizen of Latvia, non-citizen of Latvia, a citizen of the European Union, a citizen of the European Economic Area, or a citizen of the Swiss Confederation and a permanent resident of the European Community as well as a person who has a valid residence permit. Foreign citizens who do not have a permanent residence permit have the right to study at ISMA in compliance with section 83 of the Law on Institutions of Higher Education.
- 1.2. To study at ISMA a person who is applying for submission to a study programme shall present a document certifying a previously acquired education which is recognised in Latvia and meets the requirements of the study programme.
- 1.3. ISMA implements study programmes of the following levels: first level professional higher education study programmes, Bachelor’s study programmes, Professional Master’s study programmes and doctoral study programme.

- 1.4. ISMA provides an opportunity to choose the type of acquisition of a study programme – full-time and part-time studies, as well as the form of studies – intramural or extramural studies.

2. Admission to a Study Programme

- 2.1. ISMA announces admission to the following study programmes in the academic year 2022-2023:

- 2.1.1. First level Professional higher education study programme
“Entrepreneurship in the Restaurant Business” (41811)
Qualification – **organisation of catering services.**
Language of studies – Latvian, English.
Type of studies – full-time and part-time studies.
Form of studies – intramural, extramural.
Duration of studies – 2 ac.yrs.(full-time studies), 2,5 ac.yrs.(part-time studies).
- 2.1.2. First level Professional higher education study programme
“Applied Information Technology” (41481).
Qualification — **information systems and computer networks administrator.**
Language of studies – Latvian, English.
Type of studies – full-time and part-time studies.
Form of studies – intramural, extramural.
Duration of studies – 2 ac.yrs. (full-time studies), 2,5 ac.yrs. (part-time studies).
- 2.1.3. Professional Bachelor’s study programme
“Information systems” (42481) with specialisations:
Awarded Degree – **Professional Bachelor of Information Systems.**
Qualification – **system analyst.**
Language of studies – Latvian, English.
Type of studies – full-time and part-time studies.
Form of studies – intramural, extramural
Duration of studies – 4 ac.yrs.(full-time studies), 4,5 ac.yrs.(part-time studies).
- 2.1.4. Professional Bachelor’s study programme
“Business Administration” (42345)
Awarded Degree – **Professional Bachelor’s Degree in Business Administration.**
Language of studies – Latvian, English.
Qualification – **business administrator.**
Type of studies – full-time and part-time studies.
Form of studies – intramural, extramural.
Duration of studies – 4 years.(full-time studies), 4,5 years (part-time studies).

- 2.1.5. Professional Bachelor's study programme
“Business Administration in Tourism” (42345)
Language of studies – Latvian, English.
Awarded Degree – **Professional Bachelor's Degree in Business Administration in Tourism.**
Qualification – **business administrator.**
Type of studies – full-time and part-time studies.
Form of studies – intramural, extramural.
Duration of studies – 4 years.(full-time studies), 4,5 years (part-time studies).
- 2.2. A person can apply for admission to ISMA study programmes by:
- 2.2.1. e-service portal www.latvija.lv or in person at application points;
- 2.2.2. at ISMA Admission Board.
- 2.3. A person shall confirm his/her application at one of the application points or at ISMA Admission Board presenting the valid passport or identity card and the original documents certifying previously acquired education (certificate on secondary education or diploma with the transcript of grades and centralised examinations certificate (hereinafter – CE), except the persons who acquired secondary education by 2004 and the persons who acquired secondary education abroad, or persons with special needs. An applicant is given a registration number.
- 2.4. Applicants who acquired secondary education abroad shall present the notarized translation of the document certifying secondary education into the Latvian, Russian or English language if the document certifying secondary education is issued not in one of the aforementioned languages, as well as the formal acknowledgement of the Academic Information Centre of the recognition of the acquired education in compliance with the level of secondary education.
- 2.5. By authorising another person, the authorised person must present at the application point the notarised power of attorney, the copy of the applicant's identity document and the original documents certifying the applicant's previously acquired education. The copies of the documents shall be submitted.
- 2.6. Applying for studies a registration fee shall be paid. Cancelling the application the registration fee is not refunded.
- 2.7. If the submitted documents are issued on another surname (name), identity number, the applicant shall present the document certifying the changes, for example – marriage certificate, surname or name change certificate, etc. and submit the copy of the document.

