



LIEPAJA UNIVERSITY

APPROVED

In LiepU Senate meeting, 27th January 2020, protocol No 7

RULES FOR ADMISSION IN MASTER STUDIES FOR STUDY YEAR 2020/2021

*Issued according to the Cabinet Regulation No 846, Clause 3,
„Regulations Regarding the Requirements, Criteria and
Procedures for Admission to Study
Programmes”, 10.10.2006.*

I. GENERAL PROVISIONS

1. These rules prescribe the procedures by which persons are enrolled in master study programmes implemented by Liepaja University (hereinafter referred to as LiepU).
2. Rights to apply for study places financed by the state and natural/legal persons in the order of LiepU competition shall be given to:
 - 2.1. Citizens and non-citizens of Latvia;
 - 2.2. Member States of the European Union (Austria, Belgium, Bulgaria, Czech Republic, Denmark, France, Greece, Croatia, Estonia, Ireland, Italy, Cyprus, Latvia, United Kingdom, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Finland, Spain, Hungary, Germany, Sweden) and citizens of the European Economic Area countries (EU Member States, Iceland, Liechtenstein, Norway), citizens of the Swiss Confederation, permanent residents of the European Community holding a valid residence permit.
3. Foreigners, who are not mentioned in Clause 2.2, in competition order have rights to apply for study places financed by natural and legal persons in study programmes, which are implemented in Latvian language (in accordance with these rules) and in study programmes, which are implemented in English (in accordance with these rules and the Procedures for enrolling foreigners in studies).
4. Persons, who have acquired secondary education abroad, shall enrol in LiepU, observing the provisions of Section 85 of the Law on Higher Education Institutions. The expert-examination of education documents acquired abroad shall carry out Academic Information Centre (AIC) prior to the submission of the documents. The expert-examination of education documents in AIC is a fee service covered by entrant himself.
5. Documents issued abroad shall accept with a notarially approved translation into Latvian.
6. Documents received from foreign countries may accept and examin without translation into the official language by the decision of the Admission commission.

7. A person shall be entitled to use rights several times for studying in study places financed by the state for the acquisition of a certain academic degree or vocational qualification of higher education. For the funds of the state budget the person may study at the same time only in one study programme.
8. LiepU Admission commission acts in accordance with Regulation regarding the Admission commission, and
 - 8.1. manages admission process,
 - 8.2. ensures the availability of the necessary information at the time of document submission and immatriculation of entrants,
 - 8.3. reviews complaints.
9. The decision of the Admission commission regarding the competition results may be contested by submitting application to the rector within two working days after the notification of the competition results. The decision taken by the rector may be appealed to a court in accordance with the procedures specified in the Administrative Procedure Law.
10. The Admission commission is entitled to review and make decisions in matters not specified in these Admission rules.
11. The number of places financed by the state budget in LiepU shall be determined by the decision of the Study Council, taking into account the regulations of the concluded agreement with the Ministry of Education and Science and the Agreement protocol regarding the preparation of specialists.
12. The number of places financed by natural/legal persons in LiepU shall be determined by the decision of the Study Council, taking into account the number of students necessary for the group assemblage. In cases where entrants are less than the number of students in the relevant group set by the Study Council, the Admission commission shall be entitled to decide on the formation/non-formation of academic groups within the limits of granted financement.
13. Study programmes are implemented in Latvian language. Professional master study programmes ***Information technology*** and ***Ecotechnologies*** are being implemented in Latvian language and English language. Academic master study programme ***New Media and Audiovisual art*** is being implemented only in English language.

