

APPROVED
*At Academy Senate
Meeting No. 1
of 24.01.2023, p.7.*



Terms of Enrolment to the Luther Academy for the Academic Year 2023/2024

1. General provisions

- 1.1. Terms of enrolment to the Luther Academy have been issued in accordance with Paragraph Two of Clause 46 of the Law on Higher Educational Institutions, Cabinet Regulations No.846 Regulations on Requirements, Criteria and Procedure for the Enrolment to Study Programs, dated 10 October 2006, and the Constitution of the Luther Academy (hereinafter referred to as the “Academy”).
- 1.2. Every citizen of the Republic of Latvia, non-national of the Republic of Latvia, citizen of the European Union, citizen of the European Economic Area, or citizen of the Swiss Confederation, or permanent resident of the European Community with valid residence permit shall be entitled to study at the Academy. Appropriate prior education attested by the respective documents is the requirement to apply for studies.

2. Enrolment to study programs

- 2.1. Enrolment to the Academy is announced for all study programs, which, on the day of enrolment, have valid license issued by the Ministry of Education and Science.
- 2.2. Enrolment to the announced study vacancies in the Academy within the academic study program takes place until the beginning of the fall semester according to the candidate registration and enrolment term established by the Cabinet.
- 2.3. Enrolment procedure to the Academy consists of:
 - 2.3.1. application and registration for studies;
 - 2.3.2. competition procedure;
 - 2.3.3. announcement of the competition results;
 - 2.3.4. conclusion of the study agreement and enrolment.
- 2.4. Enrolment to the study program occurs by competition:
 - 2.4.1. for persons having acquired secondary education, from 2004, the competition selection criterion is mathematic, Latvian language and foreign language centralized exam results at one of acquisition levels of the content of teaching (general, optimal or higher) and results of all other exams by the person on acquiring of the general secondary education;
 - 2.4.2. The following factors shall be applied to provide comparability of the centralized examination results:

- 2.4.2.1. for optimal acquisition level of the content of teaching for examinations, the factor of 0.75 shall be used, comparing to the higher acquisition level of the content of teaching for examinations;
- 2.4.2.2. for general acquisition level of the content of teaching for examinations, the factor of 0.50 shall be used, comparing to the higher acquisition level of the content of teaching for examinations;
- 2.4.2.3. results of the centralized examinations achieved until 2022 are compared to optimal acquisition level of the content of teaching for examinations, and the factor of 0.75 is applied shall be used, comparing to the higher acquisition level of the content of teaching for examinations;
- 2.4.3. for persons having acquired their the secondary education until 2008, the centralized examination in mathematics may be replaced with the annual grade in mathematics stated in the secondary education document (or the average grade in algebra and geometry);
- 2.4.4. for persons having acquired their the secondary education until 2004 (excluding), as well as persons having acquired their secondary education abroad, and persons who are exempted from the centralized examinations, the competition selection criterion shall be *average annual grade for the Latvian language and literature, annual grade in the foreign language, annual grade in mathematics (or average grade in algebra and geometry), average annual grade in mandatory subjects*.
- 2.5. Enrolment to the study programs is ensured by the Enrolment Commission formed by the Academy (hereinafter referred to as “the Enrolment Commission”), it works in accordance with the Regulation approved by the Senate. The Enrolment Commission shall be entitled to terminate a person’s participation in the enrolment procedure, if he/she has failed to follow the requirements of laws and regulations governing the enrolment.
- 2.6. Information on the procedure of enrolment is available in electronic form on the Academy’s website.
- 2.7. The person shall have the following rights and obligations:
 - 2.7.1. to submit or present and fill in the required documents;
 - 2.7.2. to receive information on the enrolment procedure;
 - 2.7.3. to follow *LA’s Internal Procedure Regulations for Students*;
 - 2.7.4. to submit to the Enrolment Commission a motivated claim concerning an infringement of procedure requirements during the course of enrolment within three working days from the date of establishment of such violation;
 - 2.7.5. The candidate may contest the decision of the Enrolment Commission by submitting his/her claim to the Principal of the Academy within seven day period.
- 2.8. The Academy shall have the following rights and obligations:
 - 2.8.1. to provide candidates with information on the enrolment procedure;
 - 2.8.2. to arrange the enrollment procedure and review of related claims in line with requirements of the Enrollment provisions.

