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**REGULATIONS ON ADMISSION
to study programmes at Riga Aeronautical Institute
in academic year 2019/2020**

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) in academic year 2019/2020.

2. Admission to study programmes shall be organised 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 organised for full-time and part-time (face-to-face/correspondence) studies in Riga, as well as part-time studies at the RAI branch in Daugavpils. The studies are organised in Latvian and English.

4. Admission is organised to the following study programmes:

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

3.	Professional Master's study programme "Transport Systems Management"	Professional Master of transport systems/Transport systems management engineer	Full-time – 1.5 years; part-time – 2 years
Study direction "Information Technology, Computer Equipment, Electronics, Telecommunications, Computer Management and Computer Science"			
1.	First level professional higher education study programme "Electronic Equipment Maintenance"***	Electronics specialist	Full-time 2.5 studies; Part-time: face-to-face – 3 years, correspondence – 3.5 years
2.	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;

** – Applicants may 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. Admission to study programmes shall start:

7.1. on the date defined by the Cabinet of Ministers – for the applicants, who obtained secondary education in 2019;

7.2. on 1 June 2019 – for other applicants for full-time and part-time studies.

8. RAI shall inform about the commencement of admission on its Website.

9. To be admitted to a study programme, applicants shall submit to RAI an application in a certain form. The application shall be appended by the copy of the document about the previously obtained education with a transcript of records, two coloured photos or an electronic photo (size no more than 1000x1000 pixels and size up to 200 kB), as well as shall append copies of other documents, if necessary.

10. The applicant shall present originals of the document on previously obtained education and other documents, as well as his/her passport or other personal identification document to the Commission in person at the time of conclusion of the study contract.

11. Applicants may receive full information in relation to the admission process and studies at RAI (manager@rai.lv, tel.No. 67677832, 29571158).

12. It shall be the applicant's duty to read these Regulations and provide full and true information about the previously obtained education and studying opportunities at RAI.

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

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

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

14.2. arriving in person to RAI branch in Daugavpils, Kandavas iela 17;

14.3. sending them electronically by e-mail (manager@rai.lv);

14.4. sending by post;

14.5. submitting through mediation of the applicant's authorised person presenting a power of attorney.

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

16. 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.

17. The Admission Commission shall notify the applicant if its decision within three working days and shall coordinate with him/her, when he/she should come for the conclusion of the study contract in person.

18. 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.

19. 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.

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

21. 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.

22. A registration fee of 15 EUR shall be paid for review, registration of the application, talks and preparation of the study contract.

23. The following persons shall be exempted from the registration fee:

23.1. graduates of Bachelor's study programmes of academic year 2018/2019, who are admitted to Master's study programmes;

23.2. orphans.

24. After the conclusion of the study contract and having made the first instalment of the tuition fee to the account specified by RAI the applicant shall be matriculated to RAI.

25. RAI shall inform students about the commencement of academic year 2019/2020 and classes on its Website.

APPROVED

at the RAI Senate meeting of 21 April 2019, Minutes No.17/1.