

**Admission Regulations of Jāzeps Vītols  
Latvian Academy of Music  
field of study *Education and Pedagogy*  
short-cycle professional higher education study programme and  
professional Bachelor's study programme  
for academic year 2023/2024**

*Issued based on Section 46(2) of the Law on Institutions of  
Higher Education*

Approved at  
Jāzeps Vītols Latvian Academy of Music  
Senate meeting of 16 November 2022, minutes No.

**I. General matters**

1. The Admission Regulations (hereinafter referred to as the Regulations) lay down the requirements, criteria and procedure for admission to Jāzeps Vītols Latvian Academy of Music (hereinafter referred to as JVLMA) field of study *Education and Pedagogy* short-cycle professional higher education study programme ***Teacher of music, dance, art professional orientation and interest education*** subprogrammes *Music teacher* (except for *Music theory and literature teacher*) and *Dance teacher*, as well as professional Bachelor's study programme ***Music, theatre art, dance, visual art teacher*** subprogrammes *Teacher of music and cultural studies* (except for *General education teacher of music and cultural studies, Choral conducting teacher* and *Sound direction teacher*), as well as *Teacher of dance and cultural studies*. In academic year 2023/2024, no admission is expected to the field of study *Education and Pedagogy* short-cycle professional higher education study programme sub-programme *Art teacher*, as well as professional Bachelor's study programme subprogrammes *Teacher of art and cultural studies* and *Teacher of theatre art and cultural studies*.
2. The Regulations have been drafted in accordance with the requirements of Sections 45, 46, 47, 52, 59, 83, 83.<sup>1</sup> and 85 of the Law on Institutions of Higher Education, the requirements of Sections 3 and 12 of the Education Law, the Constitution of JVLMA, pursuant to Regulations of the Cabinet of Ministers on the requirements, criteria and procedure of admission to the study programme.
3. JVLMA should not create any direct or indirect advantages for a person with regard to his/her admission to the study programme, which is contrary to the JVLMA admission regulations, regulatory enactments or general legal principles.
4. The Regulations form the first part of the admission regulations to study programmes, the second part of the regulations is the content of the requirements for Admission examinations, which is approved by the JVLMA Senate.
5. The admission to the study programme is ensured by the Admission Commission established by JVLMA, which acts in accordance with the by-laws approved by the JVLMA Senate.
6. The matters of admission, which are not governed by these regulations, shall be decided by the Admission Commission.
7. Due to Covid-19 restriction declared in the country the Admission Commission may decide on examination of additional requirements and entrance examinations.
8. Applicants of JVLMA are not provided with overnight accommodation.

9. For a person to qualify for admission to the study programme, registration for studies and participation in the examination of additional requirements or entrance examinations, this person should meet the epidemiological safety requirements for the restriction of the spread of the COVID-19 infection defined in regulatory enactments of the Republic of Latvia, if any are defined for students to entitle them to master the study programme on site. If the person does not meet these requirements, or it is revealed during the admission process that he/she does not meet these requirements, he/she is not admitted to the competition and the registration fee to this person is not repaid.

## **II. Previous education requirement for admission to the study programme**

10. General secondary or vocational secondary education is required for admission to the short-cycle professional higher education study programme and the professional Bachelor's study programme.

## **III. Centralised examinations, which need to be passed for admission to professional Bachelor's study programmes**

11. Centralised examinations in *Latvian Language*, *Mathematics* and *Foreign Language* should be passed for admission to the JVLMA short-cycle professional higher education study programme and the professional Bachelor's study programme.

The persons, who obtained secondary education before 2004, as well as the persons, who obtained secondary education abroad, or the persons with special need do not need to pass centralised examinations. The procedure of admission to the study programme of the persons, who did not pass centralised examinations, is defined by the conditions formulated in Sub-Paragraph 14.1 of these Regulations.

## **IV. Additional requirements for admission to the short-cycle professional higher education study programme and the professional Bachelor's study programme**

12. To state compliance of professional preparedness for the commencement of studies in the JVLMA short-cycle professional higher education study programme and professional Bachelor's study programme, all applicants should pass an examination of additional requirements in accordance with the requirements coordinated at the *Higher Education Council*.

- 12.1. Additional requirements for admission to the short-cycle **professional higher education study programme** *Teacher of music, dance, art professional orientation and interest education*

- 12.1.1. subprogramme *Music teacher*

specialisations – piano performance, accordion performance, violin performance, viola performance, cello performance, contrabass performance, kokle performance, guitar performance, flute performance, oboe performance, clarinet performance, bassoon performance, saxophone performance, French horn performance, trumpet performance, trombone performance, euphonium performance, tuba performance, percussion performance teacher,

- instrument performance (priority);
- colloquium on instrument performance and determining professional competence of the teacher;
- theory and analysis and music

12.1.2. subprogramme *Dance teacher*

- dance demonstration (priority);
- demonstrating the sense of rhythm;
- colloquium on dance art and determining professional competence of the teacher.

