

# HOTEL SCHOOL

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## HOTEL MANAGEMENT COLLEGE

HOTEL SCHOOL" Hotel Management College, Ltd

Register of Enterprises Reg. No: 40103277684; Register of Educational Institutions Reg. No: 3347802926,  
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*CONFIRMED*  
*„HOTEL SCHOOL” Hotel Management College*  
*Council meeting October 31, 2018*  
*Protocol No 25*

*Riga, November 1, 2018*

*No 4-6/57*

### **„HOTEL SCHOOL” HOTEL MANAGEMENT COLLEGE STUDENT ADMISSION REQUIREMENTS ACADEMIC YEAR 2019/2020**

*In accordance with*  
*Law on Higher Education, Paragraph 46, Second Part*  
*Regulations of Cabinet of Ministers No 846, October 10, 2006*

#### **I. General terms**

1. Glossary:
  - 1.1. *matriculation* - a process of adding a person to the College student list (matricula);
  - 1.2. *additional admission* - acceptance of applications, organization of examinations and registration to free study places;
  - 1.3. *applicant* – a person who has handed in a study application to 'HOTEL SCHOOL' Hotel Management College;
  - 1.4. *registration* – prospective student's written commitment to commence or continue the studies.
2. These regulations stipulate the requirements, criteria and the admission procedure at "HOTEL SCHOOL" Hotel Management College (hereinafter HOTEL SCHOOL) first level higher vocational education study programme "Hospitality Service Organization".
3. All citizens and non-citizen of Latvia as well as foreigners hold the right to study at HOTEL SCHOOL.
4. In order to study at HOTEL SCHOOL it is necessary to have a documented proof of former education that is appropriate to the education programme requirements of the Republic of Latvia.
5. Studies at HOTEL SCHOOL require a tuition fee, more information on payments is published on [www.hotelschool.lv](http://www.hotelschool.lv), section "Admissions".
6. The applicant admissions take place twice a year.
7. The admission procedure at HOTEL SCHOOL is organized by the Admission Commission, its members are confirmed by the Director of HOTEL SCHOOL. The Admission Commission operates in accordance with the regulations approved by HOTEL SCHOOL.
8. The consultation hours of the HOTEL SCHOOL Admission Commission are published on the homepage of the HOTEL SCHOOL - [www.hotelschool.lv](http://www.hotelschool.lv), section "Admissions".

9. All information regarding the admission procedure is available at Riga, Smilšu 3, 4th floor, Office No 47, phone: +371 67 213037, +371 2663 4824 (whatsapp), e-mail: admissions@hotelschool.lv, internet: www.hotelschool.lv.
10. The Admission Commission is responsible for:
  - 10.1. giving information to prospective students about study programme, admission procedure and applicants' rights and obligations;
  - 10.2. accepting documents necessary for admission process
  - 10.3. carrying out activities that are necessary for the applicant registration process;
  - 10.4. checking applicant compliance with the admission conditions (requirements);
  - 10.5. making the decision on which the HOTEL SCHOOL Director matriculates students, who meet the prescribed admission requirements;
  - 10.6. organizing tests that determine the study programme's language proficiency.

## **II. Registration to studies**

11. Applicant registration for the studies at HOTEL SCHOOL within the first year of receiving the Secondary School certificate is commenced as per the timeline defined by the Cabinet of Ministers. Registration of other applicants for the Academic Year 2019/2020 at HOTEL SCHOOL starts accordingly:
  - 11.1. 01.03.2019. – 23.08.2019. (summer intake), admission end date is 23.08.2019.
  - 11.2. 01.10.2019. – 24.01.2020. (winter intake), admission end date is 24.01.2020.
12. When registering for studies at HOTEL SCHOOL, it is required to submit:
  - 12.1. a study application form as per HOTEL SCHOOL sample;
  - 12.2. a passport copy (presenting the original);
  - 12.3. a copy of general education document (presenting the original);
  - 12.4. a copy of final grades (presenting the original);
  - 12.5. a copy of centralized exam certificates (presenting the originals). The individuals who have obtained the secondary education until year 2004, the individuals who have obtained the education abroad, as well as individuals with special needs shall be enrolled without centralized exam certificates.
  - 12.6. if a person has acquired education abroad, the document shall be accompanied by a statement from the Academic Information Centre determining the level of the foreign education document compared to education documents in Latvia. The Admission Commission of HOTEL SCHOOL is entitled to request a translation of a foreign education document;
  - 12.7. a document that proves the proficiency of the language of the study programme (for foreign applicants);
  - 12.8. if applicable, a document that proves a change of the surname (for instance, a copy of a marriage certificate, by presenting the original);
  - 12.9. 1 document photo (3x4).
13. Registration for studies and submission of documents may be done in person, or electronically, using the e-service "Electronic application for studies in basic study programs" of the public administration service portal [www.latvija.lv](http://www.latvija.lv);
14. When registering for studies, the applicant has the right to be fully consulted on all admission-related issues;

## **III. Competition and its general requirements**

15. The students are admitted to the study programme on a competitive basis, the competition procedure is organized by HOTEL SCHOOL.
16. Admission takes place without additional entrance exams, except in case the applicant applies for studies in a foreign language and the results of the centralized examination or another document certifying the language proficiency of the study programme do not meet the requirements,.
17. HOTEL SCHOOL admits students after the completion of secondary education.
18. An individual who has acquired secondary education abroad must apply for the recognition of the obtained education in Latvia before applying for studies.

