

APPROVED
*at the Senate meeting of LA No. 15
of 3 December 2025, item 8*



Admission Regulations of Luther Academy for the Academic Year 2026/2027

Issued in accordance with
Section 46, Paragraph 2 of the Law on Higher Education Institutions
Cabinet of Ministers Regulation No. 846 of 10 October 2006
“Regulations on the requirements, criteria and procedures
for admission to study programmes and state support
for citizens who have voluntarily applied
for and completed national defense service”, Clause 3

1. General provisions

- 1.1. The Admission Regulations of Luther Academy for the academic year 2026/2027 (hereinafter - the Regulations) determine the procedure by which applicants are admitted to the first cycle professional higher education (bachelor’s level) study program “Theology” at Luther Academy (hereinafter - the Academy).
- 1.2. Admission to studies at the Academy within the framework of these Regulations is carried out on the basis of the Law on Higher Education Institutions, Cabinet of Ministers Regulation No. 846 of 10 October 2006 “Regulations on the requirements, criteria and procedures for admission to study programmes and state support for citizens who have voluntarily applied for and completed national defense service”, the Constitution of the Academy, and other applicable regulatory enactments.
- 1.3. The right to be admitted and study at the Academy is granted to citizens of the Republic of Latvia, non-citizens of Latvia, citizens of the European Union, citizens of the European Economic Area, citizens of the Swiss Confederation, permanent residents of the European Community holding a valid residence permit as well as citizens of third countries (any country other than EU Member States, EEA countries, and Switzerland), provided they meet the requirements specified in Clauses 3.3 and 4.4 of these Regulations. Foreign nationals applying for part-time distance learning studies are not required to have a permanent or temporary residence permit.

2. Admission to study programmes

- 2.1. Admission to the Academy is announced for the first cycle professional higher education study program “Theology”. Admission takes place in full-time on-site studies and part-time distance learning studies.
- 2.2. Admission of applicants to full-time on-site studies conducted in Latvian is ensured by the Academy Admission Committee. Admission to part time distance learning studies (for

international applicants), conducted in English, is ensured by the Distance Learning Admission Committee. The alignment of grades in educational documents with the Academy's admission criteria is carried out by the Admission Committee.

- 2.3. The admission process at the Academy consists of:
 - 2.3.1. application and registration for studies;
 - 2.3.2. conduct of the admission competition;
 - 2.3.3. announcement of competition results;
 - 2.3.4. conclusion of the study agreement and enrolment (matriculation).
- 2.4. Admission to full-time on-site studies takes place before the start of the autumn semester, in accordance with the deadline set by the Cabinet of Ministers for applicant registration (**application period – from 20 July 2026 to 31 July 2026 at 18:00**).
- 2.5. Admission to part time distance learning studies (in English) takes place before the autumn semester. Application period for distance learning studies from **1 March 2026 to 1 May 2026**.
- 2.6. Information on the admission process is available electronically on the Academy website.

3. Application and registration for studies

- 3.1. Persons who have previously obtained secondary education may apply and register for studies.
- 3.2. When applying for full-time on-site studies, **if secondary education has been obtained in the Republic of Latvia**, the following information must be submitted (indicating the document title, number, date of issue, and issuing authority), presenting the original documents (except where the Academy receives information from the State Education Information System):
 - 3.2.1. **an application** (application form may be obtained by writing to: info@lut.edu.lv);
 - 3.2.2. **information on the document certifying secondary education** (certificate or diploma) and **information on any previously obtained higher education document**, if applicable;
 - 3.2.3. **information on centralized examination certificates, indicating grades in subjects in which centralized examinations are organized, in accordance with the admission rules of the respective study program, or information on the transcript of secondary education grades** (for persons who obtained secondary education before 2004, persons who obtained secondary education abroad, persons who obtained secondary education after 2004 but did not take centralized examinations due to health reasons, and persons with special needs);
 - 3.2.4. **information on an identity document (passport or ID card)**, as well as information on documents certifying a change of name or surname, if the applicant's name or surname differs across required documents;
 - 3.2.5. if the education document was obtained abroad, **a statement from the Academic Information Centre** confirming which Latvian education document the foreign education corresponds to;
 - 3.2.6. **essay** "Why I wish to study at Luther Academy?" (one A4 page);
 - 3.2.7. **a recommendation from the applicant's parish pastor** (considered an advantage).
 - 3.2.8. An application for full-time on-site studies is considered complete and registered after the Academy has received all requested documents and the registration fee of EUR 20.00. **The registration fee is non-refundable if the application is withdrawn.**

