



APPROVED

**by the Stockholm School of Economics in Riga -
Rīgas Ekonomikas augstskola
24.10.2018 Senate Decision, Protocol No. 5/2018**

STOCKHOLM SCHOOL OF ECONOMICS IN RIGA ADMISSION REGULATIONS, ACADEMIC YEAR 2018/2019

I General provisions

1. These Regulations prescribe the procedures by which candidates are admitted to the Stockholm School of Economics in Riga (hereinafter SSE Riga) bachelor's study programme "Economics and Business".
2. Admission to the study programme is provided by the SSE Riga Admissions Committee, approved by an order of the SSE Riga Rector, acting in accordance with the SSE Riga-approved Regulations of the Admissions Committee.
3. The right to study at SSE Riga is the same for citizens of Latvia, non-citizens of Latvia, citizens of the European Union, citizens of the European Economic Area, nationals of the Swiss Confederation and permanent residents of the European Community, as well as citizens of other countries who hold a valid residence permit.
4. The number of persons admitted for studies is determined by an order issued from the SSE Riga Rector.

II Candidate application for studies

5. Application criteria:
 - 6.1 Secondary school education completed by July 2019;
 - 6.2 Average grade in mathematics and English of at least 7 (on a scale of 10) or equivalent in another evaluation system;
 - 6.3 Successfully passed centralised state examinations in mathematics and English;
 - 6.4 International testing institution (IELTS or TOEFL) test result of at least level B2 in English until July 2019, if the candidate does not take centralised exams in Latvia.
6. The candidate applies for studies by submitting and filling out the online application form and attaching all the necessary documents:
 - 7.1. a copy of his/her passport or ID card;
 - 7.2. a copy of his/her grade transcript for the first semester of the final year of studies in secondary school;
 - 7.3. a copy of his/her diploma or certificate of secondary education, if the candidate has such on the day of application for studies at SSE Riga;
 - 7.4. a copy of his/her certificate for passing the centralised examinations;
 - 7.5. A motivation letter in English of 1800-4500 characters;
 - 7.6. If the person's name and/or surname on any of the attached documents differs from what is in the passport, the passport should be accompanied by a copy of the document attesting to the change of name and/or surname.

8. If the candidate has obtained an education document abroad, the candidate shall in addition submit a statement to SSE Riga from the Academic Information Centre on what education document or which academic degree obtained in Latvia corresponds to the education document or degree obtained abroad.
9. At his/her own discretion the candidate may attach other documents to the application form which he/she considers to be significant (contest diplomas, certificates, etc.).
10. Online application takes place till April 8 (www.admission.sseriga.edu). The study application form and motivation letter shall be drawn up in English. Other documents shall be submitted in their original language with a translation into English, certified by a translator or the candidate.
11. At the request of SSE Riga a candidate is required to present the originals of the copies of documents submitted within the deadline set by SSE Riga.

III Deadlines

12. The date and time when candidates take tests are set by the SSE Riga Admissions Committee and are published on the SSE Riga website.

IV Competition process

13. For admission to study at the School, SSE Riga has established additional requirements and entry examinations according to Section 11 of Regulation No. 846 of 10.10.2006 of the Cabinet of Ministers of the Republic of Latvia "Requirements, criteria and procedure of admission in study programmes", consisting of:
 - 13.1. a comprehensive test which aims to evaluate candidates' analytical and critical thinking skills, their ability to explain and independently formulate their views, and their skills in English;
 - 13.2. an oral examination which aims to assess candidates' compliance with the assessment criteria set by SSE Riga – motivation, initiative, teamwork, goal orientation and self-evaluation.
14. Candidates are admitted for studies at SSE Riga if they successfully pass all entry examinations laid down by the School. Candidates' examinations take place in the following steps:
 - 14.1. Step 1, based on the evaluation of the information provided in the applications: Candidates who have applied by the specified date and have completely and correctly filled out a registration form by adding all the necessary documents obtain the right to participate in Step 2. Step 1 results will be announced by 12 April by sending an e-mail to the address indicated in the application form.
 - 14.2. Step 2: a comprehensive examination takes place on 21 April, which includes an examination in mathematics, English language, and logical aptitude. The examination takes place in English. The 200-220 best candidates obtain the right to participate in Step 3. Step 2 results will be announced by 27 April by sending an e-mail to the address indicated in the application form.
 - 14.3. In Step 3 from 7 May to 20 May an oral examination takes place, which includes the candidate's individual structured interview with Admissions Committee representatives during which the candidate answers the

