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_____A.Melnis

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Chairman of the Convent

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**REGULATIONS ON ADMISSION for
international applicants
to study programmes at Riga Aeronautical Institute**

Issued pursuant to Section 46(2) of the Law on
Institutions of Higher Education, Regulations of the
Cabinet of Ministers No.846 of 10 October 2006
“Regulations on the Requirements, Criteria and Procedure
of Admission to Study Programmes” and the RAI Constitution

1. The Regulations on Admission (hereinafter referred to as the Regulations) shall lay down the procedure of admission to study programmes at the Riga Aeronautical Institute (hereinafter referred to as RAI) for international applicants.

2. Admission to study programmes shall be organized and ensured by the RAI Admission Commission (hereinafter referred to as the Commission) established by an order in accordance with the procedure defined by RAI. The Commission shall operate in accordance with the regulations approved by RAI.

3. Admission shall be organized for full-time studies in Riga. The studies are organized in English.

4. Admission is organized to the following study programmes:

No.	Programme title	Degree/ qualification to be obtained	Duration of studies
Study direction “Mechanics and Metal Processing, Heat Power Engineering, Heat Technology, and Mechanical Engineering”			
1.	Professional Bachelor’s study programme “ Air Transport Systems Management and Operation ”*	Professional Bachelor in air transport system management and operation / Aircraft technical maintenance engineer	Full-time – 4 years; part-time – 4.5 years
2.	Professional Bachelor’s study programme “ Aircraft Technical Maintenance ”*	Professional Bachelor in aviation/Aircraft technical maintenance engineer	Full-time – 4 years; part-time – 4.5 years

3.	Professional Master's study programme " Transport Systems Management "	Professional Master in transport systems	Full-time – 1.5 years; part-time – 2 years
Study direction "Information Technology, Computer Techniques, Electronics, Telecommunications, Computer Control and Computer Science"			
1.	Professional Bachelor's study programme " Electronic Equipment Maintenance "*	Professional Bachelor of electronic equipment maintenance/Electronic engineer	Full-time – 4 years; Part-time, face-to-face – 4.5 years.
Study direction "Transport services"			
1.	Professional Bachelor's study programme " International Transport Company Management "	Professional Bachelor of business management/Transport company manager	Full-time – 4 years; part-time – 4.5 years
2.	Professional Bachelor's study programme " International Transport Logistics "	Professional Bachelor of international transport logistics/Head of logistics unit	Full-time – 4 years; part-time – 4.5 years
3.	Professional Bachelor's study programme " Air Traffic Management "*	Professional Bachelor of air traffic management/Air traffic management engineer	Full-time – 4 years; part-time – 4.5 years
4.	Professional Master's study programme " International Transport Company Management "	Professional Master of business management/Transport company manager	Full-time – 1.5 years; part-time – 2 years

* – After graduation applicants receive a professional licence or certificate meeting EU requirements.

5. Admission to programmes of undergraduate studies shall take place on the basis of previous at least general secondary or vocational secondary education. Admission to Master programmes shall take place on the basis of Bachelor or second level professional higher education corresponding to the Master programme.

6. The size of the tuition fee in study programmes, discounts on the tuition fee and the groups of persons, which receive discounts on the tuition fee, shall be determined by an order in accordance with the procedure defined by RAI at least one month before the announcement of admission.

7. RAI shall inform about the commencement of admission on its website.

8. Documents registration:

- Till 16th of June – for the applicants, for full-time studies;
- Till 31st of August – for the applicants, for full-time studies with study cycles;
- The registration of documents on website <http://rai.lv/registren/step1.php>

9. To be admitted to a study programme, international applicants shall submit to RAI an application in a specified form. The application shall be appended by the copy of the document about the previously obtained education with a transcript of records, one coloured photo or an electronic photo (size no more than 1000x1000 pixels and size up to 200 kB), as well as copies of other documents, if necessary. An applicant from abroad, who has not obtained secondary

education in English shall present an international English language testing service certificate issued in the last five years, which confirms that the English language skills, according to the assessment of European language skills is at least B2 level. If the applicant has not submitted a document on the English language proficiency, the RAI performs his English skills testing.

10. Applicants shall submit their application for admission to a study programme:

10.1. arriving in person to RAI, Mežkalna iela 9, Riga;

10.2. sending electronically by e-mail (manager@rai.lv or a.brutane@rai.lv);

10.3. sending by post;

10.4. submitting through mediation of the applicant's authorized person presenting a power of attorney.

11. The Commission shall review the submitted application and appended documents, shall verify them, if necessary, and register.

12. If the application and the documents appended thereto meet the Regulations and other regulatory enactments regulating the admission procedure, the Commission shall take a decision on admission of the applicant to the relevant study programme.

13. The Commission shall send an invoice for the registration fee.

14. After registration fee payment, RAI sends the educational documents of the international applicant to the Academic Information Center for verification.

15. After receiving a certificate from the Academic Information Center that international applicant has the right to qualify for admission to Latvian higher education institutions, RAI sends a study agreement and invoice to the international applicant.

16. After the mutual signature of the study agreement and invoice payment, the Commission shall submit the documents to the Office of Citizenship and Migration Affairs for the issue of a D visa/ term residence permit to the international applicant.

17. In order to ascertain the motivation of the international applicant to study in the chosen study program, RAI interviews the international applicant with his / her consent. RAI records the interview on video, stores and upon request makes it available to the competent authorities.

18. After receiving the invitation, the international applicant shall arrive at RAI and shall submit the documents to request a temporary residence permit for the time of implementation of the study program.

19. If the international applicant has not submitted a document on the knowledge of English, RAI shall perform his English skills testing.

20. The Commission shall prepare a list of international applicants who have applied for studies in RAI and submit it to RAI Quality Department.

21. External Relations and Quality Department shall test the English language skills of the international applicants in accordance with the methodology approved by the RAI.

22. To the international applicants whose English skills level, according to test results, is not sufficient for successfully study in the selected study program, RAI offers the English language courses paid by the applicant.

23. The courses programme can include different quantity of lessons depending from the English language skills level of international applicant.

24. The Commission shall explain and draw the attention of the international applicant to his obligation to declare his place of residence within one month from the launch of his studies.

25. Applicants may receive full information in relation to the admission process and studies at RAI (manager@rai.lv, phone: 67677832, 29571158 and a.brutane@rai.lv, phone 67629205, 25909934).

26. It shall be the international applicant's duty to read these Regulations and provide

full and true information about the previously obtained education and study opportunities at RAI.

27. It shall be the RAI duty to provide applicants with complete information on the admissions process and possibilities to ensure relevant study and living conditions.

28. Any applicant may submit a motivated complaint to the Commission regarding violations in the admission procedure or decisions of the Commission within three working days of stating any fact of violation of the admission procedure or notification of the Commission's decision.

29. The Commission shall review the complaint and shall notify the applicant of its decision within three working days. The decision of the Commission may be challenged within seven days of the day of notification of the decision by submitting a complaint to the rector.

30. The rector's decision may be challenged in accordance with the procedure laid down in the Administrative Procedure Law.

31. RAI may terminate participation of any person in the admission procedure and cancel the Commission's decision on admission, if the person has not observed the requirements of regulatory enactments regulating admission.

32. About the commencement of the academic year and lessons RAI shall inform students on website.

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at the RAI Senate meeting _____
