



APPROVED

**by the Stockholm School of Economics in Riga -
Rīgas Ekonomikas augstskola
28.10.2020. Senate Decision, Protocol No. 4/2020**

STOCKHOLM SCHOOL OF ECONOMICS IN RIGA ADMISSION REGULATIONS, ACADEMIC YEAR 2021/2022

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 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 – to qualify for application the candidate should have:
 - 5.1. Secondary school education completed by July 2021;
 - 5.2. Average grade in Mathematics and English of at least 7 (on a scale of 10) or equivalent in another evaluation system;
 - 5.3. Successfully passed centralised state examinations in Mathematics and English by July 2021 (for applicants of countries where centralised exams are offered). Centralised examination in English can be substituted with an international language proficiency examination which meets the requirements set by the national regulations of the respective country.
6. The candidate applies for studies by submitting and filling out the online application form and attaching all the necessary documents:
 - 6.1. A copy of his/her passport or ID card.
 - 6.2. A copy of his/her grade transcript for the first semester of the final year of studies in secondary school, if the candidate will complete the secondary education by July 2021.
 - 6.3. A copy of his/her diploma or certificate of secondary education and the diploma supplement/ final grade transcript, if the candidate has such on the day of application for studies at SSE Riga.
 - 6.4. A Letter of Motivation in English.

6.5. If the person's name and/or surname on any of the attached documents differs from what is in the passport or ID, it should be accompanied by a copy of the document attesting to the change of name and/or surname.

6.6. The candidate may attach other documents to the application form which he/she considers to be significant (diplomas from competitions, certificates etc.).

7. The deadline for application April 25, 2021 23.59 hrs (Riga time). Applications should be done online using the application platform on www.sseriga.edu. The application form should be filled out in English. Documents submitted should be uploaded in their original language with a translation into English certified by a translator or by the candidate. The Letter of Motivation should be in English and will be electronically checked for plagiarism – if plagiarism is detected the candidate will be disqualified from the admissions process. All communication with the applicant will be through e-mail using the e-mail address submitted in the electronic application form.
8. At the request of SSE Riga a candidate is required, within the deadline set by SSE Riga, to present the originals of the copies of the documents submitted.

III Deadlines

9. The deadline for application as well as times and dates for tests and interviews are set by the SSE Riga Admissions Committee and published on the SSE Riga website.

IV Admission process

10. For admission to study at the School, SSE Riga has in addition 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", established additional requirements and entry examinations according consisting of:
 - 10.1. A set of invigilated on-line tests assessing the candidates' analytical and mathematical skills and their skills in English language;
 - 10.2. An interview assessing the candidate's academic potential. The assessment is based on the candidate's self-motivation and enthusiasm for the chosen field of study as well as the ability to think independently and engage with new ideas. The interview will also comprise a discussion of a case given to the candidate prior to the interview.
11. To be considered for admission a candidate has to successfully complete steps 1-3 below:
 - 11.1. Step 1: Submit an application submitted electronically through the SSE Riga online application system. Based on the information submitted in the application the candidate's eligibility is checked.
 - 11.2. Step 2: The online SSE Riga Admission Test to which all eligible candidates are invited.

- 11.2.1. The online test will take place May 15, 2021. The test is invigilated and will be recorded.
 - 11.2.2. To take the SSE Riga Admission Test, candidates who have been invited should be alone in an appropriate examination taking environment, have a stable Internet connection and a computer with a camera and microphone. Candidates should show their passport or ID card prior to the test.
 - 11.2.3. The result of the SSE Riga Admission Test is calculated based on the basis of the number of right answers. The weighted sum of scores from the different parts of the test is used to rank the candidates for Step 3.
 - 11.2.4. A candidate who obtains 30 per cent or less of the maximum score on any of the parts of the SSE Riga Admission Test does not qualify for Step 3 of the admissions process.
- 11.3. Step 3: Interviews - Based on the test results the strongest candidates will be shortlisted for online interviews.
- 11.3.1. The interviews will be conducted online. Interviews will take place between June 7 and June 18. Candidates shortlisted for interviews will be notified by May 27, 2021.
 - 11.3.2. The interview last for approximately 40 minutes and is recorded.
 - 11.3.3. A candidate who obtains 15 per cent or less of the maximum score of the interview is disqualified from the SSE Riga admissions process.
 - 11.3.4. A candidate whose spoken English language is not seen as sufficient by the interviewers might be disqualified from the SSE Riga admissions process.
12. Each component in the test and interview has a definite number of points and a weight that is used to calculate the final score. In calculating the final score the test and interview are given equal weights, i.e. 50 per cent each. The final score provides the final rank of the candidates.
13. When calculating the final rank of the candidates no extra points are given to any other achievements or activities – examples include secondary school grades, state examination results, extracurricular activities, awards and olympiads.
14. The SSE Riga Admissions Committee approves the final ranking and decides whom to invite for studies.

