

INTERNATIONAL COLLEGE OF COSMETOLOGY ADMISSION REGULATIONS

Academic year 2018 / 2019

1. Terms used in the Regulations:

1.1. Matriculation – registration of a person in the International College of Cosmetology (hereafter – ICC) list of students;

1.2. Competition – an open and equal set of measures aimed at identifying those applicants who, having competed for the limited number of study places in the program, after the comparative examination of the documentary evidence of previous education, readiness for studies in the program and discussions, reviewed by the Admissions Commission (hereinafter – the Commission), have the highest ratings.

1.3. Study places with a fee – places of study financed by natural or legal persons;

1.4. Additional admission – acceptance and registration of applications for the vacant study places;

1.5. Application – a person's desire to participate in the competition (admission) to the place of study, expressed in writing

1.6. Candidate – an applicant who, after the results of the competition, has acquired the right to register for studies in the program;

1.7. Applicant – a person who, by written application, has confirmed his desire to participate in the competition in order to qualify for the place of study in the ICC study program;

1.8. Registration – the applicant's written commitment to start or continue studies;

1.9. Rights to study – the right of a person to become an applicant and to take part in the competition for study places;

1.10. Admission requirements – prior education and other conditions that the applicant must meet in order to apply for a competition to study places;

1.10. Admission regulations – a document containing information about mutual relations between ICC and the person who wants to study at ICC first level professional higher education study program “Aesthetic Cosmetology” or “Therapeutic Massage” (hereinafter – the program), obtaining the 4th level professional qualification “Beauty Specialist in Cosmetology” or “Masseur”, rights and obligations of both parties during the reception process, as well as information on the requirements for the person’s prior education and preparation for studying in the program.

2. General Provisions

2.1. International College of Cosmetology Admission Regulations for 2018/2019 academic year (hereinafter – the Regulations) are issued in accordance with the Law on Higher Educational Institutions, the second part of Article 46, Cabinet of Ministers 10.10.2006. regulations No.846 “Regulations on Requirements, Criteria and Procedures for Admissions to Study Programs” and the ICC’s Regulations.

2.2. Regulations are approved by the ICC’s council.

2.3. The Regulations prescribe the right to study at ICC for persons whose education corresponds to at least secondary general or secondary vocational education level specified in the Republic of Latvia and who have fulfilled the conditions of these Regulations.

2.4. ICC announces the Regulations no later than 5 months before the start of the relevant study program. ICC ensures availability of the Regulations to all interested.

2.5. Admission of students takes place in accordance with the requirements of the Law on Higher Educational Institutions.

2.6. Admission of students is ensured by the ICC Admissions Commission (hereinafter – the Commission). The activities of the Commission are governed by the Regulations of the Admission Board which are approved by the ICC’s Council.

2.7. The admission procedure consists of application to the general, equal and open competition for a set number of study places, announcement of the competition results, candidate's registration for studies and their matriculation – entry in the ICC student list.

2.8. The right to apply to ICC is for each citizen of Latvia and a non-citizen of Latvia, a citizen of the European Economic Area or a Swiss citizen and a permanent resident of the European Community who holds a valid residence permit.

2.9. The right to study at ICC is for those who meet the admission requirements and have fulfilled the activities of the admission process, regardless of their gender, social and property status, race and nationality, political opinions and religious beliefs, occupation and residence.

2.10. Studies at ICC are financed by the student or another private person or legal entity.

2.11. By the start of the admission period, the number of study places is fixed in each full-time and part-time study group.

2.12. The availability of the necessary information during the application and registration process, and handling of complaints is ensured by the Commission.

3. Application to studies

3.1. Applications to start studies in 2018/2019. academic year is open from July 09 to July 17, 2018; for persons with 1st level professional higher or higher medical education from January 7, 2019 to January 25, 2019.

3.2. Application and admission process in the first year after acquiring secondary education is commenced by the date set by the Cabinet of Ministers.

