

HOTEL SCHOOL



HOTEL MANAGEMENT COLLEGE

"HOTEL SCHOOL" Hotel Management College
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APPROVED
by "HOTEL SCHOOL" Hotel Management College
Council Meeting on November 6, 2024
Protocol no. 4-8/7

with amendments, which are reinforced
by "HOTEL SCHOOL" Hotel Management College
Council Meeting on January 14, 2025
Protocol no. 4-8/1

Riga, January 30, 2025

No 4-2/1

ADMISSION REGULATIONS OF „HOTEL SCHOOL” HOTEL MANAGEMENT COLLEGE FOR SHORT-CYCLE PROFESSIONAL HIGHER EDUCATION STUDY PROGRAMME “HOTEL OPERATIONS MANAGEMENT” FOR ACADEMIC YEAR 2025/2026

GENERAL TERMS

1. These regulations determine the requirements, criteria and procedure for enrolling students in HOTEL SCHOOL” Hotel Management College, hereinafter – the HOTEL SCHOOL, short-cycle professional higher education study Programme “HOTEL OPERATIONS MANAGEMENT” in academic year 2025/2026.
2. Every citizen of Latvia, non-citizen of Latvia, citizen of the European Union, citizen of the European Economic Area or citizen of the Swiss Confederation, as well as a foreigner (third country), has the opportunity to obtain a short-cycle professional higher education and a fifth-level professional qualification after completing the HOTEL SCHOOL study Programme “HOTEL OPERATIONS MANAGEMENT”, subject to the requirements set out in these regulations, HOTEL SCHOOL's internal rules of procedure, regulatory acts of the Republic of Latvia, laws and international agreements..
3. Admission to the study Programme “HOTEL OPERATIONS MANAGEMENT” includes the registration of applicants for studies, the conduct of the competition for study places, the announcement of the results of the competition, the conclusion of the study contract, and registration in the list of students (matriculation).

REGISTRATION OF REFLECTANTS FOR STUDIES AND DOCUMENTS TO BE SUBMITTED

4. Admission to the study Programme "HOTEL OPERATIONS MANAGEMENT" is provided by the HOTEL SCHOOL admission committee. The admission committee operates in accordance with the regulations approved by the HOTEL SCHOOL and these regulations.

5. Admissions Committee performs the following tasks:

5.1. provides information to applicants about the study Programme, admission procedure, rights and obligations of applicants;

5.2. accepts and examines the documents required for admission;

5.3. performs the necessary actions for the applicant's registration for studies;

5.4. conducts a check on the applicant's compliance with admission requirements.

6. Applicants can register for studies in person or through an authorized person or legal representative at the Admissions Committee - in Riga, Smilšu Street 3, 4th floor or remotely - by filling out the application form in the "Admission" section of the website <http://www.hotelschool.lv> and sending the necessary documents in electronic form to the e-mail address admissions@hotelschool.lv or by registered mail (or via courier) to the HOTEL SCHOOL address: Smilšu street 3, Riga, LV-1050, Latvia.

7. Registration for studies HOTEL SCHOOL 2025/2026. takes place 2 times during the study year:

7.1. during the summer enrolment period – **from May 5 to August 25, 2025.**

7.2. during the winter admission period – **from October 6, 2025 to January 27, 2026.**

8. The director of HOTEL SCHOOL has the right to announce additional admissions, extending the deadline for applicants' registration, if there are available places left in the study Programme after the end of the competition.

9. Registration of applicants for studies at HOTEL SCHOOL in the first year after completing secondary education begins within the deadline set by the Cabinet of Ministers of the Republic of Latvia.

10. When registering for studies in the study Programme "HOTEL OPERATIONS MANAGEMENT", the applicant or his authorized person submits:

10.1. completed application form;

10.2. a copy of a valid identity document (passport or identity card (eID card));

10.3. a copy of a document certifying general secondary or professional secondary education;

10.4. transcript of grades/marks;

10.5. copies of centralized examination certificates;

10.6. a copy of a document certifying a change of name, surname, personal code, for example, a marriage certificate, document of change of surname or first name, etc., if the name, surname or personal code (or equivalent identifier) of the applicant in the documents to be submitted differs from that mentioned in the personal identification document;

10.7. notarized power of attorney with translation in Latvian, if admission documents are submitted by applicant's legal representative;

10.8. applicants who have obtained the education required for the Programme abroad submit:

10.8.1. notarized translation of a document certifying previous education in Latvian or English, if the original document is not in one of the above-mentioned languages;

10.8.2. the conclusion of the Academic information centre (<http://www.aic.lv/portal>) on the equating of the acquired education to the level required for the learning in the relevant Programme, (information on which education document to be issued in Latvia or academic

degree awarded in Latvia corresponds or is equivalent to the one issued in a foreign country educational document or awarded academic degree). HOTEL SCHOOL instead of the applicant can also request the aforementioned conclusion of the Academic information centre. In that case, before requesting the conclusion, the applicant pays for this service according to the current price list of the HOTEL SCHOOL;

10.8.3. documents certifying previous education legalized in accordance with the procedures established by the Law on Legalization of Documents, if the Academic information centre has requested it;

10.8.4. a document issued by an international testing institution, within the last five years, which certifies that the foreigner's English language skills are at least B2 level according to the language skills levels of the common European guidelines. The mentioned document is not required if the foreigner obtained his secondary education in English or if the foreigner obtained his secondary education in a country of the European Union and the European Economic Area or in the Swiss Confederation and the document certifying his secondary education includes an assessment of foreign language knowledge equivalent to at least level B2 in accordance with the Common European Language Proficiency detection system.