12.2. Additional requirements for admission to the professional **Bachelor's study programme *Music, theatre art, dance, visual art teacher***

12.2.1. subprogramme *Teacher of music and cultural studies*

12.2.1.1. specialisation: *general education music teacher*

- colloquium on choral music developments, conducting, singing and piano performance (priority), as well as determining professional competence of the teacher;
- theory and analysis and music.

12.2.1.2. specialisations: *professional education music teacher / piano performance, accordion performance, violin performance, viola performance, cello performance, contrabass performance, kokle performance, guitar performance, flute performance, oboe performance, clarinet performance, bassoon performance, saxophone performance, French horn performance, trumpet performance, trombone performance, euphonium performance, tuba performance, percussion performance teacher*

- instrument performance (priority)
- colloquium on instrument performance and determining professional competence of the teacher (except for specialisation – music theory and literature teacher);
- theory and analysis and music.

12.2.1.3. specialisation: *professional education music teacher / music theory and literature teacher (minimum number of students in the group – 3)*

- theory and analysis and music, solfeggio (priority);
- music literature and colloquium on determining professional competence of the teacher;

12.2.1.4. specialisation: *professional education music teacher / popular and jazz music teacher – jazz instrument performance teacher (name of specific music instrument), - jazz music singing teaching*

- instrument performance / vocal jazz (priority);
- colloquium on jazz music and colloquium on determining professional competence of the teacher;
- theory and analysis and music.

12.2.1.5. specialisation: *professional education music teacher / academic singing teacher*

- singing (priority);
- colloquium on vocal music and colloquium on determining professional competence of the teacher;
- theory and analysis and music.

12.2.2. subprogramme *Teacher of dance and cultural studies*

- 12.2.2.1. specialisation: teacher of dance and cultural studies professional orientation and interest education
- dance demonstration (priority);
  - demonstrating the sense of rhythm;
  - colloquium on dance art and colloquium on determining professional competence of the teacher.

## V. Admission to the study programmes

13. The dates of registration (acceptance of documents) of applicants for studies in the short-cycle professional higher education study programme and professional Bachelor's study programme and the professional Bachelor's study programme shall be published within three working days of the adoption of Regulations of the Cabinet of Ministers "On the starting deadline for registration and admission of applicants to higher education institutions and colleges in 2023".
14. When registering for studies, the person qualifying for admission to the study programme shall:
- provide the JVLMA registering clerk with information on the selected study programme/ subprogramme/ specialisation;
  - present a passport or a personal identification card (ID);
  - present originals of the documents confirming previously obtained education (documents confirming education with all supplements, including transcripts of records) and submit copies of these documents, if the person has not provided consent to the processing of these personal data from the State Education Information System in the application, when applying for studies. If the person has provided consent to the processing of these personal data in the application, when applying for studies, the information on the document confirming general education of the person and the information on the documents confirming previously obtained higher education of the person issued after 1 January 2017, shall be received by JVLMA from the State Education Information System;
  - present and submit other documents, if defined in the admission regulations or in the requirements for the content of additional examinations;
  - submit a photo 3 x 4 cm;
  - pay EUR **35.00** to the JVLMA account by **bank transfer** for the organisation and progress of admission. JVLMA details:  

Jāzeps Vītols Latvian Academy of Music  
Reg. No. 90000028796  
Account No. LV97TREL9220060000000  
Beneficiary bank / authority: Valsts kase, BIC: TRELLV22  
please indicate the following information in the payment purpose:  
21359, Name Surname, ID number: 250683-12345, registration fee;
  - the registering clerk shall record the information received in the LAIS database, print the application from the database after registration, ask the applicant to read the application and sign it.
  - An accompanist can be provided to JVLMA applicants for the examination of additional requirements and entrance examinations provided that 2 (weeks) before the planned examination of additional requirements and entrance examination the

applicant has submitted to the secretary at the JVLMA Study Department (Room 101) sheet music for his/her piece of music and applied for an accompanist using the application form published on the JVLMA website: <https://www.jvlma.lv/studijas/uznemsana>.

If the person obtained an education document abroad, he/she shall append to his/her application a statement of the Academic Information Centre stating the education document granted in Latvia, which the education document issued abroad corresponds. All the documents to be submitted should be prepared in Latvian. No AIC statement is required, if previous education was obtained in any of the Baltic States.

- 14.1. Applicants shall submit a copy of the document confirming secondary education – a certificate of general secondary education and a transcript of records or a diploma of vocational secondary education and a transcripts of records.

