

APPROVED  
*ISMA University of Applied Sciences*  
*Senate meeting*  
*Protocol No. 5-23, November 2<sup>nd</sup>, 2023*  
*Amended:*  
*ISMA University of Applied Sciences*  
*Senate meeting*  
*Protocol No. 3-24, March 14<sup>th</sup>, 2024*  
*Amended:*  
*ISMA University of Applied Sciences*  
*Senate meeting*  
*Protocol No. 8-24, September 30, 2024*

**ISMA University of Applied Sciences**  
**Admission Regulations**  
**for the academic year**  
**2024/2025**

*Published in compliance with the Law on Institutions of Higher Education, Section 46, part two;*

*Cabinet Regulation No. 846, adopted 10 October, 2006*

*“Noteikumi par prasībām, kritērijiem un kārtību uzņemšanai studiju programmās un valsts atbalstu pilsoņiem, kas brīvprātīgi pieteikušies valsts aizsardzības dienestā un pabeiguši to”,  
 (“Regulations Regarding the Requirements, Criteria and Procedures for Admission to Study Programmes and State Support for Citizens Who Voluntarily Applied for and Completed the National Defence Service”)*

*Cabinet Regulation No. 795, adopted 20 December, 2022*

*“Noteikumi par svešvalodas centralizētā eksāmena vispārējās vidējās izglītības programmā aizstāšanu ar starptautiskas testēšanas institūcijas pārbaudījumu svešvalodā”  
 (“Regulations on substitution of the foreign language centralised examination in the general secondary education programme with a foreign language test of an international testing institution”)*

## **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 document certifying a previously acquired education which is recognised in Latvia and meets the requirements of the higher education study programme shall be presented.

1.3. ISMA implements short-cycle professional higher education programmes, first-cycle professional higher education programmes which correspond to the sixth level of the Latvian Qualifications Framework and second-cycle higher education programmes which correspond to the seventh level of the Latvian Qualifications Framework.

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

## **2. Admission to a short-cycle professional higher education programmes and first-cycle professional higher education programmes.**

2.1. ISMA announces admission to the following first-cycle professional higher education programmes in the academic year 2024-2025:

2.1.1. Short-cycle professional higher education programme

**“Entrepreneurship in Restaurant Business”** (41811), language of studies – Latvian, English.

Qualification to be obtained – fifth-level professional qualification **“organiser of catering services”**.

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-cycle professional higher education Bachelor’s programme,

**“Information systems”** (42484), language of studies – Latvian, English

Awarded Degree – **Professional Bachelor’s degree in Information Systems.**

Qualification to be obtained– sixth-level professional qualification **“software engineer”**.

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).

2.1.3. First-cycle professional higher education Bachelor’s programme,

**“Business Administration”** (42345), language of studies – Latvian, English

Awarded Degree – **Professional Bachelor’s Degree in Business Administration.**

Qualification to be obtained– sixth-level professional qualification **“business administrator”**.

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. First-cycle professional higher education Bachelor’s programme,

**“Business Administration in Tourism”** (42345), language of studies – Latvian, English

Awarded Degree – **Professional Bachelor’s Degree in Business Administration in Tourism.**

Qualification to be obtained – sixth-level professional qualification **“business administrator”**.

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).

2.2. A person can apply for admission to ISMA short-cycle higher education programmes and first-cycle higher education programmes by:

2.2.1. e-service portal [www.latvija.lv](http://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. Basic principles of admission to short-cycle professional higher education programmes and first cycle professional higher education programmes**

- 3.1. Admission of applicants to full-time short cycle professional higher education programmes and first-cycle higher education programmes is held on competitive basis, based on the results of all mandatory CE.
- 3.2. Admission of applicants to part-time (extramural) short cycle professional higher education programmes and first-cycle higher education 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 short cycle professional higher education programmes and first-cycle higher education 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 *Cabinet Regulation No. 795, 20 December, 2022* “*Noteikumi par svešvalodas centralizētā eksāmena vispārējās vidējās izglītības programmā aizstāšanu ar starptautiskas testēšanas institūcijas pārbaudījumu svešvalodā*” (“*Regulations on substitution of the foreign language centralised examination in the general secondary education programme with a foreign language test of an international testing institution*”)
- 3.5. The baccalaureate examination taken at a European school can substitute the CE in the relevant subject, and the baccalaureate examination taken at a European school in the Latvian language can be substituted by the Latvian language CE.