3.3. If necessary (for example, a small number of applicants), the ICC Director may announce additional admissions.

3.4. The Commission's working hours on working days are from 10.00 – 16.00, Address: Graudu street 68, Riga, LV-1058.

3.5. When applying, the applicant must fill out the application form. Applications are accepted from applicants who have received National Centralized Examination (hereinafter – CE) certifications in a level not lower than E in Latvian language exam and in a foreign language exam, and the secondary education certificate / diploma grade in any of the subjects is not lower than 4.

3.6. Copies of the following documents (presenting the originals) need to be attached to the application:

- Certificate / diploma of secondary (general or vocational) education with a grade transcript and State Centralized Examination certificates;
- Passport;
- Certificate of surname change (if surname changed);
- A personal medical record (with expiry date of the medical examination);
- A vaccination card (with an entry for a hepatitis B vaccination). Persons who have had hepatitis B need to present a note from a family doctor;
- 2 photos (3 x 4 cm);
- For orphans and children deprived of parental care – certificates for the provision of social guarantees

3.7. Applicants who have acquired education abroad must submit a notarized translation of the certificate of education in Latvian, Russian or English and the acknowledgement of the Academic Information Centre of the Ministry of Education and Science of the Republic of Latvia on the compliance of the acquired education with at least secondary education level.

3.8. The applicant has the right, in addition to the required documents, to submit any other documents describing the applicant's social and/or

professional activities and which the applicant finds relevant (diplomas, gratitudes, honorary papers, certificates of qualification courses or seminars, testimonials, etc.).

3.9. When applying for a competition, copies of the documents listed in p. 3.6. can be submitted, but the originals must to be presented to the Commission until the registration to studies.

3.10. When applying for the competition, the registration fee is EUR 20.00. If the application is withdrawn, the fee is not refunded.

4. Candidate registration for studies and matriculation

4.1. Registration of applicants in the program takes place in a general, equal and open competition, based on applications forms, documents certifying education level, statements of achievements, state centralized examinations certificates, and based on the commission's weighted rating which evaluates the applicant's general level of education and social/professional activities.

4.2. Admission to studies is based on the average score of the State Central Examination (CE) grade and the average grade of the secondary education diploma. At the same level, the advantage in the competition is to those applicants with higher CE grades (in Latvian and in a foreign language exam).

4.3. For CE certificates, the Commission assigns the following grades:

A level certificate – 8,

B level certificate – 7,

C level certificate – 6,

D level certificate – 5,

E level certificate – 4.

4.4. Applicants who, according to law, are allowed not to take the CE – persons who have acquired secondary education before 2004 or who have completed secondary education abroad, as well as persons with special needs are admitted to the ICC on the basis of average grade of secondary or higher education certificates (diplomas).

4.5. The results of the competition are set by the Commission and announced by the College Administration on August 22, 2018. The conclusion of the study contracts is until August 21 / January 29, 2019.

4.6. If the applicant fails to sign the study agreement within the deadline, the place of study is offered to the next applicant in accordance with the results of the competition.

4.6. When registering for studies, the applicant must sign the study agreement and, before the beginning of studies, make a deposit of one month in tuition fees depending on the chosen type of study.

4.7. Based on the Commission's assessment, the list of registered applicants, the concluded study contracts and the deposit payments, the director issues an order for the registration of applicants in the list of ICC students – matriculation.

4.8. Students enrolled who do not attend studies for 30 days without a valid reason are dismissed from ICC by the director's order. The study fee is not refunded to the dismissed students.

4.9. The decision of the Commission on the results of the competition can be challenged by submitting an application to the director of the college, whose decision in turn may be appealed to court in accordance with the procedure specified in the Administrative Procedure Law.

5. Applicant's and Candidate's Rights

5.1. Receive information about the study field carried out at the college, and other issues.

5.2. To authorize another person to submit the documents referred to in the Regulations to the Commission, presenting a notarized power of attorney.

5.3. Get a proof of document submission.

6. Applicant's obligations

6.1. Submit all the documents included, indicated and recorded in the Regulations.

6.2. Arrive at registration for studies and signing of study contracts at the time set by the Commission.

6.3. Get acquainted with and adhere to the ICC internal bylaws.