

**RIGA TECHNICAL UNIVERSITY
FACULTY OF COMPUTER SCIENCE, INFORMATION TECHNOLOGY AND
ENERGY
Institute of Digital Humanities**

**REGULATIONS ON THE ENTRANCE EXAMINATION FOR THE ACADEMIC
MASTER STUDY PROGRAM “DIGITAL HUMANITIES”**

Riga – 2024

The Regulations describe the procedure and content of the entrance examination for the Academic Master Study Program “Digital Humanities”. It describes the aim and objectives of the entrance examination, the process, and the evaluation procedure.

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1. General Provisions

- 1.1. The entrance examination for Riga Technical University (RTU) Academic Master Study Program “Digital Humanities” is organized to assess the applicant’s motivation and readiness for studies, along with the grades obtained in the previous education.
- 1.2. The purpose of the entrance examination is to assess the student’s motivation to study. The entrance examination requires the applicant to demonstrate an understanding of the digital humanities, the paradigm of interdisciplinary studies and research, as well as awareness of professional advancement and career opportunities in the chosen field.

2. Entrance Examination Procedure

- 2.1. The entrance examination is carried out remotely. Applicants shall send a motivation letter to the Head of the Study Program, subject to admission deadlines, i.e., until 23.59 of the last day of admission for the relevant academic year.
- 2.2. The motivation letter shall be drawn up in PDF format.
- 2.3. The file shall be named as follows: **ML_applicant’s surname.pdf**.
- 2.4. Active links to other documents shall not be included in the document.
- 2.5. The length of the motivation letter is limited to 4800 characters (with spaces).
- 2.6. The motivation letter shall be written in English.

3. Evaluation Criteria

Criterion	Description	Content criteria	Empathic criteria
Motivation (K1)	The applicant’s interest and awareness of the field of digital humanities and motivation to master the study program.	The applicant demonstrates the knowledge of innovative development trends and challenges in the field of digital humanities, is able to relate to their professional advancement opportunities with the knowledge to be obtained during studies, can draw relevant arguments justifying the choice of the study program.	The applicant demonstrates cognitive flexibility and mastery of exposition, daring and readiness for new challenges. The exposition is emotionally saturated.
Understanding (K2)	The applicant’s understanding of the paradigm of interdisciplinary studies and research.	The applicant outlines their vision of the paradigm of interdisciplinary studies and research.	The applicant demonstrates interest in interdisciplinary studies and research. Reflections appear to dwell on comprehensive awareness of communication,

			cooperation, and co-work.
English proficiency (K3)	The applicant's English language proficiency is equivalent to at least CEFR B2 level.	The applicant demonstrates English language proficiency in using grammatical forms, relevant lexis and textuality at minimum Level B2.	The applicant demonstrates non-trivial solutions in the choice of linguistic means in shaping one's exposition.

The evaluation of the applicant's performance shall be organized considering the content and empathic criteria, which shall contribute to the summative assessment.

4. Entrance Examination Committee and Evaluation

- 4.1. The entrance examination is evaluated by the Entrance Examination Committee (hereinafter – Committee).
- 4.2. The Committee shall be composed of five experts, including the Head of the Study Program and at least one current student of the Academic Master Study Program “Digital Humanities”. The composition of the Committee shall be approved by the Head of the Institute of Digital Humanities.
- 4.3. The Committee evaluates the performance of the applicant on a 10-grade scale (from 10 – with distinction to 1 – unsatisfactory). The summative assessment is calculated according to the following formula:

$$S_v = K1_{av} * 0.5 + K2_{av} * 0.25 + K3_{av} * 0.25$$

where

S_v – summative assessment;

$K1_{av}$ – average value of Criterion K1;

$K2_{av}$ – average value of Criterion K2;

$K3_{av}$ – average value of Criterion K3.

- 4.4. The Committee provides the summative assessment of the applicant according to a 10-grade scale (from 10 – with distinction to 1 – unsatisfactory).
- 4.5. The results of the entrance examination shall be minuted by the Committee, the minutes shall be submitted to the Admission Committee of RTU.

5. Dispute Resolution Procedure

- 5.1. If the applicant has complaints about any irregularities during the entrance examination, they may submit a written appeal to the Admission Committee of RTU in accordance with the procedure established by the Committee (within one business day from the day of announcement of the entrance examination results).
- 5.2. The Admission Committee shall inform the Committee of the appeal submitted and shall fix a time and place for the hearing of the appeal.
- 5.3. The submitter of the appeal and representatives of the Committee shall be invited to the hearing of the appeal.
- 5.4. The appeal is considered at an open meeting, attended by the head of the Admission Committee, the applicant, and members of the Entrance Examination Committee.
- 5.5. The decision of the appeal hearing shall be considered final.

Sample Applicant's Evaluation Report

Academic Master Study Program
 "Digital Humanities"
 Applicant's **name, surname; personal ID number**
 evaluation

Criterion	Sub-criterion	Evaluation (1-10)	Comments
Motivation K1	The applicant clearly expresses and justifies their motivation for mastering the study program		
	The applicant has a vision of the potential topics to be researched in the Master Thesis		
	The applicant is motivated to develop a portfolio of interdisciplinary competences and to apply the acquired knowledge and skills in practice		
	The applicant is motivated to overcome the challenges and risks that may be encountered when enrolling in a study program with high demands towards ICT competence		
	The applicant demonstrates a willingness to devote time and effort to the acquisition of an interdisciplinary study program and to work outside their personal comfort zone		
	The applicant demonstrates the ability to structure, substantiate, and justify their own views, acknowledging their own personal strengths and weaknesses		
	The applicant demonstrates a genuine interest and enthusiasm for studying at RTU		
Understanding K2	The applicant demonstrates an understanding of the paradigm of interdisciplinary studies and research		
	The applicant demonstrates an understanding of career opportunities in the field of digital humanities		
	The applicant demonstrates an understanding of the highly interdisciplinary nature of digital humanities		
English proficiency K3	The applicant's English language proficiency is equivalent to at least CEFR B2 level		
	Exposition (proficient use of terminology and vocabulary)		
	Outline (emotional saturation, coherence of arguments and justifications, non-trivial solutions)		