



UNIVERSITY OF
LATVIA

REGULATION
on the evaluation and recognition of
prior learning at the University of Latvia

Enclosure
APPROVED
by UL Senate decision
No.201 of 26.03.2012.

With amendments made before 25.11.2013.

Amendments: UL Senate decision No. 30 of 25.11.2013.

Approved in compliance with:
Article 5 of Section 59.² of the Law On Institutions of Higher Education and
Articles 2, 3 and 4 of the Cabinet of Ministers Regulation No. 36 of 10.01.2012.

1. General principles

1.1. This Regulation stipulates the procedure the University of Latvia (hereinafter – UL) adopts upon receiving an application from the student or a person who is not a student of the UL (hereinafter – the Applicant) to perform the evaluation and recognition of prior learning, as well as criteria for such recognition.

2. Commission for the evaluation and recognition prior learning

2.1. *The composition and establishment of the Commission for evaluating and recognising prior learning (hereinafter – the Commission), and changes it its composition:*

2.1.1. a Commission is established for each thematic field of the Classification of Latvian Education represented at the UL and staffed by the academic staff of the UL. The Commission consists of: chairperson, deputy chairperson, secretary and at least two members. One joint Commission may be established for several thematic fields of education;

2.1.2. the candidate for the Commission, incl. candidates for the positions of the chairperson and deputy chairperson, shall be nominated by the Dean of the Faculty representing the relevant thematic field of education. The candidates nominated by the Dean of the Faculty shall be considered by the Faculty Council and handed over to the Rector for approval. The composition of the Commission is approved by Rector's ordinance. The authority is granted to the Commission for the period of six years;

2.1.3. in case a Commission member terminates their job relations with the UL, another member of the academic staff shall be approved for the vacant position in compliance with the procedure set by article 2.1.2.

2.2. the functions of the Commission may be delegated to the Study Programmes Council with a decision of the Faculty Council. Faculty Council's decision shall be approved by the Rector.

Rights and obligations of the Commission:

2.2.1. the Commission shall have the obligation to consider Applicants' applications and pass a decision concerning the recognition of learning outcomes or refusal to recognise the achieved learning outcomes, and inform the Applicant in writing about their decision;

2.2.2. the Commission is entitled to:

2.2.2.1. examine the compliance of the given information and data with the actual situation;

2.2.2.2. require additional information, in case the Commission considers that there is insufficient information at its disposal to make an objective and complete decision on the recognition of learning outcomes;

2.2.2.3. if necessary, to set examinations for assessing the learning outcomes.

2.3. Commission's decisions:

2.3.1. the Commission is entitled to pass a decision if at least four of its members are present at the meeting: chairperson or deputy chairperson, secretary and at least two members. If less than four members are present for the meeting, the chairperson of the Commission shall summon a second meeting within three days for considering the issue. The meetings of the Commission are open for public;

2.3.2. the Commission passes its decisions with the majority of votes of the present members. In case of equal number of votes, the vote of the chairperson or deputy chairperson (in case the chairperson is absent) shall be the decisive one;

2.3.3. if the Commission has decided to recognise learning outcomes, the number of the recognised credit points shall be reflected in the decision, along with the title of the study programme, study course or study module for which the credit points for the recognised learning outcomes shall be granted;

2.3.4. if the Commission has decided that an examination is required to test the previously achieved learning outcomes, then the title of the UL study module or study course, where the examination has to be taken, shall be reflected in the decision, along with the requirements for such examination. During the examination, the knowledge, skills and competences of the Applicant shall be assessed in compliance with the requirements set for acquiring credit points for the relevant study course or its component. The course description(-s) of the relevant course(-s) shall be annexed to the decision;

2.3.5. if the Commission has requested additional information from the Applicant, the deadline for the decision making can be extended. The Commission shall make the decision within one month after the receipt of additional information;

2.3.6. minutes shall be taken for all meetings of the Commission. Minutes shall be kept for one year with the secretary of the Commission. In the beginning of the following year, after the bookkeeping year has ended, the secretary of the Commission shall hand over the minutes to the UL Archive;

2.3.7. the decisions of the Commission on the evaluation of learning outcomes achieved in previous education or professional experience shall be registered with a special register of the Information System of the University of Latvia (LUIS);

2.3.8. the Applicant may appeal against the decision of the commission by submitting an application to the Rector, and appeal against Rector's decision following the procedure set by the Administrative Procedure Law.