I. ADMISSION REQUIREMENTS AND CRITERIA OF COMPETITION

14. Admission in study programmes is carried out in competition order on the basis of relevant higher education.

Study programme	Obtainable degree or qualification	Admission requirements	
		Previous education	Entrance examinations
<i>Study direction: Information Technology, Computer Engineering, Electronics, Telecommunications, Computer Management and Computer Science (accredited until 31st December 2022')</i>			
Information Tehnology (47481) Professional master study programme Full-time - 1 year 6 months Full-time - 2 years Full-time - 3 years Specialisation <i>Project manager of Infomation Technology</i> (study period 2 years and 3 years) is implemented also in English	professional master degree in information technology professional master degree in information technology - project manager of infomation technology - software engineer professional master degree in information technology - project manager of information technology - software engineer	Study period 1 year 6 months - - professional bachelor degree in computer sciences or information technology and qualification of software engineer or electronic commerce specialist or 2nd level higher vocational education, if in the study programme and/or on a listener's status acquired industry courses of computer sciences and information technology field in the amount of at least 90 ECTS Study period 2 years - -academic or professional bachelor degree in computer sciences or information technology or Academic bachelor or 2nd level higher vocational education, if in the study programme and/or on a listener's status acquired industry courses of computer sciences and information technology in the amount of at least 90 ECTS Study period 3 years - - academic or professional bachelor degree in mathematics or physics, computer sciences or Academic bachelor or 2nd level higher vocational education, if in the study programme and/or on a listener's status acquired industry courses of computer sciences and information technology in the amount of at least 30 ECTS	* Report (5 to 10 pages) on a freely chosen and current scientific problem Criteria of evaluation : for report: topicality of the chosen problem, originality of work, relation to internship, chosen field Interview on the topicality of the scientific problem and personal experinece in the field *Persons, who have acquired bachelor degree in computer sciences or in the field of information technology in these last two years, can apply for studies in professional master study programme "Information Technology" by choosing to submit a report or to replace it by the assessment of the bachelor thesis.

Study direction: Management, Administration and Real Estate Management (accredited until 31st December 2020)			
<p>Management Science (47345) Professional master study programme</p> <p>Full-time - 1 year 6 months Part-time – 2 years</p> <p>Full-time – 2 years and 6 months (with academic education)</p>	<ul style="list-style-type: none"> - professional master degree in management sciences in business management - professional master degree in management sciences in society's management - professional master degree in management sciences in education management - professional master degree in management sciences in business management - institutional and business manager - professional master degree in management sciences in society's management - institutional and business manager - professional master degree in management sciences in education management - institutional and business manager 	<p>2nd level vocational higher education (acquired 5th level vocational qualification (social sciences, services, education and education sciences) or other 2nd level vocational higher education.</p> <p>Academic higher education</p>	<p>*Report (5 to 8 pages) on a freely chosen and current scientific problem relating with the chosen study programme direction (business management, society's management or education management)</p> <p>Criteria of evaluation : for report: topicality of the chosen problem, originality of work, relation to practice, chosen field</p> <p>*Persons, whose assessment of bachelor thesis or diploma work is 9 or 10 points, have rights to apply for master studies in programme "Management science" on basis of the obtained assessment.</p> <p>*Report (8 to 10 pages) on a freely chosen and current scientific problem relating with the chosen study programme direction (business management, society's management or education management)</p> <p>Criteria of evaluation : for report: topicality of the chosen problem, originality of work, relation to practice, chosen field</p>
Study direction: Environmental Protection (accredited until 31st December 2023¹)			
<p>Ecotechnologies (47850) Professional master study programme</p> <p>Full-time – 1 year 6 months</p> <p><i>Study programme is implemented in Latvian and English.</i></p>	<ul style="list-style-type: none"> - professional master degree in environmental sciences 	<p>2nd level vocational higher education (acquired 5th level vocational qualification (social, environmental, natural or engineering sciences) or other 2nd level vocational higher education and at least 2 years work experience in the field of environmental management or environmental engineering</p>	<p>Written examination on a freely chosen and current scientific problem (in presence till 3 pages)</p> <p>Interview on the topicality of the scientific problem and personal experience in the field</p> <p>Criteria of evaluation: motivated interest, professional experience, interpretation skills on environmental problems, knowledge of foreign language</p>

