



LATVIJAS REPUBLIKAS IZGLĪTĪBAS UN ZINĀTNES MINISTRIJA
RĪGAS TEHNISKĀ KOLEDŽA

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APPROVED
at the Council meeting of the Center for Competence in Vocational Education
“Riga Technical College”
No. 3-2016 of 24 May 2016

**THE PROCEDURE FOR COMPETING
FOR BUDGET-FUNDED STUDY PLACES AND
TRANSFER TO SELF-FUNDED
STUDY PLACES**

Riga

02.10.2023., No.1.1.-2/8

Issued in accordance with
the State Administration Structure Law
Article 73, part 1, paragraph 3

1. General provisions

1. The Procedure shall determine how full-time students at Riga Technical College (hereinafter - the College) may gain or lose a study place financed by the state budget and the principles of competition for study places financed by the state budget and transfer to self-financed study places (hereinafter - rotation) at the College
2. The Procedure does not apply to College part-time students, exchange students, foreign students who are not citizens of the European Union, citizens of the European Economic Area, citizens of the Swiss Confederation and permanent residents of the European Union, and students for whom a fixed source of funding is established by external legislation.

2. Candidates for budget-funded study places

3. All full-time budget and fee-paying students who, by the end of the current semester, have fulfilled all their academic and/or financial obligations in accordance with the study timetable and are studying in study programmes with budget-funded study places shall participate in the rotation.
4. Academic debt grades obtained after the end of the semester until the decision to transfer from budget-funded study places to self-financed study places or vice versa shall not be taken into account.
5. In the first semester of the first academic year, students shall be enrolled into budget-funded study places according to the results of admission competition.

6. Students who fail to meet their academic obligations by the due date for unexcused reasons shall not participate in the rotation and shall be transferred to self-financed study places.

3. Organizācija

7. The allocation and rotation of study places financed by the state budget at the College shall be carried out according to the agreement with the Ministry of Education and Science on the funding allocated from the state budget for studies and the determined number of study places in the study programmes implemented by the College.
8. The College Council shall approve the number of budget places for matriculation in the 1st semester of the 1st year of study.
9. Based on the results of each semester session, rotation shall take place from budget-funded to self-financed places and from self-financed to budget-funded places:
 - 9.1. Within three working days after the end of the 1st and 3rd semester session and within ten working days after the end of the 2nd and 4th semester, the director of the study programme shall summarize the results of the session by average grade (in descending order) and submit them to the Study Department in accordance with Appendix 1 to these Procedures. The average grade shall be determined by the sum of the session grades of all the courses in the semester plan divided by the number of courses.
 - 9.2. The Study Department shall summarize the results of the session at the College by subject area and study programme within three working days. In cooperation with study programme directors and heads of departments, a decision shall be taken on the exmatriculation or rotation of students from budget-funded to self-financed places, and vice versa.
 - 9.3. When deciding on the rotation of students from budget-funded to self-financed places and vice versa, the number of budget-funded places in subject areas and study programmes specified in the Order of the Ministry of Education and Science may be exceeded by no more than 20%. The decision shall be confirmed by an order issued by the Director.
10. Students must be notified of the order to rotate in the following semester from budget-funded to self-financed places and vice versa within 10 working days of the start of the new semester.
11. The reconclusion of agreements for the following semester shall take place within 14 working days from the beginning of the new semester, unless otherwise agreed.
12. Students who fail to reconclude their agreements shall be exmatriculated at the beginning of the semester.

4. Closing provisions

13. Matriculation and rotation of students is supervised by the Study Department.
14. The Procedure takes effect on October 5, 2023

Agreed _____ with the director J. Rozenblats _____

Head of Study Department _____ I.Klotiņa

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