- questions of the Admissions Committee, presents his/her motivation letter and analyses the case (economic situation).
15. The competition is concluded by the last day of the oral examination, i.e. 20 May, and the results of the competition are announced by 24 May by sending an e-mail to the address indicated in the application form.
 16. To take the examinations candidates shall arrive with a passport or ID card. Candidates who do not attend the examinations at the specified time or have not taken a personal identification document with them do not participate in the subsequent competition and are not admitted to SSE Riga.
 17. The competition results are calculated on the basis of the number of points obtained by the candidates and candidates are ranked in order according to the number of points obtained. The competition results of the candidates referred to under Paragraph 4 of these Admission Regulations are ranked separately in order to identify the top 20 candidates from third countries for admission to SSE Riga within the framework of international cooperation.
 18. The maximum possible number of points to be obtained in the competition is 216, including the maximum number of points for the comprehensive examination of 201 and the maximum number of points for the oral examination of 15. The competition results are calculated taking into account the conditions of Paragraphs 20 and 21.
 19. Each entry examination has a definite number of points and a ratio for determining the objective weight of the total final assessment. In the examinations of Step 2 points are awarded according to the following principle: one point for each correct answer. All the points are summed up and multiplied by the ratio assigned to each task and an assessment of the comprehensive examination is calculated. In the examinations of Step 3, points are awarded according to the following principle: 0-5 points are awarded for each of the areas of competence evaluated in the examination and the final result shall be obtained by summing up the total number of points in the oral examination. The final result is made up of the total of all entrance examination assessments.
 20. If in Step 2 the candidate in any of the parts of the comprehensive examination (mathematics, English language, logic) obtains less than 20% of the possible points in the relevant section, the candidate is not admitted to Step 3.
 21. If the candidate has successfully passed examinations in Step 2, but has obtained 2 points or less in the oral examination in Step 3, the candidate is excluded from the competition.
 22. Candidates' centralised exam results are not taken into account in the calculation of the competition results and additional points for them are not awarded to candidates.
 23. The competition results are determined and approved by the SSE Riga Admissions Committee.

V Announcement of competition results

24. The results of the competition according to the Admissions Committee's decision are sent electronically by the authorised SSE Riga bachelor's programme admission coordinator to the e-mail address indicated in the candidate's application form within three days of the competition closing date.
25. Candidates' results are sent to each candidate individually and are not publicly disclosed.

VI Procedure for the admission of persons who have not completed centralised examinations

26. The specified assessment of the centralised examinations in the relevant subject for persons who have obtained secondary education until 2004, for persons with disabilities, and for persons who have obtained secondary education abroad is equated with the secondary education final examination score in the same subject. Such persons pass examinations according to these Admission Regulations.

VII Registration for studies, conclusion of the Study Agreement and matriculation

27. To become an SSE Riga student, after receipt of the notice of acceptance, applicants must register by 1 August 2018. When registering for studies the applicant shall upload the following documents to his/her online application form:
- a copy of his/her secondary school diploma with the annex “grade transcript”
 - copies of his/her centralised examination certificates
28. If the candidate is not registered in the study programme within the specified time, the Admissions Committee is entitled to assume that the candidate has chosen not to study at SSE Riga.
29. On the first day of studies, all admitted students conclude a contract with the School in two (2) identical copies, and each party receives one copy.
30. The candidate is matriculated at the School by the Rector's order.