Study direction: Education, Pedagogy and Sport (accredited until 31st December 2023)			
<p>Second level vocational higher education study programme “Teacher” (47141)*</p> <p>Full-time presence – 1 year</p> <p><i>* Study programme is prepared for the licensing. During the licensing process could be possible changes, which will be published after receiving the license.</i></p>	<p>Obtainable qualification: Teacher</p>	<ol style="list-style-type: none"> 1. Bachelor and/or master degree or second level vocational higher education or comparable higher education in the relevant science industry of the chosen study field; 2. Bachelor and/or master degree or second level vocational higher education and within study programme acquired relevant study courses for the study field in the amount of 18 credit points; 3. Bachelor and/or master degree or second level vocational higher education in an industry not related with a study field, but in entrance examination in the chosen study field obtained assessment is very good/excellent/with distinction (8-10). <p>Additional provisions:</p> <p>English/German/Spanish/French/Swedish/Russian language competence at least at B2 level in accordance with European joint language guidelines or an assessment in English, German, French, Spanish, Swedish or Russian language in the previous education document (mark must be not lower than 7 (in a 10 point scheme) or „good”), except for cases, when previous education is acquired in English, German, French, Swedish, Russian or Spanish language.</p>	<p>Admission criteria: The ranking of entrants is carried out after the assessment of competition in a scheme of 1000 points, which is calculated after formula, in which are summed up these following criteria of competition:</p> <ul style="list-style-type: none"> • weighted average mark (30 x 10 = 300) Additional condition: not lower than 7 points; • total (or average) mark of final examinations (20 x 10 = 200); • evaluation of professional motivation and experience (1 x 500), which includes evaluation of professional motivation and experience, evaluation of professional action, evaluation of determination and persistence, readiness to learn; public, professional and other academic achievements, communication skills, leadership and competences of management of change, for example., voluntary work, pedagogical work, involvement in non-governmental organization work, co-partnership in projects (event organization, management, generation learning etc.) Applicants on the entrance examination must take documents certifying professional action (certificates, recommendation letters, etc.), if applicant have them.
<p>Education Sciences (47141)* master study programme</p> <p>Full-time presence - 1,3 years Part-time correspondence - 1,8 years</p> <p>Full-time presence - 2 years Part-time correspondence - 2,5 years</p>	<p>Obtainable degree: Master degree in Education sciences</p> <p>Specialisation directions: <i>Teaching and learning for proficiency; Diversity and blending in education; Management of education; People behaviour and education</i></p> <p>Module: <i>Pedagogy</i></p>	<p>In specialisation directions “Diversity and blending in education” and “Teaching and learning for proficiency” – pedagogical education – bachelor degree or second level vocational higher education with acquired programme in the amount of at least 240 ECTS;</p> <p>In specialisation directions “Management of education” and “People behaviour and education” – bachelor degree or second level vocational higher education with acquired programme in the amount of at least 240 ECTS;</p> <p>In the module “Pedagogy” – with and without pedagogical higher education, who has bachelor degree or second level vocational higher education with acquired programme in the amount of at</p>	<p>Entrance examinations in specialisation directions:</p> <ol style="list-style-type: none"> 1. Written part. Essay on topicalities and problems in education in the chosen specialization (300-500 words); 2. Speaking part. Interview during which is examined the communication of entrant, leadership and foreign language skills. <p>Calculation formula of competition evaluation for full time studies: written part, it is essay (1x 700) + speaking part, it is an interview (1x 300) = 1000.</p> <p>Criteria for essay:</p> <ol style="list-style-type: none"> a) content of essay (concrete, convincing, creative, understandable) – (1x400); b) opinion (clear, consistent) – (1x200); c) organization of essay (logical, harmonized, proper for the