3. General Requirements for Admission to Study Programmes

- 3.1. Admission of applicants to full-time study programmes is held on competitive basis, based on the results of all mandatory CE.
- 3.2. Admission of applicants to part-time (extramural) study programmes is held not taking into account the results of mandatory CE certificates.
- 3.3. Persons who acquired secondary education by 2004 (not included) and the persons who acquired secondary education abroad, or persons with special needs can be admitted to study programmes based on the average annual result specified in the document certifying secondary education.
- 3.4. CE of a foreign language can be substituted by the examination of international testing institutions in compliance with the order specified in the legal enactments of the Republic of Latvia.
- 3.5. Persons who are exempt from examinations in compliance with the order specified in the legal enactments of the Republic of Latvia but are not recognised as persons with special needs can be admitted to study programmes in the same order as persons with special needs.

4. Competition for Admission to a Study Programme

- 4.1. ISMA Admission Board organises open and equal competition to select the most appropriate applicants in the selected study programme.
- 4.2. the competition is conducted by summing the points obtained by the applicant in compliance with the ratings and points presented in the table below.

ECP levels	CE level (after 2012)	CE level (by 2012)	Evaluation by 10 –point system	Evaluation by 5 –point system	Points
C2; C1	91%-100%	A level	10 points	evaluation 5	10
B2	81%-90%		9 points		9
	71%-80%	B level	8 points		8
B1	61%-70%	C level	7 points	evaluation 4	7
	51%-60%	D level	6 points		6
	41%-50%		5 points	evaluation 3	5
	31%-40%	E level	4 points		4
	21%-30%	F level	3 points	evaluation 2	3
	11%-20%		2 points		2
	0%-10%		1 point	evaluation 1	1

- 4.3. The applicants who are the winners of international, national or regional Olympiads (foreign languages, mathematics, informatics, economics, and geography) receive 10 additional points to the evaluation.
- 4.4. The graduates of ISMA Secondary school “Premjers” and the applicants who have completed ISMA preparation course receive 10 additional points to the evaluation.

- 4.5. The winners of the competition are the applicants who have obtained the highest amount of points. In the case of obtaining the equal amount of points the applicant with the earlier date of registration has advantage.

5. Admission to Master's and doctoral study programmes

- 5.1. ISMA announces admission to the following postgraduate study programmes in the academic year 2022-2023:

- 5.1.1. Professional Master's study programme

“Business Administration” (47345)

Awarded Degree – **Professional Master of Business Administration.**

Qualification – **organisational manager**

Language of studies – Latvian, English.

Type of studies – full-time and part-time studies.

Form of studies – intramural, extramural.

Duration of studies – 1,1 ac.yrs., 1,5 ac.yrs. 2 ac.yrs., 2,5 ac.yrs.

- 5.1.1.1. Admission to Professional Master's study programme “Business” Administration” with the duration of studies 1,1, ac.yrs. (full-time studies) and 1,5 ac.yrs. (part-time studies) is for persons:

- 5.1.1.1.1. with 2nd level professional higher education in the branch of economics or management, or equivalent education;

- 5.1.1.1.2. with Master's degree in the branch of economics or management.

- 5.1.1.2. Admission to Professional Master's study programme “Business” Administration” with the duration of studies 2 ac.yrs. (full-time studies) and 2,5 ac.yrs. (part-time studies) is for persons:

- 5.1.1.2.1. with Bachelor's or Master's degree and/or 5th level professional qualification in other branches of social sciences. Entrance examination is mandatory to take.

- 5.1.1.2.2. with Bachelor's or Master's degree and/or 5th level professional qualification in other branches of science and at least 2 years of work experience in the field of management or economics. Entrance examination is mandatory to take.

- 5.1.2. Professional Master's study programme **“Computer Systems”** (47481)

Awarded Degree – **Professional Master of Computer Systems.**

Qualification – **system analyst.**

Language of studies – Latvian, English.