- 3.3. When applying for part-time distance learning studies **if secondary education has been obtained abroad**, the following copies of documents must be submitted (presenting originals):
- 3.3.1. completed online **application form**;
 - 3.3.2. **copy of identity document (passport or ID card)**;
 - 3.3.3. **copy of secondary education document (certificate or diploma) and a copy of the secondary education certificate annex – transcript of records**, which includes or includes a description of the grading system (grading scale and evaluation of each grade). For an adult granted refugee, alternative, or temporary protection status in accordance with the Asylum Law or other regulatory enactments, the Academic Information Centre conducts an evaluation and prepares a statement on foreign education based on available information and the person's provided data, in accordance with the Lisbon Recognition Convention and relevant European and UNESCO documents, if the person cannot objectively provide documentary proof of education.
 - 3.3.4. If an education document or degree has been obtained abroad, **a statement from the Academic Information Centre** must be attached confirming which Latvian education document, degree, or qualification framework level the foreign document corresponds to (unless the higher education institution receives this information from the State Education Information System). Evaluation of foreign education by the Academic Information Centre is a paid service covered by the applicant's registration fee.
 - 3.3.5. **essay "Why I wish to study at Luther Academy?"** (one A4 page);
 - 3.3.6. **a recommendation from the applicant's parish pastor or another member of the clergy for studies at the Academy**;
 - 3.3.7. **A document issued within the last five years** by an international testing institution (for example, TOEFL, IELTS, TOEIC, CAE – Cambridge Certificate of Advanced English, FCE – First Certificate in English, BEC, etc.) certifying that the foreign applicant's proficiency in the language of instruction of the respective study program is at least at **B2** level. This document is not required if the foreign applicant has obtained secondary or higher education in the language of instruction of the respective study program (if the language of instruction at secondary school was English, this must be confirmed by an entry in the transcript or by an official letter from the school). This document is also not required if the foreign applicant has obtained secondary education in a European Union or European Economic Area country or in the Swiss Confederation and the secondary education certificate includes a foreign language proficiency assessment equivalent to at least B2 level in accordance with the Common European Framework of Reference for Languages.
 - 3.3.8. **Registration fee – EUR 100.00**. The registration fee is non-refundable if the application is withdrawn.
- 3.4. If education has been obtained abroad, the grades in mathematics and English in the secondary education certificate are taken into account. Persons who have obtained their previous education abroad may apply for studies at the Academy only if the compliance assessment of their educational documents has been carried out by the Latvian Academic Information Centre.

4. Admission competition

- 4.1. For admission to the study program, the Academy organizes an open and equal competition.
- 4.2. For the purposes of the admission competition, centralized examination results and academic results are expressed in points. Requirements are applied in accordance with the current Cabinet of Ministers regulations No. 416 “Regulations on the State General Secondary Education Standard and Model General Secondary Education Programmes” (3 September 2019) and No. 332 “Regulations on the State Vocational Secondary Education Standard and State Occupational Education Standard” (2 June 2020) as well as the clarification of Clause 10 of Cabinet of Ministers Regulation No. 846 “Regulations on the requirements, criteria and procedures for admission to study programmes” (10 October 2006), which states that an examination taken at the optimal level is equated to the higher-level examination with a coefficient of 0.75, and an examination taken at the general level is equated to the higher-level examination with a coefficient of 0.50.

4.3. Competition criteria for **full-time on-site** studies:

4.3.1. **The results of centralized examinations in Latvian language, a foreign language (English, German, or French), and mathematics at levels A, B, C, D, or E; or grades in the respective subjects shown in secondary education documents that are equivalent to centralized examination levels A, B, C, D, or E in accordance with Sub-clause 4.3.2 of these Admission Regulations** (for persons who obtained secondary education before 2004, persons who obtained secondary education abroad, or persons who obtained secondary education after 2004 but did not take centralized examinations due to health reasons, as well as persons with special needs);

4.3.2. **Grade equivalences established by the Academy.**

Latvian language:

Centralized examination level (from 2013)	Centralized examination level (until 2012)	Grade in the 10-point grading system	Grade in the 5-point grading system
80% – 100%	A	10 or 9	
65% – 79%	B	8	5
50% – 64%	C	7	4
30% – 49%	D	6	3
21% – 35%	E	5	
10% – 20%	F	4	

Foreign language (English, German, or French):

Centralized examination level (from 2013)	Centralized examination level (until 2012)	Grade in the 10-point grading system	Grade in the 5-point grading system
84% – 100%	A	10 or 9	

68% – 83%	B	8	5
52% – 67%	C	7	4
36% – 51%	D	6	3
19% – 35%	E	5	
10% – 18%	F	4	

*if examinations have been taken in several foreign languages, the highest result/grade is taken into account in the competition.

Mathematics:

Centralized examination level (from 2013)	Centralized examination level (until 2012)	Grade in the 10-point grading system	Grade in the 5-point grading system
85% – 100%	A	10 or 9	
62% – 84%	B	8	5
40% – 61%	C	7	4
23% – 39%	D	6	3
12% – 22%	E	5	
10% – 11%	F	4	

4.3.3. If the applicant has obtained education starting from 2023, the results of centralized examinations are expressed as an overall percentage score. According to the level at which the centralized examination has been taken - optimal or higher the corresponding points are awarded:

Overall percentage score	General level of curriculum acquisition	Optimal level of curriculum acquisition	Higher level of curriculum acquisition
90 – 100%	5	7,5	10
74 – 89%	4,5	6,75	9
58 – 73%	4	6	8
42 – 57%	3,5	5,25	7
26 – 41%	3	4,5	6
10 - 25%	2,5	3,75	5

4.3.4. The minimum required result in centralized examinations for those who obtained their certificate after 1 January 2025 is 15%.

4.3.5. **A colloquium with applicants, including:**

4.3.5.1. a test on the Holy Scriptures of the Old and New Testaments;

4.3.5.2. a test on knowledge of Martin Luther’s “Small Catechism”;

4.3.5.3. a test of basic theological terminology in English.

- 4.3.6. The colloquium will take place on **5 August 2026 at 11:00**.
- 4.4. Competition criteria for **part-time distance** learning studies:
- 4.4.1. **grades in mathematics and English in secondary education documents** in accordance with Sub-clause 4.3.2 of these Admission regulations;
- 4.4.2. **an online interview (recorded), including:**
- 4.4.2.1. assessment of English language proficiency;
- 4.4.2.2. assessment of knowledge of the Holy Scriptures;
- 4.4.2.3. assessment of knowledge of Lutheran doctrine.
- 4.4.3. The interview recording shall be stored in accordance with data protection requirements.
- 4.5. The results of the competition are approved by the Admission Committee. The results are communicated individually by electronic means no later than three days after the closing date of the competition.
- 4.6. If, after compiling the competition results, the number of applicants in the study program is fewer than 5, the Admission Committee may decide:
- 4.6.1. to refuse admission to the study program;
- 4.6.2. to offer applicants the opportunity to apply for another study program.
- 4.7. A decision of the Admission Committee regarding the competition results may be contested by applying to the Rector of the Academy within three days of the announcement of the results. The decision taken by the Rector may be appealed in court in accordance with the procedures laid down in the Administrative Procedure Law.
- 5. Tuition fee, conclusion of study agreement and matriculation**
- 5.1. Tuition fee for the first-cycle professional higher education study program “Theology” in full-time on-site studies - **EUR 1200.00** for the academic year 2026/2027.
- 5.2. Tuition fee for the first-cycle professional higher education study program “Theology” in part-time distance learning studies - **EUR 1500.00** for the academic year 2026/2027.
- 5.3. Based on the competition results, the applicant shall conclude a study agreement with the Academy within the specified time limit.
- 5.4. The applicant shall pay the tuition fee for the first academic year or semester within the time specified in the study agreement.
- 5.5. After conclusion of the study agreement, the applicant is enrolled in the register of students of the Academy by order of the Rector, in accordance with regulatory enactments.
- 5.6. Start of full-time on-site studies - **1 September 2026**.
- 5.7. Start of part-time distance learning studies - **10 August 2026**.
- 5.8. A person applying for admission to a study program has the right, in accordance with the Administrative Procedure Law, to request that the Academy’s decision refusing enrolment be issued in written form.

Chairman of the Senate

Hanss Martins Jenson

Riga, 3 December 2025