<p>* Study programme is prepared for the licensing. During the licensing process could be possible changes, which will be published after receiving the license.</p>		<p>least 180 ECTS.</p>	<p>aim, forwarded to conclusions), style and lexics – (1x100). <u>Criteria for interview:</u> a) skill to communicate, answering to questions, to use relevant terminology (1x100); b) skill to shortly tell the main idea and answer to questions in English language (1x100); c) skill to characterize own leadership skills, knowingly reflecting on own existing experience (1x100). Entrance examinations in the module “Pedagogy”: 1. Written part. Essay on topicalities and problems in education (300-500 words); 3. Speaking part. Interview during which is examined the communication of entrant, leadership and foreign language skills. Calculation formula of competition evaluation for full time studies: written part, it is essay (1x 700) + speaking part, it is an interview (1x 300) = 1000. <u>Criteria for essay:</u> a) content of essay (concrete, convincing, creative, understandable) – (1x400); b) opinion (clear, consistent) – (1x200); c) organization of essay (logical, harmonized, proper for the aim, moved to conclusions), style and lexics – (1x100). <u>Criteria for interview:</u> a) skill to communicate by answering to questions, to use relevant terminology (1x100); b) skill to shortly tell the main idea and answer to questions in English language (1x100); c) skill to characterize own leadership skills, knowingly reflecting on own existing experience (1x100). Rights to be eligible on registration of outside competition in full time studies: to prescribed LiepU programme (will be precised) graduates of the relevant academic year, whose assessment of bachelor work or diploma work is not lower than 9 (excellent) and weighted average mark in previous studies is not lower than 9 (excellent), predicting that such students will be enrolled not more than 50% from all, who are enrolled for the means of state budget.</p>
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			<p>If an entrant qualifies for the programme to study in English then:</p> <ol style="list-style-type: none"> 1) Foreigner certifies the skill of English language by the results of international English language test, which correspond to at least B2 level, except for cases, when previous education is acquired in English language. 2) For other entrants the skill of English language is certified by results of international English language test, which correspond to at least B2 level or an assessment in English language in the previous education document (mark must be not lower than 6 (on a 10-point scheme) or an assessment in an entrance examination, except for cases, when previous education is acquired in English language.
<p>Career Consultant (47142) Professional master study programme Full-time - 2 years;</p>	<p>professional master degree in education science -career consultant and specialist of youth matters - career consultant and social pedagogue - career consultant and teacher mentor</p>	<p>2nd level vocational teacher higher education; bachelor degree of education sciences; bachelor degree of social sciences in psychology or qualification of psychologist; other academic or 2nd level vocational higher education and 2 year work experience in consulting, which is certified by a statement from work place. Bachelor degree of education sciences or 2nd level vocational teacher higher education or bachelor degree of social sciences in psychology or qualification of psychologist.</p>	<p>Report (5 to 10 pages) - independently chosen justification of scientific topicality Criteria of evaluation: topicality of the chosen problem, originality of work, relation with real practice</p>
Study direction: Social Wealth (accredited until 31st December 2021¹)			
<p>Social Work (47762) Professional master study programme Pilna laika - 1 gads</p>	<p>professional master degree in social work</p>	<p>5th level vocational qualification of social worker or professional bachelor degree in social work</p>	<p>Report (5 to 10 pages) - independently chosen justification of scientific topicality Criteria of evaluation: topicality of the chosen problem, originality of work, relation with real practice</p>
Study direction: Health Care (accredited until 31st December 2021¹)			
<p>Music Therapy (47722) Professional master study programme Part time - 3 years</p>	<p>professional master degree in health care -art therapist in music therapy</p>	<p>Higher education</p>	<p>Entrance exam piano playing and vocal improvisation Interview about motivation to acquire the chosen study programme Criteria of evaluation: justification of study motivation, experience and contact in work with children and adults with special needs</p>
Study direction: Arts (accredited until 31st December 2022)			
<p>New Media and Audiovisual Art</p>	<p>master degree of humanities in art</p>	<p>Bachelor degree of humanities or social sciences or 2nd level vocational higher education in humanities or education sciences,</p>	<p>Application of art research for master thesis Portfolio in visual art</p>

(45213) Full-time - 2 years <i>Study programme is implemented in English language</i>		or information technology sciences, or computer sciences	Presentation
<i>Study direction: Language and Culture Studies, Native Language Studies and Language Programmes (accredited until 31st December 2023¹)</i>			
Writing Studies (45222) Academic master study programme Full-time - 2 years	academic master degree of humanities in writing studies	Bachelor degree of humanities; bachelor degree of social sciences or 2nd level vocational higher education in humanities, social or education sciences	Interview about the motivation of the chosen study direction

¹ Study directions for re-accreditation are prepared according to the terms specified in Law on Higher Education Institutions.

