

Approved at the Meeting of RTU Senate on 28 June, 2018 (Minutes No 542).

PROCEDURE OF COMMENCING STUDIES AT RTU IN SUBSEQUENT EDUCATION STAGES

1. The document stipulates the procedure of commencing studies at RTU in the subsequent education stages, in the event a student:
 - 1.1. enrolls for studies at RTU transferring from another university;
 - 1.2. switches from one RTU study program to another;
 - 1.3. switches within one and the same study program from full-time studies to part-time studies and vice versa;
 - 1.4. recommences studies after expulsion from RTU or other higher education institution.
2. The general procedure of commencing studies in the subsequent education stages is defined in the Regulations of the Cabinet of Ministers of the Republic of Latvia No 932 of 16 November, 2004 “On Commencing Studies in the Subsequent Education Stages”.
3. The persons, whose previous education stage lasted at least two semesters, may be matriculated for studies in the subsequent education stages at RTU. Persons, whose previous education stage lasted less than two semesters, are admitted according to the general procedure undergoing admission process.
 - 3.1. Switch from full-time studies to part-time studies within one and the same study program and vice versa is allowed, if the previous education stage lasted at least one semester.
 - 3.2. Switch from one RTU study program to another shall be approved by Directors of both study programs – the previous and the new one.
4. Individual matriculation requirements are defined for every person that has applied for commencing studies in the subsequent education stages, based on the results of recognition and alignment of the study courses previously mastered by the person to the requirements of the study program the person wishes to commence studies at.
5. The procedure of recognition of the study courses mastered in other universities and study programs is subject to the regulations approved by Vice-Rector for Academic Affairs.
6. Recognition and alignment of the study courses previously mastered by the person are organized by the Director of the study program. The decision on the matriculation requirements set for a person is made by the Director of the study program or their authorized representative. The decision specifies the semester when the person may commence studies according to the study plan of the study program, and, if appropriate, the list of the study courses to be mastered in addition to the courses within the study plan. It is allowed to master study courses in the volume of maximum 6 credit points in addition to the courses within the study plan during one semester.
7. Persons, who wish to commence studies in the subsequent education stages, can master the study courses as listeners before their matriculation by having registered at RTU Further Education Unit.
8. Matriculation for studies in the subsequent education stages takes place twice a year – in the autumn semester until 1 October, and in the spring semester until 1 March, except for Doctoral studies. Applications for commencing studies in the subsequent education stages are accepted until 15 September, in the spring semester – until 15 February. It is allowed to matriculate beyond the specified terms in case of the public presentation of the person’s graduation paper, as well as in individual cases, based on the decision of the Director of the study program.
9. Matriculation process for commencing studies in the subsequent education stages is supervised by RTU Admission Committee.
10. Students matriculated for studies in the subsequent education stages pay tuition fees that have been approved by RTU Senate for the academic year the student is matriculated in:

10.1. full tuition fee for the studies according to the full-time study plan of the study program in the specified year;

10.2. for studies according to the part-time study plan, or according to an additional study plan of the study course tuition fee is calculated according to the volume of the mastered study courses in credit points.

11. Full-time students can qualify for state budget funded seats according to the general procedure.