



APPROVE

Rector

_____ A. Melnis

_____ 2022

APPROVE

Chairman of the Convent

_____ M. Romele

_____ 2022

**Riga Aeronautical Institute
Admission Commission
REGULATIONS**

1. The Admission Commission of the Riga Aeronautical Institute (hereinafter referred to as RAI) is a collegial body, which ensures the process of admission to RAI's study programmes and has been established by an order in accordance with the defined procedure.

2. The Admission Commission has been established in accordance with the Rules of Admission at RAI and is working independently in accordance with these regulations.

3. The Admission Commission shall:

3.1. accept, review and register applications of applicants and documents appended thereto on admission to study programmes;

3.2. submit information, consult and negotiate with applicants about matters relating to the admission procedure;

3.3. take decisions on admission;

3.4. prepare study contracts and other documents for matriculation of students;

3.5. see that the RAI Website provides exhaustive, clear and unambiguous information about admission conditions to the university;

3.6. inform the RAI management about progress of admission and final admission results.

4. The Admission Commission is chaired by the chairperson of the commission. The Chairperson, his or her deputy and a secretary shall be appointed by an order in accordance with the procedure defined by RAI.

5. The Admission Commission shall have a permanent office, e-mail and telephone number, which are specified on the RAI Website.

6. Meetings of the Admission Commission shall be convened and led by the Chairperson of the Admission Commission. The meetings shall be open unless a closed meeting should be convened due to the specifics of the matter being examined.

7. The Admission Commission shall take decisions by mutual agreement. If no agreement is reached, the decision shall be taken by voting. If the number of votes is equal, the vote of the chairperson of the Admission Commission shall prevail.

8. The Admission Commission may take decisions, when at least three members of the Admission Commission are present.

9. The Admission Commission shall inform the applicant about its decision regarding admission within three days of adoption of the decision. The Admission Commission shall coordinate with the applicant, when he/she should arrive to RAI to conclude a study contract.

10. The secretary of the Admission Commission shall ensure preparation of works and materials for the meeting of the Admission Commission.

11. Minutes of meetings of the Admission Commission shall be taken. The secretary of the Admission Commission shall ensure preparation of minutes, record-keeping and storage of documents.

12. Minutes and other documents of the Admission Commission shall be archived in accordance with the procedure defined by RAI.