

APPROVED
by the Decision of the Senate of
the Stockholm School of Economics in Riga
on 01.11.2017, Protocol No. 2/2017

STOCKHOLM SCHOOL OF ECONOMICS IN RIGA
ADMISSION RULES FOR THE ACADEMIC YEAR 2018/2019

I General Provisions

1. These Rules establish the procedure for admission to the **professional master's programme "Executive Master of Business Administration"** at the Stockholm School of Economics in Riga (hereinafter SSE Riga).
2. Admission to the study programme is effected by the Admissions Committee of SSE Riga, which is approved by the SSE Riga Rector's order and which acts in accordance with Admissions Committee by-laws approved by SSE Riga.
3. Latvian citizens and non-citizens, European Union citizens, European Economic Area citizens, Swiss Confederation citizens, residents of the European Community, and citizens of other countries with a valid residence permit have equal rights to study at SSE Riga.
4. The number of students to be admitted is established by the SSE Riga Rector's order. In accordance with the SSE Riga Rector's order, up to 40 applicants shall be admitted to the professional master's programme "Executive Master of Business Administration".

II Application for Studies

5. Application criteria:
 - 6.1. Higher education (at least a bachelor's degree);
 - 6.2. At least five years of managerial work experience;
 - 6.3. Knowledge of English at an appropriate level for participation in the programme;
6. Application for studies is carried out by electronic registration, filling out the application form and submitting all necessary documents:
 - 7.1. Copy of the applicant's passport or ID card;
 - 7.2. Copy of the applicant's higher education diploma;
 - 7.3. Two letters of recommendation;
 - 7.4. A letter of motivation in English, 1800-4500 characters;
 - 7.5. If any of the submitted documents contains a different name and/or surname than in the passport, a copy of the document confirming the change of name and/or surname must be included.
8. If the applicant has received a higher education diploma abroad, he/she must provide SSE Riga with an additional certificate from the Academic Information Centre regarding which educational document or academic degree awarded in Latvia the educational document or degree obtained abroad corresponds to.
9. The applicant, at his or her own discretion, also submits other documents that are considered relevant.

10. Electronic registration takes place by the 1st of June (www.admission.sseriga.edu). The registration form for studies and the letter of motivation must be prepared in English. Other documents must be submitted in the original language with an English translation certified by a translator or the applicant himself or herself.
11. At the request of SSE Riga, the applicant is required to present original copies of the submitted documents within the deadline set by SSE Riga.

III Deadlines

12. The date and time when applicants take tests are determined by the SSE Riga Admissions Committee and published on the SSE Riga website.

IV Competition

13. For admission to studies in the professional master's programme, SSE Riga has set additional requirements and entrance examinations in accordance with Article 11 of the Cabinet of Ministers Regulation No. 846 "Regulations on Requirements, Criteria and Procedures for Admission to Study Programmes" of 10.10.2006, which includes:
 - 13.1. A multipart test (in oral and written form), the aim of which is to assess the applicants' critical and logical thinking skills, their ability to formulate their own opinions, and their level of English.
14. Applicants are admitted to studies if they successfully master all entrance examinations specified by SSE Riga. Applicant examinations are organized in rounds that include the following:
 - 14.1. The 1st round is based on assessment of the information provided by the applications: applicants who have applied by the specified date and have fully and correctly filled out the application form, submitting all necessary documents, are entitled to participate in the 2nd round. The results of the 1st round are announced by June 11, by contacting each applicant individually.
 - 14.2. The 2nd round takes place from June 11 until July 9 and entails a multipart test that includes individual interviews and an English language test; applicants also have to complete personality and intelligence tests electronically by the last day of the 2nd round – July 9.
15. The competition is concluded on the last test day, i.e. July 9, and the results of the competition are announced by July 16, by contacting each applicant individually and by sending a letter to the address indicated in the application.
16. Applicants must bring a passport or ID card to the tests.
17. The final result constitutes the total sum of the assessments for all the entrance tests.
18. The results of the competition are established and approved by the SSE Riga Admissions Committee.

V Announcement of Examination Results

19. The results of the examinations are announced to the applicants individually and not published.

VI Registration for Studies, Conclusion of the Study Agreement and Matriculation

20. In order to become an SSE Riga student, following a successful application, applicants must register by August 1, 2018.
21. If the applicant has not registered in the study programme by the specified time, the Admissions Committee has the right to consider that the applicant has declined to study at SSE Riga.
22. All admitted students shall conclude a study agreement with SSE Riga from July 16 to September 16, providing for the possibility of concluding tripartite agreements with companies which fully or partially support studies, and each party receives one copy.
23. The applicant is matriculated at SSE Riga by the Rector's order.