Type of studies – full-time and part-time studies.

Form of studies – intramural, extramural.

Duration of studies – 2 ac.yrs., 2,5 ac.yrs., 3 ac.yrs.

- 5.1.2.1. Admission to Professional Master's study programme "Computer Systems" with the duration of studies 2 ac.yrs. (full-time studies) and 2,5 ac.yrs. (part-time studies) is for persons:
 - 5.1.2.1.1.with 2nd level higher professional education in the field of electrical engineering, electronics, information and communication technologies;
 - 5.1.2.1.2.Master's degree in the field of electrical engineering, electronics, information and communication technologies;
- 5.1.2.2. Admission to professional Master's study programme "Computer Systems" with the duration of studies 2,5 ac. yrs. (full-time studies) and 3 ac.yrs. (part-time studies) is for persons:
 - 5.1.2.2.1.with Bachelor's or Master's degree and / or 5th level professional qualification in a specialisation in other fields of engineering and technology. Entrance examination is mandatory to take;
 - 5.1.2.2.2.with Bachelor's or Master's degree and / or a level 5 professional qualification in a specialisation in other fields of science and at least 2 years of work experience in the field of electrical engineering, electronics, information and communication technologies. Entrance examination is mandatory to take.
- 5.1.3. Application for studies at ISMA Professional Master's study programmes is made in person at ISMA Admission Board, or at ISMA web-page <https://www.isma.lv/toposajiem-studentiem1/uznemsana/e-pieteikums> by filling in the e-application form.
- 5.1.4. Persons, who acquired previous education abroad, can apply for studies if their documents certifying previous education are recognised by the Academic Information Centre. The recognition of the evaluations on the study disciplines specified in the education document is conducted by ISMA Admission Board.
- 5.1.5. To apply for studies an applicant shall fill in the application form and submit it to ISMA Admission Board together with other mandatory documents.
- 5.1.6. The copy of Bachelor's or professional higher education diploma and the copy of the transcript of grades shall be enclosed to the application form (original documents shall be presented). Valid passport or ID card shall be presented and the copy shall be submitted.
- 5.1.7. By authorising another person the authorised person must present the notarised power of attorney, the copy of the applicant's identity document and the original documents certifying the applicant's previously acquired education. The copies of the documents shall be submitted.
- 5.1.8. If the submitted documents are issued on another surname (name), identity number, the applicant shall present the document certifying the changes, for example – marriage certificate, surname or name change certificate, etc. and submit the copy of the document.

- 5.1.9. Applying for studies a registration fee shall be paid. Cancelling the application the registration fee is not refunded.
- 5.1.10. Admission of applicants to Professional Master's study programmes is conducted based on the open and equal competition organised by the director of the related study programme in the form an interview and evaluated on a five-point scale.
- 5.1.11. The winners of the competition are the applicants who have obtained the highest amount of points. In the case of obtaining the equal amount of points the applicant with the earlier date of registration has advantage.

6. Determination and Notification of the Competition Results

- 6.1. Admission Board determines the closing date of competition.
- 6.2. Admission Board determines and approves the admission results. Competition results are published within 3 days' time after the competition closing date.
- 6.3. Competition results are published on ISMA webpage www.isma.lv.
- 6.4. Applicant can appeal to ISMA Rector in writing within 3 days' time after the competition closing date. Appeals Commission is appointed by ISMA Rector.

7. Matriculation and Study Contract Conclusion

- 7.1. The number of study places in a particular study programme is determined by ISMA Senate. If necessary, ISMA Senate can specify the number of study places in a study programme before matriculation is started.
- 7.2. The applicants who meet all the requirements specified in ISMA Admission Regulations for the academic year 2022-2023 can be admitted to ISMA study programmes.
- 7.3. If upon the competition results the number of applicants to a study programme is insufficient for the implementation of the study programme (minimal number – 15 persons), ISMA can:
 - 7.3.1. announce additional admission to a particular study programme;
 - 7.3.2. offer applicants to study on another study programme.
- 7.4. In compliance with the decision of the Admission Board on the winners of the competition, and applicant signs in writing the Study Contract with ISMA and is matriculated on the particular ISMA study programme upon the Rector's order.
- 7.5. In compliance with the Law on Institutions of Higher Education, a personal file is created on each ISMA student.