3. Criteria and procedure for the evaluation and recognition of prior learning

3.1. *Learning outcomes achieved in prior learning are recognized if the following criteria have been met:*

3.1.1. the submitted documents contain clear, indisputable and complete information about the achieved learning outcomes;

3.1.2. at least one credit point can be granted for the achieved learning outcomes;

3.1.3. the previous education of the Applicant meets the entry requirements of the relevant study programme;

3.1.4. in the examinations set by the Commission, the Applicant has demonstrated knowledge, skills and competences corresponding to the requirements of the relevant study programme or its component.

3.2. *The recognised learning outcomes achieved in prior learning shall not replace the final examinations of the relevant study programme or doctoral thesis.*

3.3. *Recognition of learning outcomes achieved in professional experience:*

3.3.1. the recognition of learning outcomes achieved in professional experience cannot exceed 30 percent of the total number of *credit points from a vocational* or academic study programme;

3.3.2. learning outcomes achieved in professional experience are recognised only:

3.3.2.1. as the placement component of the relevant study programme; moreover these learning outcomes have to be achieved in the branch of professional activity which corresponds to the thematic field of education of the relevant study programme;

3.3.2.2. as a study course or study module of the study programme, the acquisition of which develops practical knowledge, skills and competences. In such a case the person shall take the examinations set for the relevant study course or module.

3.4. *Recognition of learning outcomes achieved in previous education*

Learning outcomes achieved in previous education are recognised if they correspond to the level of higher education and have been achieved:

- 3.4.1. in a professional continuing education programme, the completion of which offers to grant level 4 or level 5 professional qualification;
- 3.4.2. in a separate course or module of a study programme or study module, which the person has attended as a course attendee;
- 3.4.3. in completing a part of a study programme;
- 3.4.4. via other forms outside the framework of formal education. In such a case, the person shall take the examinations set for the relevant study course or module. Learning outcomes achieved via this form of education shall not be recognised within the study programmes of regulated professions.

3.5. The procedure for the recognition of learning outcomes achieved in prior learning:

- 3.5.1. the applications submitted by the Applicants to recognise learning outcomes achieved in prior learning are accepted each year from September 1 till May 31. Document submission procedure is stipulated by the Rector's ordinance;
- 3.5.2. a personal file is opened for each Applicant. If the Applicant is a student or is enrolled after the recognition of learning outcomes, the Applicant's file is added to the Student's file;
- 3.5.3. within one month from the date of receiving the application, the Commission shall consider the Applicant's application and annexed documents and make its decision to recognise or refuse to recognise learning outcomes achieved in previous education or professional experience, as well as on the necessity of an examination to assess the achieved learning outcomes. The decision is sent to the Applicant in a previously agreed form;
- 3.5.4. the Applicant shall take an examination for the assessment of the achieved learning outcomes in the following cases:
 - 3.5.4.1. to recognise learning outcomes achieved in professional experience as corresponding to a relevant study course or study module, the acquisition of which develops practical knowledge, skills and competences;
 - 3.5.4.2. to recognise learning outcomes achieved outside the framework of formal education;
 - 3.5.4.3. in case the Commission decides that the documents confirming the achieved learning outcomes submitted by the Applicant do not provide complete information regarding the knowledge, skills and competences achieved by the Applicant;

- 3.5.5. in examination the academic and/ or professional knowledge and skills of the Applicant shall be assessed by a representative of the academic staff appointed by the Dean and nominated by the Commission;
- 3.5.6. the examinations shall assess whether the knowledge, skills and competences demonstrated by the Applicant **meet or do not meet** the learning outcomes envisaged for the relevant study programme or its component;
- 3.5.7. the Commission passes a decision on the recognition of learning outcomes achieved in professional experience, if all the criteria set by article 3.1 and the relevant criteria of the article 3.3 of this Regulation have been met;
- 3.5.8. the Commission passes a decision on the recognition of learning outcomes achieved in previous education as corresponding to a study course or study module of a study programme, if all the criteria set by article 3.1 and the relevant criteria of the article 3.4 of this Regulation have been met.

(UL Senate decision No.3 of 25.11.2013.)

4. Financing

- 4.1. Evaluation of learning outcomes achieved in previous education or professional experience and examinations for assessing such results are paid services.
- 4.2. The service fees for each academic year are approved by the Rector upon their agreement with the UL Student Council.
- 4.3. A student of the UL may be exempted from the fee for the recognition of learning outcomes with a decision of the Dean of the Faculty.