VII Rights and Obligations of the Applicant and SSE Riga

24. The applicant has the following obligations in the admission process:
 - 24.1. To submit the documents specified in these Rules;
 - 24.2. To register electronically at www.admission.sseriga.edu, to submit only correct information to SSE Riga;
 - 24.3. To familiarize him/herself with and adhere to these Rules as well as external regulatory enactments governing admission;
 - 24.4. To adhere to deadlines set by the SSE Riga Admissions Committee;
 - 24.5. To appear in person at the tests, to follow the instructions of the organizers and not to use unauthorised aids;
25. The applicant has the following rights in the admission process:
 - 25.1. To receive information about studies and the admission process at SSE Riga;
 - 25.2. To conclude a study agreement if the Admissions Committee has made a positive decision regarding the admission of the applicant to studies;
 - 25.3. To non-disclosure of the results of the applicant's examinations to third parties;
26. SSE Riga has the following obligations in the admission process:
 - 26.1. To ensure fair admission in accordance with regulatory enactments;
 - 26.2. To provide information to applicants on study opportunities at SSE Riga as well as on their rights and obligations;
 - 26.3. To establish the amount of tuition fees and the number of paid study places;
 - 26.4. To accept documents submitted by applicants if they meet the requirements specified in these Rules;
 - 26.5. To announce the results of the competition;

- 26.6. To organize the conclusion of study agreements with the applicants who have passed the competition;
 - 26.7. To organize the matriculation of applicants who have entered into study agreements and have fulfilled the set obligations;
 - 26.8. To prevent discriminatory treatment of applicants.
27. SSE Riga has the following rights in the admission process:
- 27.1. To process personal data of the applicants for realization of rights and obligations in accordance with these Rules;
 - 27.2. After the contest, to keep the documents submitted by the applicant (the original documents, if submitted, are returned to the applicant);
 - 27.3. To establish and follow SSE Riga policy on confidentiality and ethics in the admission process;
 - 27.4. To exclude from participation in the competition applicants who use unauthorized aids or who perform other unauthorized activities of which the applicants have been informed prior to the tests and who do not fulfil the SSE Riga terms of application for studies;
 - 27.5. To request that applicants present original documents if deemed necessary by SSE Riga and to set the deadline for such documents to be presented;
 - 27.6. To organize examinations for admission to studies at SSE Riga in English.
28. The obligations of the applicant and SSE Riga are in accordance with the respective rights of the other party.

VIII Appeals and Challenging Admission Decisions

29. The applicant is entitled to submit a written appeal against the decision of the Admissions Committee until 17:00 on July 20, 2018. The appeal shall be reviewed by the Rector and the applicant shall be notified of the result by August 1.

IX Final Provisions

30. Information about study opportunities and admission to SSE Riga is available on its premises and on the Internet at www.sseriga.edu. Applicants can also receive information about the admission process from the SSE Riga Executive MBA Admissions Committee, phone 67015826; e-mail: elga.praulina@sseriga.edu.
31. SSE Riga implements a confidentiality policy and does not disclose the results and rank of applicants' tests in order to prevent a discriminatory attitude and comparison of results among applicants.
32. The admission process of SSE Riga is implemented in English to ensure an equal and uniform admission process for all applicants applying for studies at SSE Riga from different countries, considering that studies at SSE Riga are conducted in English in accordance with Article 19, Paragraph 1 of the Law "On the Stockholm School of Economics in Riga".

33. SSE Riga organizes entrance tests within deadlines set by these Rules, taking into account the range of international students and the different systems that apply to applicants from different countries in their home countries in order to ensure equal opportunities for applicants from different countries to participate in the SSE Riga admission process. The study agreements with the admitted applicants are concluded by SSE Riga after the deadline for the registration and admission of applicants specified by the Cabinet of Ministers.
34. By submitting an application form to SSE Riga in accordance with these Rules, the applicant confirms that he or she is familiar with these Rules and agrees to the processing of his or her personal data necessary for SSE Riga to adequately ensure the entrance examinations with a view to identifying the range of applicants with whom study agreements will be concluded.
35. All issues related to admission to SSE Riga which are not regulated by the laws of the Republic of Latvia or in these Rules are reviewed by the SSE Riga Admissions Committee and the SSE Riga Rector.

Anders Paalzow
Rector