15. Persons participate in the competition on the basis of assessments acquired in entrance examinations.
16. Evaluation of the entrance examinations is carried out in points from 1 to 10.
17. Marks in education documents to marks of 10-point system are compared after the following, if 5-point system is used in the evaluation:

Comparable mark in 5-point scheme	Adjustment in 10-point scheme	Meaning of assessment
5	9	excellent
4	7	good
3	5	satisfactory

18. In case of competition, if the assessment sum of admission requirements is equal, the average mark in all subjects from the attachment (transcript of records) of higher education document is taken into account.

I. APPLICATION FOR STUDIES

19. The application for studies at LiepU shall be organised in accordance with an approved and published schedule with admission deadlines.

20. For master studies can apply:

20.1. Filling a certain sample of application form personally in LiepU and presenting such document originals: a passport; a document certifying secondary education; a document certifying higher education; transcript of records (attachment to a document of higher education); if the secondary education or higher education is acquired abroad, the report on its recognition in Latvia from Academic Information Centre; if necessary a document certifying the change of name/surname (marriage certificate, statement on the change of name/surname).

20.2. electronically filling a certain sample of application form by adding such documents: a passport; a document certifying secondary education; a document certifying higher education; transcript of records (attachment to a document of higher education); if the secondary education or higher education is acquired abroad, the report on its recognition in Latvia from Academic Information Centre; if necessary a document certifying the change of name/surname (marriage certificate, statement on the change of name/surname). Concluding the agreement, a person has a duty to present document originals by additionally attaching one photography of 3x4 cm.

20.3. no more than for two study programmes in each study form (full-time/part-time) indicating study form and choice of order for the study programmes;

20.4. for one study programme place financed by the state budget and natural/legal persons. In the order of competition the person has possibility to enter in the state financed budget place without having passed a competition to the state financed budget place - in a place financed for the funds of natural/legal persons, taking into account the order of study programmes chosen by the person;

20.5 relevant document copies are attached to application by presenting originals, additionally is attached one photography of 3x4 cm.

21. Person when submitting documents for master studies at the same time submits a report (or other work in accordance with Admission requirements). In the development of a report must be noted LiepU methodical instruction „Writing and formation of study works” attachment 3 „Requirements for study work formation (visual)” (accessible www.liepu.lv).

22. If a person cannot come personally or means of necessary electronic identification are not accessible, the document copies are submitted and originals are presented by an authorised person presenting a passport, a proxy and a passport copy of the applicant.

23. Applying for studies, **a non-repayable registration fee must be paid** in accordance with the fee services approved in LiepU Senate. Orphans and disabled persons of group 1 have been released from registration fee by presenting appropriate documents.

II. CONCLUSION OF STUDY AGREEMENTS AND IMMATRICULATION

24. Applicants who have passed the competition must conclude study agreements with LiepU within the terms specified by the Admission commission. If a person can not come personally within the specified term, an authorised person shall be entitled to conclude the study agreement, presenting a passport, **a notarially approved copy of the proxy** and a passport copy of the applicant.

25. Applicant concludes the study agreement in a state financed budget place only in one study programme.

26. Applicants for study places financed by natural/legal persons must make a first payment for studies in LiepU account in the amount of not less than 25% from the fee of the first study year till conclusion of the agreement in credit institution.

27. Foreign persons, who are not mentioned in Clause 2.2. shall pay fee of the first study year in full amount.

28. Applicants, who do not conclude the study agreement within the time specified by the Admssion Commission **shall be excluded from the competition.**

29. On the basis of the concluded study agreement, the applicant shall be imatriculated in LiepU student lists with the order of the rector.

Deputy Speaker of the Senate

(signature)

Z.Gūtmane