TUITION FEE

11. Short-cycle professional higher education Programme "HOTEL OPERATIONS MANAGEMENT" at the HOTEL SCHOOL are available for a fee.

12. The amount of the tuition fee, payment procedure and other terms are determined in the study contract concluded between the student and the HOTEL SCHOOL. Information about tuition fees is accessible on website www.hotelschool.lv, in the "Admissions" section.

COMPETITION AND GENERAL REQUIREMENTS

13. For admission to the study Programme "HOTEL OPERATIONS MANAGEMENT", HOTEL SCHOOL organizes an open and equal competition, the purpose of which is to select the most suitable candidates.

14. HOTEL SCHOOL accepts students after completing general secondary education or professional secondary education.

15. Applicants who obtained secondary education before 2004 and did not take centralized exams or persons who obtained secondary education abroad, as well as persons with special needs are admitted based on the grades of a document certifying general secondary education.

15.1. The results of the centralized exams, which were obtained in accordance with the regulatory enactments that were in force until the Cabinet of Ministers Regulation of September 3, 2019 No. 416 "Regulations on national general secondary education standards and samples of general secondary education Programmes" and Cabinet of Ministers Regulation of June 2, 2020 No. 332 "Regulations on State Vocational Secondary Education Standards and State Vocational Education Standards" as of the date of entry into force, are equated to exams of the optimal learning content level and a coefficient of 0.75 is applied to them, equating them with exams of the highest learning content learning level.

16. The admission of foreigners who are not citizens of the European Union, the European Economic Area or the Swiss Confederation or permanent residents of the European Community is subject to additional entrance test - a video interview, the purpose of which is to find out the applicant's motivation for studies at HOTEL SCHOOL. The interview is conducted by the Admissions Committee. At the beginning of the interview, the foreigner being interviewed confirms his consent to the recording of the video interview. HOTEL SCHOOL stores the video recording of the interview for 1 year in its electronic data processing system. HOTEL SCHOOL can

make available the recording of the video interview with the competent authorities of foreigners upon their official request.

ANNOUNCEMENT OF THE RESULTS OF THE COMPETITION, ENROLLMENT AND CONCLUSION OF THE STUDY CONTRACT

17. The results of the competition are determined and approved by the Admissions Committee.

18. The results of the competition are announced no later than three days after the closing day of the contest:

18.1. in the summer enrolment period, the competition **deadline is August 25, 2025**;

18.2. during the winter enrolment period, the tender **deadline is January 27, 2026**.

19. After receiving the approval of the Admissions Committee on compliance with admission requirements, the applicant must sign a study contract with HOTEL SCHOOL, a sample of which can be obtained by sending a request to admissions@hotelschool.lv.

20. After concluding the study contract, the applicant must pay for the studies in the amount and in the order specified in the study contract.

21. The applicant loses the right to the study place, which he would be entitled to according to the results of the competition if he does not make the first deposit or advance payment within the term and amount specified in the study contract.

22. An applicant from abroad loses the right to a study place, which he would be entitled to according to the results of the competition if he does not submit the documents for processing a residence permit in the Republic of Latvia within the term specified in the study contract.

23. The applicant can dispute or appeal the decisions related to admission, within 5 (five) working days from the announcement of the competition results, by submitting a written appeal addressed to the director of the HOTEL SCHOOL. A person can appeal the decision made by the director of HOTEL SCHOOL to the court in accordance with the procedures specified in the Law on Administrative Procedure.

24. Applicants are enrolled in the study Programme by decision of the director of the HOTEL SCHOOL, which is based on the decision of the Admissions Committee.

25. Matriculation at HOTEL SCHOOL is carried out until August 29, 2025 (during summer enrolment) and January 31, 2026 (during winter enrolment). In case of additional enrolment, matriculation is carried out within the deadline set by the director of the HOTEL SCHOOL

26. Studies take place according to the study schedule approved by the director of the HOTEL SCHOOL, which is placed in a visible place in the HOTEL SCHOOL premises, as well as sent to the e-mail address indicated by the applicant.

27. Students who have not started their studies within 10 days without a valid reason, can be exmatriculated by order of the director of the HOTEL SCHOOL.

28. The foreign student must submit to the Admissions Commission (room 47) a copy of a valid residence permit in LR (presenting the original) no later than two months after matriculation, otherwise HOTEL SCHOOL is entitled to consider the issue of exmatriculating the student.

29. Foreign students who withdraw their application for studies for any reason or whose study contracts are terminated before or after the start of studies are obliged to submit the original

study contract concluded with HOTEL SCHOOL or a duly executed copy. HOTEL SCHOOL has the right not to make a decision on the refund of the tuition fee paid by the applicant or student on the basis of the application, if the applicant or student has not submitted the original study contract or a legally executed copy of the contract.

OTHER PROVISIONS

30. HOTEL SCHOOL undertakes not to create any direct or indirect advantages for the applicant regarding enrolment in the study Programme, which is contrary to HOTEL SCHOOL's admission rules, regulatory enactments or general principles of law.

31. The applicant undertakes to provide truthful information when applying for studies at HOTEL SCHOOL, to respect admission deadlines and procedures, to respect HOTEL SCHOOL employees and customers.