

**ADMISSION PROCEDURES FOR MASTER PROGRAMMES
FOR APPLICANTS WITH EDUCATION,
WHICH DOES NOT CORRESPOND TO THE FIELD OF STUDY OF THE PROGRAMME**

1. Dokuments nosaka uzņemšanas kārtību Transporta un sakaru institūta (turpmāk –) maģistra studiju programmās reflektantiem ar iepriekš iegūtu izglītību, kas neatbilst programmas jomai, un kuriem ir vismaz 1 (vienu) gadu ilga profesionālā darba pieredze, atbilstoši maģistra programmu uzņemšanas prasībām. 1. The document defines the admission procedure to the Master study programmes of Transport and Telecommunication Institute (hereinafter referred to as the TSI) for applicants with a previous education that does not correspond to the field of the programme and who have at least 1 (one) year of professional work experience, in accordance with the requirements for the admission to Master programmes.
2. In this case, the applicants must take **an entrance examination** for the study programme and, in addition, submit **a reference from their place of work**.
3. A reference from the place of work confirming the applicant's professional work experience. The workplace certificate includes:
 - a. The name of the workplace;
 - b. The address of the workplace and a contact person who can, if necessary, verify the accuracy of the information provided in the certificate;
 - c. The position held by the applicant and the length of working at this position;
 - d. The main duties of the post;
 - e. Other certificates or other documents certifying professional competence (in the field of study of the programme) may be attached to the reference.
4. The Board of Experts examines and assesses the provided admission documents for their compliance with the requirements of TSI; the list of documents is specified by the TSI Admission Rules; the applicant's documents are accepted by the Board of Experts established for this purpose and approved by the Rector of TSI. The Board of Experts consists of the Rector as the Chairperson of the Board, the Vice-Rector for Academic and Scientific Work as the Vice - Chairperson of the Commission, the Dean, 2 experts in the field of study of the programme, one of whom shall be the Director of the Master programme under consideration, and the Head of the Department of Studies as the Secretary.
5. The meeting of the Board of Experts is quorate if at least the Chairperson or Vice - Chairperson, the Secretary with voting rights and the Director of the Master degree programme are present at the meeting.
6. The entrance examination consists of two parts:
 - the first part is an interview - the applicant's discussion with the programme director;
 - the second part is the entrance examination itself in the field of study of the programme.
7. The entrance examination is held in the language of study (Latvian or English) chosen by the applicant in person at the premises of TSI or remotely by means of a teleconference system. In the latter case, the applicant must present personal identification documents and the camera must be switched on during the entrance examination.

8. Interviews - during the interviews with the study programme director, the applicant's motivation for studying in this programme, the previous experience of the academic studies and professional activity, the connection with the field of study of the programme, the level of English language proficiency, if the language of study, chosen by the applicant, is English, are ascertained.
9. In the second part of the entrance examination, the candidate must answer 3 (three) questions formulated by the Board of Experts (preferably by the Programme Director) in the field of study of the programme. The Director of the Study Programme determines the form of the examination - oral or written.
10. Based on the answers of the applicant, the Board of Experts prepares a report and makes a decision on whether the candidate can or can not be admitted to the Master study programme. The Board of Experts may recommend additional study courses to be taken by the applicant.
11. The minutes of the Board of Experts shall be submitted to the Admissions Committee and kept in the Student's personal file.