- 3.6. 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 short cycle professional higher education programmes and first-cycle higher education programmes in the same order as persons with special needs.

**4. Conduct of the competition for the study places at a short-cycle professional higher education programme and first cycle professional higher education programme**

- 4.1. ISMA Admission Board organises open and equal competition to select the most appropriate applicants in the specific short cycle professional higher education programmes and first-cycle higher education programme.

- 4.2. Applicants participate in the competition with CE ratings. To determine the competition rank, the percentage ratings of the specified CEs are added up.

- 4.3. To ensure mutual comparability of examination results, the following coefficients are applied:

- 4.3.1. a coefficient of 0.75 is applied to examinations of the optimal learning content level, equating to examinations of the highest learning content level;

- 4.3.2. a coefficient of 0.50 is applied to examinations of the general learning content level, equating to examinations of the highest learning content level;

- 4.3.3. for applicants who obtained a CE rating until 2022 (inclusive), the CE rating is multiplied by the coefficient of 0.

Table of equivalent ratings:

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

- 4.4. 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.

- 4.5. The graduates of ISMA Secondary school “Premjers” and the applicants who have completed ISMA preparation course receive 10 additional points to the evaluation.

- 4.6. 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 second-cycle professional higher education programmes

5.1. ISMA announces admission to the following second-cycle professional higher education programmes in the academic year 2024-2025:

5.1.1. Second-cycle professional higher education Master's programme "**Business Administration**" (47345), language of studies – Latvian, English.

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

Qualification to be obtained – seventh-level professional qualification "**organisational manager**".

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. Matriculation to second-level professional higher education programme 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 first-cycle professional higher education in the field of economics and management;

5.1.1.1.2. who obtained academic Master's degree in the field of economics and management.

5.1.1.2. Matriculation to second-level professional higher education 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. who obtained academic Bachelor's degree in the field of economics and management. Entrance examination.

5.1.1.2.2. who obtained first-cycle professional higher education in other field of education and have at least 2 years of work experience in business management or entrepreneurship. Entrance examination.

5.1.2. Second-level professional higher education Master's programme "**Computer Systems**" (47483)

Awarded Degree –**Professional Master's degree in Computer Systems,**

language of studies – Latvian, English

Qualification to be obtained– seventh-level professional qualification "**systems analyst**".

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

Form of studies – intramural, extramural.

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

5.1.2.1. Matriculation to second-cycle professional higher education programme "Computer Systems" with the duration of studies 1,5 ac.yrs. (full-time studies) and 2 ac.yrs. (part-time studies) is for persons:

5.1.2.2. who acquired first-cycle professional higher education in the thematic area of computer science education;

5.1.2.3. who obtained academic Master's degree in the thematic area of computer science education.

5.1.2.4. Matriculation to second-cycle professional higher education 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:

- 5.1.2.4.1. who acquired first-cycle higher education in the field of natural sciences or engineering without professional qualification or equivalent education;
- 5.1.2.4.2. who acquired first-cycle higher education in other field of science or equivalent education and have at least 2 years of work experience in the field of computer sciences and informatics or electrical engineering, electronics, information and communication technologies. Entrance examination.
- 5.1.3. A person can apply for admission to ISMA second -cycle higher education programmes 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 second-cycle higher education programmes is conducted based on the open and equal competition organised by the director of the related higher education 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](http://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 higher education programme is determined by ISMA Senate. If necessary, ISMA Senate can specify the number of study places in a higher education programme before matriculation is started.
- 7.2. The applicants who meet all the requirements specified in ISMA Admission Regulations for the academic year 2023-2024 can be admitted to ISMA higher education programmes.
- 7.3. If upon the competition results the number of applicants to a higher education 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 higher education programme;
  - 7.3.2. offer applicants to study on another higher education programme.
- 7.4. In compliance with the decision of the Admission Board on the winners of the competition, an applicant signs in writing the Study Contract with ISMA and is matriculated on the particular ISMA higher education 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 higher education 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 higher education 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) PTE Academic	Level 3 (B2) 59 points in total
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)	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
6.	PeopleCert Qualifications	LanguageCert Level 1 Certificate in ESOL International (Listening, Reading, Writing) (Communicator B2)  LanguageCert Level 1 Certificate in ESOL International (Speaking) (Communicator B2)  (must pass a written exam and an oral exam)	B2 level  (Pass)

- 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 higher education 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").