

HOTEL SCHOOL



HOTEL MANAGEMENT COLLEGE

„HOTEL SCHOOL” Hotel Management College
Register of Educational Institutions Reg. No: 3347802926, Address: Smilšu 3, Riga, LV-1050
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„HOTEL SCHOOL” Hotel Management College
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„HOTEL SCHOOL” HOTEL MANAGEMENT COLLEGE STUDENT ADMISSION REQUIREMENTS ACADEMIC YEAR 2020/2021

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

GENERAL TERMS

1. The glossary:
 - 1.1. *Termination of Enrolment* - a process of removing a person from the College student list (matricula);
 - 1.2. *Matriculation* - a process of adding a person to the College student list (matricula);
 - 1.1. *Applicant* - a person who has handed in a study application to “Hotel SCHOOL” Hotel Management College;
 - 1.2. *Admission* - acceptance of application and registration to free study places.
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. The admission process consists of applicant’s registration to study programme, the competition to free study places, the communication of the competition results, the conclusion of a study contract, the process of adding an applicant to the student list (matriculation).
4. The College admission procedure is organized by the Admissions Commission, whose members are confirmed by the College Director. Admissions Commission act in accordance with College approved regulations.
5. The Admissions Commission shall:
 - 5.1. Give information to prospective students about study programme, admission procedure and applicants’ rights and obligations;
 - 5.2. Accept documents required for admission process;
 - 5.3. Perform tasks necessary to carry out applicant registration;

- 5.4. Check applicant's compliance with the admission requirements;
6. It is possible to receive consultations on the admission related matters during the office hours of the Admissions Commission, that are published on the homepage of the HOTEL SCHOOL - www.hotelschool.lv, section "Admissions". All information regarding the admission procedure is available also in person in Riga, Smilšu 3, 4th floor, Room 47, phone: +371 67 213037, +371 2663 4824 (whatsapp), e-mail: admissions@hotelschool.lv, internet: www.hotelschool.lv.

I. REGISTRATION FOR STUDIES

7. All citizens and non-citizens of Latvia, as well as a foreigners hold rights to register for studies.
8. The enrolment to College takes place twice a year:
- 8.1. Summer intake - 2 March to 24 August 2020;
- 8.2. Winter intake - 5 October 2020 to 25 January 2021.
9. The applicant's registration to College studies on the first year after the acquisition of secondary education begins within the time limit set by the Cabinet of Ministers.
10. The College Director may announce an additional admission by prolonging the registration deadline, if there are available places for the study programme after the completion of the competition.
11. Registration for studies can be done in person – in Riga, Smilšu Street, 4th floor, Room 47.
- 12. Following registration documents must be submitted:**
- 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 secondary education document (presenting the original);
- 12.4. A copy of final grades (presenting the original);
- 12.5. Copies 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. Applicants who have 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.
- 12.7. Applicants from abroad must demonstrate proficiency in English language by presenting an internationally recognized examination certificate (minimum level at least B2) in accordance with the Common European Framework of Reference for Language levels. The document is not necessary if a student has completed Secondary school in English.
- 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).

II. COMPETITIVE SELECTION PROCESS AND ITS GENERAL REQUIREMENTS

13. The students are admitted to the study programme on a competitive selection basis, the competition procedure is based on transparency and equality and it is aimed at selecting the most suitable candidates.
14. The College admits students after completion of the secondary education.
15. The competitive selection criterion is based on the results of all mandatory centralised examinations of general secondary education.

16. When applying for studies in English language, the results of the centralised examination of the English language must be at least B2 in accordance with the Common European Framework of Reference for Language levels.
17. Persons who have participated in a centralised examination, persons who have acquired secondary education before 2004, persons who have obtained secondary education abroad, as well as those with special needs, are admitted on the basis of general average grades of an educational document.
18. Foreign students need to pass an additional examination, an **interview**, which aims to ascertain the applicant's motivation to pursue studies in the College.
19. Studies in College have a tuition fee, the amount of which has been published on the internet page of the College www.hotelschool.lv section "admission".

IV RESULT ANNOUNCEMENT AND MATRICULATION

20. The results of the competition shall be determined and approved by Admissions Commission.
21. The results of the competition shall be declared no later than three working days from the closing date of the competition:
 - 21.1. **For the summer period, the closing date of the competition is 24 August 2020;**
 - 21.2. **For the winter period, the closing date of the competition is 25 January 2021.**
22. After the document submission and receipt of the approval from the Admissions Commission that confirms the compliance with admission requirements, the student must sign a HOTEL SCHOOL study contract, the sample of which is available on www.hotelschool.lv, section "Admissions",
23. After signing the study contract of the College, the applicant is obliged to make an advanced payment as per the study contract conditions.
24. 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.
25. The applicant from abroad 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.
26. The applicant may appeal against the matters related to the admission process by submitting a written appeal to the College Director within 5 (five) working days of the announcement of the results of the competition.
27. Applicants are matriculated to the study programme with the order of the College Director, based on the decision of the Admissions Commission.
28. The matriculation to the College study programmes takes place until August 31, 2020 (during summer intake) and February 1, 2021 (during winter intake). In case of additional admission, matriculation lasts within the time limit set by the Director.
29. The study process is started in accordance with the study schedule approved by the College Director, which is displayed in premises of the College, as well as sent to the students' e-mail addresses.
30. Students who have not commenced studies within 10 days without giving a valid justification shall be removed from the College list of the students by the order of the Director.
31. A foreign student must submit a copy of a valid residence permit of the Republic of Latvia (Room 47), by presenting an original document no later than 2 months after the start of the study process otherwise the College is entitled to consider the termination.

V RIGHTS AND OBLIGATIONS OF PARTIES IN THE ADMISSION PROCESS

32. The College undertakes to ensure fair admission to a study programme by providing equal opportunities for all individuals in compliance with the College Admission Regulations, normative acts or general legal principles.
33. The student undertakes to provide honest information when applying to studies in College, to adhere to the admission deadlines and procedures, to respect the staff and customers of the College.

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*"HOTEL SCHOOL" Hotel Management College
Director V. Poncius*