If the person cannot arrive at JVLMA and submit the documents listed in Paragraph 18 in person during registration, he/she shall submit an application to JVLMA at least two working days before the document submission deadline specifying the reason why the person cannot submit the documents in person and asking the Admission Commission to agree to the submission of documents using one of these methods:

- the documents will be submitted in person by an authorised person, specifying the authorised person;
- copies of documents will be submitted remotely or by post. In this case, the Admission Commission, taking into account the reasons and circumstances referred to in the application, shall set a deadline for the person to present originals of documents, and if the person does not present them within the specified deadline, his/her application or the person's admission competition result shall be annulled without repaying the registration fee paid.

The persons, who obtained secondary education in 2004 or later, should submit a copy of the certificate of general secondary education proving that centralised examinations have been passed successfully in the following subjects *Latvian Language*, *Mathematics* and *Foreign Language* <sup>1),2)</sup>. If the person has provided consent to the processing of these personal data in the application, when applying for studies, JVLMA shall receive from the State Education Information System the information on the person's certificates of general secondary education issued after 1 September 2010, and tests of international testing institutions in a foreign language passed after 1 January 2019.

<sup>1)</sup> *A certificate and a document issued by an international testing institution about the assessment in a foreign language test, if the centralised examination in a foreign language is replaced with a test from this institution.*

<sup>2)</sup> *A foreigner shall append to the application a document issued by an international testing institution in the last five years confirming that the foreigner's proficiency in the language of instruction of the respective study programme is at least B2. This document does not need to be appended if the foreigner obtained secondary education or higher education in the language of instruction of the respective study programme.*

The persons, who obtained secondary education before 2004, as well as the persons, who obtained secondary education abroad, or the persons with special needs, instead of a copy of the certificate on centralised examinations, shall submit documents confirming an assessment in general education final examinations in the subjects *Latvian Language*, *Mathematics* and *Foreign Language*, where the assessment obtained is adequate (on a 10-point grading scale) or 3 “average” (on a 5-point grading scale).

The persons, who obtained secondary education after 2004, but did not pass centralised examinations, should submit a certification from the principal of the respective secondary or

vocational secondary education institution that centralised examinations were not passed for a justified reason. Instead of a copy of the certificate on centralised examinations, these persons shall submit documents confirming an assessment in general education final examinations in the subjects Latvian Language, Mathematics and Foreign Language, where the assessment obtained is adequate (on a 10-point grading scale) or 3 “average” (on a 5-point grading scale).

15. Competition for study places:

15.1. JVLMA shall organise an open and equal competition to select the most appropriate applicants for admission to the study programmes.

15.1.1. the competition shall take place:

- 1) for the persons, who obtained secondary education in 2004 or later, based on the results of centralised examinations and the results of examination of additional requirements;
- 2) for the persons, who obtained secondary education before 2004, as well as the persons, who obtained secondary education abroad, or the persons with special needs, as well as the persons, who obtained secondary education after 2004, but did not pass centralised examinations for a justified reason, based on the results of final examinations in the subjects *Latvian Language, Mathematics and Foreign Language* (assessments are reflected in the documents submitted instead of copies of the certificate on centralised examinations, which conform the assessment in secondary education final examinations) and the results of examination of additional requirements.

16. Based on the requirements defined in Sub-Paragraphs 12.1 and 12.2, the competition shall take place in the following target groups:

16.1. short-cycle professional higher education study programme ***Teacher of music, dance, art professional orientation and interest education***

16.1.1. subprogramme ***Music teacher*** – the competition takes place **in two target groups**:

- 1) in specialisations – *piano performance, accordion performance, violin performance, viola performance, cello performance, contrabass performance, kokle performance, guitar performance, flute performance, oboe performance, clarinet performance, bassoon performance, saxophone performance, French horn performance, trumpet performance, trombone performance, euphonium performance, tuba performance, percussion performance teacher, there is a single competition*;
- 2) in specialisation – *music theory and literature teacher there is a single competition.*

16.1.2. in subprogramme ***Dance teacher*** – a **single** competition takes place **in one target group**;

16.2. **in the professional Bachelor’s study programme *Music, theatre art, dance, visual art teacher***

16.2.1. in subprogramme ***Teacher of music and cultural studies*** the competition takes places in the following target groups:

16.2.1.1. in specialisation ***General education music teacher*** – a **single** competition takes place **in one target group**;

16.2.1.2. in specialisation ***professional education music teacher***: *piano performance, accordion performance, violin performance, viola performance, cello performance, contrabass performance, kokle performance, guitar performance, flute performance, oboe performance, clarinet performance, bassoon performance, saxophone*

*performance, French horn performance, trumpet performance, trombone performance, euphonium performance, tuba performance, percussion performance teacher, a **single** competition takes place in **one target group**;*

16.2.1.3.in specialisation professional education music teacher ***music theory and literature teacher*** a **single** competition takes place in **one target group**;

16.2.1.4.in specialisation professional education music teacher ***popular and jazz music teacher –jazz instrument performance teacher*** (name of specific music instrument), ***jazz music singing teaching*** a **single** competition takes place in **one target group**;

16.2.1.5.in specialisation professional education music teacher ***academic singing teacher***– a **single** competition takes place in **one target group**;

16.2.2. in subprogramme Teacher of dance and cultural studies in specialisation ***Teacher of dance and cultural studies professional orientation and interest education*** a **single** competition takes place in **one target group**.