3. Application and registration for studies

- 3.1. When applying for studies, the following documents shall be submitted:
 - 3.1.1. **application** (*the application questionnaire available by writing to the e-mail: info@lut.edu.lv*)
 - 3.1.2. **copy of the secondary education certificate** and/or **copy of the**

- prior higher education certificate** (*presenting the original document*), if any;
- 3.1.3. **copy of the personal ID document (passport or ID card)**, as well as copy of the document certifying the change of name, family name, if the candidate's name or family name is different in any of the documents to be submitted (*presenting the original document*);
- 3.1.4. **1 photograph** (3 x 4 cm);
- 3.1.5. **copies of the centralized examination certificates or copy of the secondary education transcript of records** (*for persons having acquired the secondary education until 2004, persons having acquired secondary education abroad, or having acquired secondary education after 2004, but not taking the centralized examinations due to their health conditions, as well as for persons with special needs*);
- 3.1.6. **essay “Why I want to study in the Luther Academy?”**;
- 3.1.7. **recommendation from pastor of a parish** (*will be considered an advantage*).
- 3.2.** Documents shall be submitted within the time period from **17 July 2023 to 28 July 2023 at 06:00 pm** .
- 3.3. The application will be considered complete and recorded, when the Academy receives all the required documents and registration fee in amount of 20.00 EUR .

4. Competition procedure

4.1. For the enrolment to study programs, the Academy arranges open and equal competition.

4.2. Competition criteria:

4.2.1. assessment of centralized examination results at level A, B, C, D or E, or subject grades in secondary education certificates: comparable to the level A, B, C, D, or E of the centralized examination according to Item 4.2.2. of these Enrolment Provisions (*for persons having acquired the secondary education until 2004, persons having acquired secondary education abroad, or having acquired secondary education after 2004, but not taking the centralized examinations due to their health conditions, as well as for persons with special needs*);

4.2.2. The Academy's comparable assessments:

No. by order	Subject	Assessment by 10-point grading system	Appropriate limits of the centralized examination	Assessment by 5-point grading system	Appropriate limits of the centralized examination
1.	Latvian	10	A (80-100%)	5	A (80-100%)
		9	A (80-100%)		
		8	B (65-79%)	4	B (65-79%)
		7	B (65-79%)		C (50-64%)
		6	C (50-64%)	3	D (36-49%)
		5	D (36-49%)		E (21-35%)
		4	E (21-35%)	2	F (5-20%)
2.	Foreign language	10	A (84-100%)	5	A (84-100%)
		9	A (84-100%)		

		8	B (68-83%)	4	B (68-83%)
		7	B (68-83%)		C (52-67%)
		6	C (52-67%)	3	D (36-51%)
		5	D (36-51%)		E (19-35%)
		4	E (19-35%)	2	F (5-18%)
		3	F (5-18%)		
3.	Mathematics	10	A (80-100%)	5	A (80-100%)
		9	A (80-100%)		
		8	B (65-79%)	4	B (65-79%)
		7	B (65-79%)		C (50-64%)
		6	C (50-64%)	3	D (36-49%)
		5	D (36-49%)		E (21-35%)
		4	E (21-35%)	2	F (5-20%)
		3	F (5-20%)		

4.2.3. Positive entrance exam assessment:

- 4.2.3.1.1. test in the Holy Scriptures of the New Testament and Old Testament;
- 4.2.3.1.2. knowledge test in M.Luther's "The Small Catechism";
- 4.2.3.1.3. English language test;
- 4.2.3.1.4. colloquium.

4.3. Entrance exams will take place on **11 August 2023 at 11:00 AM**

4.4. Results of the competition are approved by the Enrolment Commission. Results of the competition shall be announced electronically no later than within three days from the date of termination of the competition.

4.5. If after summarization of the competition results, the number of candidates in study program is less than 5, the Enrolment Commission shall be entitled to make decision:

- 4.6.1. to refuse enrolment to the study program;
- 4.6.2. to propose to the candidates application to another study program.

4.6. Decision of the Enrolment Commission on the competition results may be contested by submitting application to the Principal of the Academy within three days from the announcement of the results. Decision made by the Principal of the Academy may be appealed in court according to the procedure established in the Administrative Procedure Law.

5. Study fee, conclusion of the study agreement, and enrolment

- 5.1. Study fee for the academic undergraduate study program “Theology” – **800.00 EUR** in 2023/2024 academic year.
- 5.2. Based on the competition results, candidates shall conclude the study agreement with the Academy within the specified term.
- 5.3. Should a candidate fail to conclude the study agreement with the Academy within the specified term, he/she may lose his/her acquired study place, to which he/she shall be entitled according to the competition results.
- 5.4. Upon conclusion of the study agreement with the Academy, the candidate with the decision of the Principal shall be enrolled into the roll of Academy students according to requirements of laws and regulations.
- 5.5. Beginning of studies - **01 September 2023**.
- 5.6. A person claiming enrolment to a study program according to the procedure established by the Administrative Procedure Law shall be entitled to request that the decision of the Academy on the refusal to enroll this person shall be prepared in writing.

Chairman of Senate

Hans Martin Jönsson

Riga, 24 January 2023