19. When applying for studies, the applicant must have passed the centralized exams in Latvian or Mathematics and in English or another foreign language and the results cannot be lower than E.
20. Individuals who have not taken centralized exams, - individuals who have completed secondary education before 2004, individuals who have acquired secondary education abroad and individuals with special needs are admitted according to the final grades of the general secondary education document. The grades in Latvian, mathematics and English or in another foreign language must be over the pass mark. The Latvian language assessment is not required for applicants from abroad.
21. When applying for studies in foreign language, the applicant must demonstrate proficiency in the required language by presenting a centralized examination certificate or passing the relevant language test at HOTEL SCHOOL (minimum level at least B2). If it is not possible to present such a language proficiency document, the applicants from abroad must pass the language proficiency test at HOTEL SCHOOL, which may be organized via skype programme or other means. The date, time and type of the test will be determined by the Admission Commission of HOTEL SCHOOL with prior notification to the applicant.
22. If the level of language proficiency of a foreign student is B1, the HOTEL SCHOOL may offer the opportunity to undergo preparatory courses in order to prepare the applicant for College study programme in accordance with Article 56 (4) of the Higher Education Law.
23. The aim of the competition is to select the most appropriate applicants to the chosen study programme.

#### **IV. Result announcement and matriculation**

24. When reviewing the study applications at HOTEL SCHOOL, the Admission Commission takes into account the learning outcomes achieved during the former education process (documents certifying former education) and the language proficiency of the study programme presented by the person during the test at HOTEL SCHOOL (if applicable).
25. The results of the competition are determined and approved by the Admission Commission. The results of the competition are announced no later than three days from the closing date of the competition.
26. After the document submission and receipt of the approval from the Admission Commission that confirms the compliance with admission requirements, the student must sign a HOTEL SCHOOL study contract, the sample of which is available at school premises (Office No 47) during the official consultation hours of the Admission Commission that are published on [www.hotelschool.lv](http://www.hotelschool.lv), section "Admissions", or by writing to e-mail [admissions@hotelschool.lv](mailto:admissions@hotelschool.lv)
27. After signing the study contract of the HOTEL SCHOOL, the applicant is obliged to make an advanced payment as per the study contract conditions.
28. The applicant loses the right to a study place according to the competition results if he/ she fails to make the first payment within the term specified in the study contract.
29. The applicant from a foreign country loses the right to a study place according to the competition results if he / she fails to submit the documents for the residence permit of the Republic of Latvia within the term specified in the study contract.
30. The applicant may appeal against the admission results by submitting a written appeal to the Director of HOTEL SCHOOL within 5 (five) working days of the announcement of the results of the competition. The person may appeal the decision taken by the Director to the court in accordance with the procedures specified in the Administrative Procedure Law.
31. The applicants are matriculated in the study programme with the order of the Director of HOTEL SCHOOL, based on the decision of the Admissions Commission.
32. The matriculation in the HOTEL SCHOOL study programs takes place until September 3, 2019 (during summer intake) and February 3, 2020 (during winter intake). In case of additional admission, matriculation lasts within the time limit set by the Director.
33. The study process is started in accordance with the study schedule approved by the HOTEL SCHOOL Director, which is displayed in premises of the HOTEL SCHOOL, as well as sent to the students' e-mail addresses.
34. Students who have not commenced studies within 10 days without giving a valid justification shall be removed from the list of the students of the HOTEL SCHOOL by the order of the Director.

35. Not later than 1 (one) week after the start of the study process, the student who has submitted the documents stipulated in Paragraph 11 of these Regulations electronically, shall present the originals of these documents at Student Services of HOTEL SCHOOL (Office No 47), otherwise the HOTEL SCHOOL is entitled to consider the exmatriculation of the student.
36. A foreign student must submit a copy of a valid residence permit of the Republic of Latvia (Office No 47), by presenting the original document no later than 3 months after the start of the study process otherwise the HOTEL SCHOOL is entitled to consider the exmatriculation of the student.

#### **V Rights and obligations of parties in the admission process**

37. HOTEL SCHOOL undertakes to ensure fair admission to a study programme by providing equal opportunities for all individuals in compliance with the admission regulations, laws and general legal principles of HOTEL SCHOOL.
38. The student undertakes to provide honest information when applying to the HOTEL SCHOOL, to adhere to the admission deadlines and procedures, to respect the staff and clients of HOTEL SCHOOL.

College CEO

J. Pasnaka