17. The dates of examination of additional requirements shall be published within three working days of the adoption of Regulations of the Cabinet of Ministers “On the starting deadline for registration and admission of applicants to higher education institutions and colleges in 2023”.

17.1. The examinations shall be assessed by the additional requirements and entrance examinations competence assessment commissions approved by the JVLMA rector.

17.2. The timetables of tutorials and additional requirements and entrance examinations shall be published on the JVLMA website: [www.jvlma.lv](http://www.jvlma.lv)

17.3. Based on the assessments of additional requirements and entrance examinations competence assessment commissions competition results shall be summarised and approved by the Admission Commission in accordance with the criteria.

17.4. The competition shall take place in target groups (Paragraph 16) in accordance with the study place quotas defined. The quotas shall be determined in accordance with the procedure defined in the Regulations “Regulations on the procedure of distribution of state-funded study places among students of JVLMA study programmes” approved by the JVLMA Senate.

17.5. The Admission Commission shall calculate the competition results of applicants and rank them using the formula summing up the following competition results:

17.5.1. For the applicants, who obtained secondary education in 2004 or later, the results of centralised examinations in *Latvian Language, Mathematic, Foreign Language* shall be included in the competition amount using the coefficient 0.01. For the persons, who obtained secondary education before 2004, as well as the persons, who obtained secondary education abroad, or the persons with special needs, as well as the persons, who obtained secondary education after 2004, but did not pass centralised examinations for a justified reason, the results of secondary education final examinations in *Latvian Language, Mathematics, Foreign Language* shall be included in the competition amount using the coefficient 0.01.

Assessments in Latvian Language, Mathematics, Foreign Language on a three-point scale:

Assessment	1	2	3
% CE percent	5 - 40	41 - 64	65 - 100
CE levels	C, D	B	A
10-point grading system	4 - 6	7 - 8	9 - 10

5-point grading system	3	4	5
<b>Coefficient</b>	<b>0.01</b>	<b>0.01</b>	<b>0.01</b>

- 17.5.2. The assessment in specialisations in the examination of additional requirements on an 10-point grading scale, which is defined as a priority in the Admission Regulations in study programmes for academic year 2023/2024 in the respective study programme, uses coefficient 1.
- 17.5.3. The average grade in other examinations of additional requirements on an 10-point grading scale uses the coefficient 0.5.
- 17.5.4. in the colloquium on determining professional competence of the teacher examination results are assessed and ranked using a point system “1” or “0” (“1” is a positive assessment, but “0” is a negative assessment, which is insufficient for the person’s admission to JVLMA).
18. The Admission Commission shall summarise, evaluate the results of additional requirements and entrance examinations and announce competition results no later than within three working days of the day of the last examination.
19. Based on a decision of the Admission Commission on admission of applicants for studies at JVLMA, study agreement conclusion dates shall be notified on the date of announcement of admission results.
20. The applicant, who has concluded a study agreement with JVLMA, shall be enrolled to the study programme by a rector’s order.

## **VI. Availability of admission information**

21. The information on admission to the study programme shall be provided by the secretary of the JVLMA Admission Commission.
22. JVLMA shall draft, approve and publish (also on the website, address: [www.jvlma.lv](http://www.jvlma.lv)) Admission Regulations and the content of Admission examinations for the next academic year by November 30 of the current year.

## **VII. Appeal procedure**

23. The applicants, who stated violations in the process of examination of additional requirements or admission, are entitled to submit a written appeal on the date of the specific examination. The applicant shall submit a complaint addressed to the Chairperson of the Admission Commission to the secretary of the Admission Commission, who shall register the application and transfer for review to the Chairperson of the Admission Commission. The Admission Commission shall provide a reply to the applicant’s application on the next day of receiving the appeal.
24. The decision of the Admission Commission on competition results may be disputed by submitting an application to the JVLMA rector within three days of the announcement of competition results.
25. The person may appeal the decision adopted by the JVLMA rector in accordance with the procedure laid down in the Administrative Procedure Law.
26. The person qualifying for admission to the study programmes, is entitled to request in

accordance with the procedure laid down in the Administrative Procedure Law that the JVLMA decision on the refusal to enrol this person is prepared in writing.

Chairperson of the Senate

professor Ilona Meija