VIII The rights and obligations of the candidate and the School

31. During the process of admission, the candidate has the following obligations:
- 31.1. to submit the documents specified in these Regulations;
 - 31.2. to register online at www.admission.sseriga.edu, to provide only truthful information to SSE Riga;
 - 31.3. to get acquainted and comply with these Regulations as well as external regulatory enactments governing admission;
 - 31.4. to comply with the time limits laid down by the SSE Riga Admissions Committee;
 - 31.5. to attend to the examinations personally, to follow the organisers' instructions and to not use unauthorised aids.
32. During the process of admission, the candidate has the following rights:
- 32.1. to get information about studies and the admission process at SSE Riga;
 - 32.2. to conclude study contracts if the Admissions Committee has adopted a decision on the candidate's admission to study;
 - 32.3. of non-disclosure to third parties of the candidate's examination results.
33. During the process of admission, SSE Riga has the following obligations:
- 33.1. to ensure fair admission in accordance with regulatory enactments;
 - 33.2. to provide candidates with information on study opportunities at SSE Riga as well as their rights and obligations;

- 33.3. to determine the amount of the tuition fee and number of paid study places;
 - 33.4. to accept documents submitted by the candidates, if they meet the requirements referred to in these Regulations;
 - 33.5. to announce the results of the competition;
 - 33.6. to arrange the conclusion of study contracts with candidates who have passed the competition;
 - 33.7. to arrange the matriculation of candidates who have concluded study contracts and fulfilled the obligations laid down;
 - 33.8. to prevent discriminatory treatment of candidates.
34. During the process of admission, SSE Riga has the following rights:
- 34.1. to process the candidate's personal data for implementation of the rights and obligations under these Admission Regulations;
 - 34.2. after the competition, to keep documents submitted by the candidate (original documents, if any submitted are handed back to the candidate);
 - 34.3. to define and comply with SSE Riga policy regarding privacy and ethical requirements during the admission process;
 - 34.4. to exclude from participation in the competition any candidates who during the examinations use unauthorised aids or perform other unauthorised actions about which candidates have been informed prior to examinations as well as any candidates who do not comply with SSE Riga rules relating to application for studies;
 - 34.5. to request that candidates present original documents if SSE Riga considers it necessary and to set a deadline for presentation of such documents;
 - 34.6. to implement the SSE Riga international cooperation provisions regarding study opportunities for students from third countries according to the procedure laid down in these Admission Regulations;
 - 34.7. to arrange examinations for admission to study at SSE Riga in English.
35. The obligations of the candidate and SSE Riga comply with the other party's relevant rights.

IX Appealing and challenging of decisions related to admission

36. Candidates may submit a written appeal against the decision of the Admissions Committee within one month of notification of the results. Any appeals are examined by the Rector, who shall provide notification on the decision within 14 days of the date of receipt of the appeal.

X Final provisions

37. SSE Riga places information on study opportunities and admission on its premises and on the following website: www.sseriga.edu. Candidates may also obtain information on the admission procedure from the SSE Riga Admissions Committee, phone 67015804; e-mail: admission@sseriga.edu.
38. SSE Riga implements a privacy policy and does not disclose the candidates' examination results and position in any examination ratings in order to avoid discrimination and cross-comparison of results among candidates.

39. The admission process at SSE Riga is carried out in English in order to ensure a fair and uniform admission process for all candidates applying for studies at SSE Riga from different countries, taking into account that SSE Riga studies are conducted in English in accordance with Paragraph 1, Article 19 of the Law "On the Stockholm School of Economics in Riga".
40. SSE Riga arranges entrance examinations within the deadlines laid down in these Admission Regulations, taking into account the range of international students and different provisions for candidates from various countries in their home countries, to ensure that candidates from different countries have the same opportunity to participate in the SSE Riga admission process. SSE Riga concludes study contracts with the admitted candidates following the deadline for the registration and admission of candidates laid down by the Cabinet of Ministers.
41. When submitting his/her application form to SSE Riga in accordance with these Admission Regulations, a candidate confirms that he/she has read the Admission Regulations and agrees to the processing of his/her personal data, which is necessary in order for SSE Riga to ensure a proper entrance examination process with a view to determining the range of candidates with whom the study contracts will be concluded.
42. Any issues related to admission to SSE Riga that are not regulated by the legislation in force in the Republic of Latvia or these Regulations are examined by the SSE Riga Admissions Committee and the SSE Riga Rector.

Anders Paalzow
Rector