

RIGA TECHNICAL UNIVERSITY
FACULTY OF COMPUTER SCIENCE, INFORMATION TECHNOLOGY
AND ENERGY
Institute of Applied Computer Systems

ENTRANCE EXAMINATION
OF THE MASTER ACADEMIC STUDY PROGRAMME
“BUSINESS INFORMATICS”

REGULATION

Riga – 2024

The regulation describes the purpose of the entrance exam for the Master academic study program "Business Informatics", its procedure, content and assessment.

1. General description
 - 1.1. The entrance examination for admission to the Riga Technical University (RTU) academic Master (second cycle) study program "Business Informatics" (hereinafter referred to as "the Programme") is held in order to verify the applicants' readiness for studies in the Programme along with the assessments obtained in the previous education.
 - 1.2. Applicants who have not obtained first-cycle higher education in the field of computer science and information technology or equivalent education and who do not have at least two years of professional experience in a field related to computer science and information technology must take the entrance examination.
 - 1.3. The objective of the entrance examination is to provide the necessary background to enable students of the Programme to successfully complete all study courses of the Programme.
2. Content, procedure and assessment of the entrance examination
 - 2.1. Applicants who corresponds the conditions of clause 1.2 of this regulation shall, within the framework of the entrance examination, take the following continuing education courses and pass tests provided in these courses:
 - 2.1.1. Computer Networks of 3 credits (ECTS),
 - 2.1.2. Databases of 3 credits (ECTS),
 - 2.1.3. Higher Mathematics of 3 credits (ECTS).
 - 2.2. If the applicant submits documents certifying achievement of the study results of a study course referred to in clause 2.1 in non-formal education or within the framework of other higher education study courses, the Programme director may take a decision regarding recognition of the results of such studies and exclude one or several continuing education courses referred to in clause 2.1 from the content of the entrance examination.
 - 2.3. The list of continuing education courses to be taken and the deadlines are included in the entrance examination plan signed by the applicant (see the Appendix), which is approved by the Programme director or a representative of the Admissions Committee, in coordination with the Programme Director.
 - 2.4. For the continuing education courses referred to in clause 2.1 of this Regulation, applicants shall register in the RTU Continuing Education Unit.
 - 2.5. The entrance examination has been passed successfully, if a successful final assessment has been obtained in all continuing education courses included in the entrance examination plan (see clause 2.3 of this regulation) and within the deadlines specified in this plan. If the entrance exam has not been passed successfully within the deadlines specified, the director of the Programme has the right to refuse admission of the applicant to the Programme or initiate the expulsion of the student.
3. Procedures for settlement of disputes
 - 3.1. If the applicant has complaints about non-compliance with the procedure of the entrance examination process, the applicant can submit a written appeal to the RTU Admissions Committee in accordance with its established procedures (within one working day from the announcement of the entrance examination result).
 - 3.2. The Admissions Committee informs the director of the Programme about the submitted appeal, establishes an appeals commission and designates the place and time of the appeal hearing.
 - 3.3. The appellant and the Programme representatives shall be invited to the appeal hearing.
 - 3.4. Appeals shall be heard in open session, attended by the head of the Admissions Committee, the appellant and the Programme representatives.
 - 3.5. The decision taken at the meeting of the appeal commission is final.

Study programmes “Business informatics” of the academic Master (second cycle)
of Riga Technical University

ENTRANCE EXAMINATION PLAN

Applicant for the academic Master (second cycle) study program "Business Informatics"

_____ (ID _____)
(given name, surname)

must successfully complete the following continuing education courses within the framework
of the entrance examination in the specified deadlines:

1. _____ until _____
2. _____ until _____
3. _____ until _____

Applicant

(signature, date)

Prof M. Kirikova,
director of the Programme

(signature, date)