



LATVIJAS REPUBLIKAS IZGLĪTĪBAS UN ZINĀTNES MINISTRIJA
RĪGAS TEHNISKĀ KOLEDŽA

Reģistrācijas Nr. 90000022223, Braslas iela 16, Rīga, LV-1084, tālrunis 67081400, e-pasts: brasla@kcrtk.lv

MATRICULATION PROCEDURE

for academic year 2024/2025

Riga

24.10.2023. No.1.1.-2/22

Issued in accordance with
Higher Education Law
Sections 45, 46, and 83.

1 General conditions

- 1.1. The procedure regulates the admission and enrollment of students (matriculation) for studies at Riga Technical College (hereinafter - RTC).
- 1.2. RTC admits citizens of the Republic of Latvia, non-citizens, citizens of the European Union, citizens of the European Economic Area or citizens of the Swiss Confederation and permanent residents of the European Community. For other foreigners, the right to study at RTC is determined by Article 83 of the Law on Higher Education.
- 1.3. For full-time students enrolled within the national admission limit, the **state budget pays for only one study program. A second higher education course or a second full-time course in the same subject is only available for a fee.**

2. Requirements for applicants

- 2.1. Applicants must provide evidence of secondary education.

3. Admission procedure

- 3.1. Outside the competition, full-time students are admitted for state budget funding, who have been ranked in the top three in international and national Olympiads in mathematics, physics, computer science, Latvian language or a foreign language in the last three years.
- 3.2. Applicants who have obtained a related vocational education and passed the state professional qualification exam with a score of "7" or higher receive an additional 2 points.
- 3.3. In case of an equal number of points, preference is given to persons with low-income status (by submitting relevant documents).
- 3.4. Applicants for full-time studies at the College are enrolled through a competition based on:
 - 3.4.1. The total number of points obtained in two state exams
 - Latvian language,
 - Mathematics or Physics, or English language

according to the table below:

State exam levels	Points	Total number of points, if the coefficient for the state exam in mathematics is $k=2$.	Total number of points, if the coefficient for the state exam in physics is $k=1.5$.	Total number of points, if the coefficient for the state exam in Latvian language and a foreign language $k=1$.
A	5	10	7,5	5
B	4	8	6	4
C	3	6	4,5	3
D	2	4	3	2
E	1	2	1,5	1
F	0	0	0	0

3.4.2. after extracting the average grade from the transcript (grade = points), adding them up.

3.5. Candidates who have obtained secondary education until 2004 or abroad, or are individuals with special needs who have received medical exemptions from state exams, participate in the general competition. In these cases, the total number of competition points is calculated by adding:

- the average grade of the diploma;
- the score of two exams (if they are specified) or the scores of two final evaluations, at the choice of the candidate, using the table below:

Final evaluation of an exam (marks)	Marks (points) In Latvian language	Marks (points) In foreign language	Total number of points in mathematics (Coefficient $k=2$)	Total number of points in physics (Coefficient $k=1.5$)
9 - 10	5	5	10	7,5
7 - 8	4	4	8	6
6	3	3	6	4,5
5	2	2	4	3
4	1	1	2	1,5

3.6. For candidates who have obtained secondary education after 2012, the corresponding levels of the State exam are determined as follows:

Exam	A (%)	B (%)	C (%)	D (%)	E (%)	F (%)
Latvian	80 - 100	65 - 79	50 - 64	36 - 49	21 - 35	5 - 20
Foreign language	84 - 100	68 - 83	52 - 67	36 - 51	19 - 35	5 - 18
Mathematics	85 - 100	62 - 84	40 - 61	23 - 39	12 - 22	5 - 11
Physics	83 - 100	65 - 82	46 - 64	30 - 45	19 - 29	5 - 18

Levels of state exams are converted into points according to the table in Section 3.4.1.

4. Admissions organization

4.1. The RTC Admissions Committee will accept applications for full-time studies from **1 July 2024 to 23 August 2024**.

4.2. Matriculation for studies from **26 August 2024 to 30 August 2024**.

4.3. The RTC Admissions Committee is working:

- From 1 July to 5 July 2024, from 9:00 to 17:00,
- Mondays, Wednesdays and Fridays from 10:00 to 14:00,
- Tuesdays and Thursdays from 14:00 to 19:00,

16 Braslas Street, Riga, tel. 67081411 or 67081401.

Daugavpils study program implementation point

Documents will be accepted at Daugavpils Technology and Tourism Technical College, 16 Strādnieku Street,

working days from 9:00 to 16:00 (by prior appointment) tel. 65436893

Kandava study program implementation point

Documents will be accepted at Kandava Technical School of Agriculture, 6 Valteru Street, working days from 8:00 to 15:00 (by prior appointment) tel. 20021050

4.4. Applicants must submit the following documents to the Admissions Committee:

- 1) a template-based application form;
- 2) school graduation certificate with transcript of results (copies; originals must be presented);
- 3) certificates from two national exams in Mathematics or Physics, or 1st foreign language and Latvian (copies; originals must be presented);
- 4) copy of passport (original must be presented);
- 5) two photographs (3 x 4 cm);
- 6) authorization of residence in the Republic of Latvia, if required (copy; original must be presented);
- 7) proof of low-income status, if applicable.

4.5. The application registration fee of EUR 12.00 is established in accordance with the Section 2.8 of the Cabinet of Ministers Regulations No. 171 "Paid services provided by the Professional Education Competence Center "Riga Technical College"" as of March 18, 2021.

V. Closing provisions

5.1. All matters concerning admission to the College are decided by the Admissions Committee.

Agreed _____ with J.Rozenblats, the Director _____

Head of Study Department _____ I.Klotiņa

Klotiņa 67081401

Bārdiņš 67081405