V Announcement of admission results

15. The final outcome of the SSE Riga Admissions process is communicated individually to all applicants who took part in Step 3. This is done by e-mail no later than June 30, 2021. Individual results are not publicly disclosed.

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

16. 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

17. To become an SSE Riga student, after receipt of the notice of acceptance, applicants must register by August 1, 2021. When registering for studies the applicant shall upload the following documents to his/her online application form and present the originals at the Academic Department during the first two weeks of studies:
- a) secondary school diploma with the annex “grade transcript”, and
 - b) Mathematics and English centralised examination certificates when applicable.
18. A candidate who has not registered for the study programme within the specified period of time will forfeit the right to study in the programme.
19. During the first day of studies, all admitted candidates have to conclude a study agreement with the School in two (2) identical copies, one for each party.
20. Candidates are matriculated by Rector’s decision.

VIII The rights and obligations of the candidate and the School

21. During the process of admission, the candidate has the following obligations:
- 21.1. To submit the documents specified in these Regulations;
 - 21.2. To register online at www.sseriga.edu, to provide only truthful information to SSE Riga;
 - 21.3. To get acquainted and comply with these Regulations as well as external regulatory enactments governing admission;
 - 21.4. To comply with the time limits laid down by the SSE Riga Admissions Committee;
 - 21.5. To attend to the examinations personally, to follow the organisers' instructions, not to use any unauthorised aids or plagiarise any texts.
22. During the process of admission, the candidate has the following rights:
- 22.1. To get information about studies and the admission process at SSE Riga.
 - 22.2. If admitted, to conclude a study agreement with the School.
23. During the process of admission, SSE Riga has the following obligations:
- 23.1. To ensure fair admission in accordance with regulatory enactments;
 - 23.2. To provide candidates with information on study opportunities at SSE Riga as well as their rights and obligations;
 - 23.3. To determine the amount of the tuition fee and number of paid study places;
 - 23.4. To accept documents submitted by the candidates, if they meet the requirements referred to in these Regulations;
 - 23.5. To announce the results of the SSE Riga admission process;
 - 23.6. To conclude study agreements with admitted candidates;
 - 23.7. To matriculate candidates who have concluded the study agreement and fulfilled the obligations laid down;
 - 23.8. To prevent discriminatory treatment of candidates.

24. During the process of admission, SSE Riga has the following rights:
- 24.1. To process the candidate's personal data for implementation of the rights and obligations under these Admission Regulations;
 - 24.2. After completion of the admission process to archive documents submitted by the candidate. Submitted originals will be returned to the candidate.
 - 24.3. To define and comply with SSE Riga policy regarding privacy and ethical requirements during the admission process.
 - 24.4. To exclude from the admission process any candidate who: submits false or misleading information; during test or the case study part of Step 3 uses unauthorized aids or performs other unauthorized actions including plagiarism, or who during the interview provides false or misleading information.
 - 24.5. To request that candidates present original documents if SSE Riga considers it necessary and to set a deadline for presentation of such documents.
25. The obligations of the candidate and SSE Riga comply with the other party's relevant rights.

IX Appealing decisions related to the admission process

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

X Final provisions

27. 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 by e-mail: admission@sseriga.edu.
28. 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.
29. For the purpose of the General Data Protection Regulation (GDPR) as well as other applicable privacy and data processing rules and regulations, the data controller is SIA STOCKHOLM SCHOOL OF ECONOMICS IN RIGA, registration no. 40003162751, registered at Strēlnieku iela 4a, Riga, LV-1010, Latvia. SSE Riga is responsible for ensuring that the personal data obtained through the application platform at www.sseriga.edu, test and interview results and other information related to the admission process is processed in accordance with the GDPR and other appropriate personal data protection regulations and only used for admission and study purposes. Application forms and accompanying documents are archived as required by Latvian legislation.
30. 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".

31. SSE Riga arranges the admission process online taking into account the range of international students and different provisions to ensure that candidates have the same opportunity to participating in the SSE Riga admission process.
32. SSE Riga concludes study agreements with admitted candidates following the deadline for registration and admission of candidates laid down by the Cabinet of Ministers.
33. 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.
34. 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.

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