8. Admission of Foreigners

- 8.1. Admission of foreigners to ISMA study programmes is conducted in compliance with section 83 of the Law of Institutions of Higher education.
- 8.2. Admission of foreigners to ISMA study programmes is organised by ISMA International Relations Department (hereinafter – IRD) and ISMA Admission Board.
- 8.3. Foreigners are admitted based on the following criteria:
 - 8.3.1. Compliance with all the requirements of the Ministry of Foreign Affairs of the Republic of Latvia, The Office of Citizenship and Migration Affairs and other institutions of the Republic of Latvia related to foreign students entering and staying in Latvia.
 - 8.3.2. IRD has received the expert recognition of the Academic Information Centre in compliance with Section 85 of the Law on Institutions of Higher education, and all the requirements of ISMA University Admission Regulations in relation to the particular study programme are met.
 - 8.3.3. The foreign applicants who choose to study in the English language shall submit a document issued by an international testing institution certifying their knowledge of English. The document must be issued no earlier than five previous years. Language skills shall be not lower than B2 level according to ECP. The aforementioned document shall not be submitted by a foreign applicant who:
 - 8.3.3.1. acquired secondary education in the language the study programme is implemented in;
 - 8.3.3.2. acquired secondary education in a country of the European Union and the European Economic Area or in the Swiss Confederation and their secondary education certificate includes an assessment of foreign language proficiency comparable to at least B2 level according to the Common European Framework of Reference for Languages.

	International testing institution	Title of international test	Minimal requirements to the test results
1.	British Council, IDP: IELTS Australia and Cambridge English Language Assessment	International English Language Testing System (IELTS)	5,5 in total
2.	Pearson PLC	Pearson Test of English General (PTE General)	Level 3 (B2)
3.	Educational Testing Service (ETS)	Test of English as a Foreign Language (TOEFL) iBT	72 points in total
4.	Cambridge English Language Assessment	Cambridge English: Advanced (CAE)	Examination passed before 01. 01. 2015. starting with 45 points (Level B2) Examination passed after 01. 01. 2015. starting with 160 points (Level B2)

5.	European Consortium for the Certificate of Attainment in Modern Languages (ECL)	ECL English Level B2 (both writing and speaking parts)	B2 level
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- 8.3.4. Foreign applicants who want to study in the Latvian language shall submit to IRD the State Language Proficiency Certificate issued by the State Language Proficiency Testing Commission. The level of the state language proficiency shall be not lower than B2.
- 8.4. In order to make sure that a foreign applicant is motivated to study in the chosen study programme, ISMA conducts a video interview with the foreign applicant and saves the interview in a video recording. In accordance with the procedure developed by ISMA, the consent of the foreigner for the interview shall be received, as well as the interview is stored and, if necessary, it is made available to the competent authorities.
- 8.5. Registering for studies an applicant shall fill in and send to ISMA the application form for foreign students, copy of passport, copies of the education documents which confirm the required previous education. The original documents shall be submitted in person on arriving at ISMA or sent by mail to perform legalisation. More details on the admission process of foreign students are available on ISMA webpage <https://www.isma.lv/en/for-applicants/admission>
- 8.6. To finalise the admission process IRD submits a foreign applicant's documents to ISMA Admission Board for matriculation.
- 8.7. The decision of the Admission Board can be contested within one month time from the moment it is made by submitting of motivated appeal to ISMA Rector. Rector's decision can be appealed to the court in accordance with the procedure specified in the Administrative Procedure Law.
- 8.8. ISMA has the right to suspend a person's participation in the admission process if the person has not complied with the requirements of regulatory enactments.

9. Studies at subsequent stages of studies

- 9.1. Studies at subsequent stages of studies take place in compliance with Cabinet Regulations Nr. 932 from November 16, 2004 ("Studiju uzsākšanas kārtība vēlākos studiju posmos").