



**Application and Admission Procedures for the *Open Academy*
Programme “Theology and Ministry”
Academic Year 2023/2024**

1. General Provisions

- 1.1. Admission procedures for studies in the study programme “Theology and Ministry” at the Luther Academy have been issued in accordance with Section 46(2) of the Law on Higher Education Institutions, Cabinet Regulation No. 846 “Regulations on Requirements, Criteria and Procedures for Matriculation in Study Programmes”, and the Constitution of the Luther Academy (hereinafter referred to as the Academy).
- 1.2. Every citizen and non-citizen of the Republic of Latvia may study at the Academy. To begin studies, a former education which has been proven by documents and corresponding to the requirements of a study programme.

2. Admission to the Study Programme

- 2.1. Admission process at the Academy consists of the following:
 - 2.1.1. application and registration for studies;
 - 2.1.2. the process of the competition;
 - 2.1.3. announcement of the competition results;
 - 2.1.4. signing of the study contract and matriculation.
- 2.2. Admission to the study programme is ensured by the Admission Commission established by the Academy (hereinafter referred to as the Admission Commission), which is acting in accordance with regulations approved by the Senate. The Admission Commission shall be entitled to terminate participation of a person in the admission process if he or she has not complied with the requirements of laws and regulations governing admission.
- 2.3. Information on the process of admission is available electronically on the Academy’s website.
- 2.4. **The Person’s Rights and Duties:**
 - 2.4.1. to submit or present and complete the necessary documents;
 - 2.4.2. to receive information on the process of admission;
 - 2.4.3. to comply with the *Internal Rules of Procedure for Students*;
 - 2.4.4. to submit to the Admission Commission a reasoned complaint on procedural violations during the admission process within three business days after detection of the violation;

- 2.4.5. the applicant may appeal the decision of the Admission Commission to the Rector of the Academy within the period of seven days by submitting a complaint.

2.5. Rights and Duties of the Academy:

- 2.5.1. to provide to applicants information on the process of admission;
- 2.5.2. to organise the process of admission and examination of related complaints in accordance with the requirements of these Admission Rules.

3. Application and Registration for Studies

- 3.1. When registering for studies, the following documents should be submitted:
 - 3.1.1. **an application** (*the application form may be received by writing to the following e-mail: info@lut.edu.lv*)
 - 3.1.2. **a copy of a confirmation certificate;**
 - 3.1.3. **a reference from the church pastor;**
 - 3.1.4. **a copy of a document certifying the current education** (*by presenting the original document*);
 - 3.1.5. **a copy of a personal identification document (passport or ID card)**, as well as a copy of the document certifying the change of a name, surname if any of the mandatory documents to be submitted has a different name and surname of the applicant (*by presenting original documents*);
 - 3.1.6. **an essay “Why I would like to study at the Luther Academy?”;**
 - 3.1.7. **1 photograph (3 x 4 cm).**
- 3.2. Documents should be submitted during the period **from 17 July 2023 until 28 July 2023, by 18.00.**
- 3.3. The application is considered as complete and registered after the Academy has received all requested documents and the registration fee of EUR 20.00.

4. The Process of the Competition

- 4.1. The Academy shall organise an open and equal competition for admission to the study programme.
- 4.2. Selection criteria of the competition:
 - 4.2.1. **A successful evaluation of the entry examination:**
 - 4.2.1.1. for the study programme “Theology and Ministry”:
 - 4.2.1.1.1. tests in knowledge of the Old and New Testament Scriptures and Luther’s “Small Catechism”;
 - 4.2.1.1.2. oral examination.
- 4.3. Entry examinations for the study programme “Theology and Ministry” will take place on **11 August 2023 at 11.00.**
- 4.4. The competition results shall be determined and approved by the Admission Commission. The competition results shall be announced electronically not later than within three days since the final day of the competition.
- 4.5. The decision of the Admission Commission on competition results may be appealed by submitting an application to the Rector of the Academy within three days since the results were announced. The decision taken by the Rector of the Academy may be appealed in the court in accordance with procedures stipulated by the Administrative Procedure Law.

5. The Tuition Fee; Signing of the Study Contract, and Matriculation

- 5.1. The tuition fee for the study programme “Theology and Ministry” during the academic year 2023/2024 shall be: **EUR 400.**
- 5.2. Based on the results of the competition, the applicants shall sign the study contract with the Academy by the due deadline.
- 5.3. The applicant shall lose the right to the acquired study place granted to him or her according to the competition results if he or she has not signed the study contract with the Academy by the due deadline.
- 5.4. After signing of the study contract, the applicant shall be matriculated into the student list of the Academy at the order of the Rector of the Academy and according to the requirements of the laws and regulations.
- 5.5. The studies shall begin at **1 September 2023.**
- 5.6. The person applying for admission to the study programme shall be entitled under the procedures of the Administrative Procedure Law to request that the decision of the Academy to reject matriculation of this person be prepared in writing.

Chairman of the Senate

Hans Martin Jönsson

Riga, 14 February 2023