

**REGULATION OF THE UNIVERSITY OF LATVIA
FOR RECOGNITION OF COMPETENCES ACQUIRED
OUTSIDE FORMAL EDUCATION, OR THROUGH PROFESSIONAL EXPERIENCE, AND
LEARNING OUTCOMES ACHIEVED IN PRIOR EDUCATION**

Issued in compliance with
Constitution of the University of Latvia, Section 10.

I. General provisions

1. Regulation determines:
 - 1.1. procedures for recognition of knowledge, skills and competences acquired outside formal education at the University of Latvia (hereinafter – UL);
 - 1.2. procedures for recognition of knowledge, skills and competences acquired through professional experience at UL;
 - 1.3. procedures for recognition of learning outcomes achieved in prior education at UL (hereinafter – recognition of study courses).
2. The basic provisions for the recognition of knowledge, skills and competences acquired outside formal education or through professional experience, and the recognition of study courses are set out in the Law on Higher Education Institutions and the Cabinet of Ministers Regulation “Regulations Regarding the Validation of Competences Achieved Outside of Formal Education or in Professional Experience and the Learning Outcomes Achieved in Previous Learning”, (hereinafter – CM Regulation).
3. The work of the committee for the recognition of knowledge, skills, competences acquired outside formal education, or through professional experience, or recognition of leaning outcomes (hereinafter – the recognition committee) is governed by regulation approved by UL Senate.
4. Documentation pertaining to recognition process of knowledge, skills and competences acquired outside formal education, or through professional experience, and the recognition of study courses at UL (student’s application, minutes of recognition committee meeting with assessments by the study programme director, resolution, statement regarding the examination results, etc.) is registered in the document management system *Namejs*. The Study Department monitors the circulation of documentation related to recognition of knowledge, skills and competences acquired outside formal education, or through professional experience, and the recognition of study courses.

II. Requirements for recognition of study courses at UL

5. The following successfully completed study courses can be recognized in UL study programmes:

- 5.1. from an accredited or state-recognized Latvian or foreign higher education institution;
- 5.2. which have been previously acquired at the same or higher level of study. The study courses acquired in short-cycle higher vocational education programmes can be recognised in other undergraduate programmes (a first-cycle or a second-cycle professional higher education programmes after the acquisition of secondary education).
- 6. Recognized study courses are counted towards the completed academic commitments of the student:
 - 6.1. replacing a course of study in the compulsory part (A) or the limited elective part (B) of the study programme;
 - 6.2. including in the limited elective part (B) or the elective part (C) of the study programme.
- 7. One study course of a UL study programme may be replaced by several completed study courses and vice versa – several UL study courses may be replaced by one completed study course. When replacing a UL study course with one or more courses, the total volume of these courses must be equal to or greater than the volume of the UL study courses.
- 8. For study courses completed at UL, the assessment is recognized if it is on a 10-point scale.
- 9. Study courses cannot be recognized in UL study programmes if the content or scope of these courses, or the learning outcomes of the course (acquired knowledge, skills and competence) do not meet the requirements of the programme.
- 10. The following rules shall be observed in the recognition of study courses:
 - 10.1. prerequisites for the recognition of competences, learning outcomes, and recognition of study courses stipulated in the CM Regulation;
 - 10.2. evaluation of the relevance and compliance of the content of the acquired study course to the development level of the respective field or subfield of science and study programme, taking into account the period of time that has passed since the acquisition of the study course;
 - 10.3. in recognizing the study courses of language acquisition, the primary consideration is the language acquisition level, not the level of the study course.

III. Preparation and consideration of an application

- 11. A person (including a UL student) shall submit an application for recognition of knowledge, skills, competences and study courses in accordance with the CM Regulation and the current Regulation.
- 12. UL accepts personal applications from the beginning of the registration week of the autumn semester until 1 March of the respective academic year. In case of objectively justified circumstances, applications may be accepted after the submission deadline specified in this section.
- 13. A person shall submit the application and the documents attached thereto to the filing clerk or methodologist of the study programme in which recognition is to be carried out (hereinafter – filing clerk) in paper form or in electronic document format in accordance with the regulatory enactments regarding the preparation of documents.
- 14. If a person requests recognition of knowledge, skills and competence (hereinafter – competence) acquired **outside formal education** recognised, the following documents shall be submitted:
 - 14.1. an application prepared in accordance with Annex 1;

- 14.2. a comparison of acquired knowledge, skills and competences completed in accordance with Annex 2;
 - 14.3. copies of documents (presenting originals, for example, certificates) that confirm the competence achieved outside formal education. A translation into Latvian should be attached if the document has been issued in another language;
 - 14.4. payment for recognition procedure in accordance with the UL price list or proof of exemption therefrom.
15. If a person requests recognition of competence acquired through **professional experience**, the following documents shall be submitted:
 - 15.1. an application prepared in accordance with Annex 1;
 - 15.2. a comparison of acquired knowledge, skills and competences completed in accordance with Annex 3;
 - 15.3. copies of documents (presenting originals, for example, statement from employer) which confirm the competence acquired through professional experience. A translation into Latvian should be attached if the document has been issued in another language;
 - 15.4. payment for recognition procedure in accordance with the UL price list or proof of exemption therefrom.
16. If a person requests recognition of **learning outcomes achieved in prior education** (hereinafter – learning outcomes), the following documents shall be submitted:
 - 16.1. an application prepared in accordance with Annex 1;
 - 16.2. a comparison completed in accordance with Annex 4 or 5 or information completed in Annex 6 for the comparison of the respective types of learning outcomes;
 - 16.3. copies of higher education institution documents (if necessary, presenting the original) confirming the completion of the study course (diploma supplement, academic certificate). A translation into Latvian should be attached if the document has been issued in another language;
 - 16.4. a description of the completed study course or the translation into Latvian language;
 - 16.5. instead of the above documents, the applicant may submit the original ECTS study agreement, Erasmus+ student internship agreement or other study mobility agreement with the signature of the foreign higher education institution representative, if it is in paper form, or a printout if the person has completed the course within the framework of study mobility and the agreement has been signed electronically in the system;
 - 16.6. A statement issued by the Academic Information Centre regarding the status of a foreign higher education institution, if the study course has been completed at a foreign higher education institution independently from UL study mobility;
 - 16.7. application with the approval of the programme director, if the student has previously agreed with the programme director to acquire UL study courses outside the programme.
17. Before registering the application, the filing clerk calculates the fee for recognition procedure, in accordance with the UL price list for paid services of the study process at UL and informs the person about the amount of the fee, the payment deadline (no later than by the committee meeting), as well as informs about the possibilities of exemption from payment of the fee.

18. Following the receipt of the payment (or upon presentation of a document confirming the exemption from payment of the fee), the filing clerk registers the person's application in the document management system.
19. After registering the application, the filing clerk sends the application and the attached documents to:
 - 19.1. the director of the respective study programme for carrying out the assessment and preparing a proposal to the recognition committee;
 - 19.2. the secretary of the respective recognition committee.

IV. Recognition procedure

20. Recognition of knowledge, skills and competences acquired outside formal education or through professional experience shall be carried out by a recognition committee in accordance with the procedure specified in the Law on Higher Education Institutions, the CM Regulation and the current Regulation.
21. After receiving a person's application, the recognition committee shall consider resolution regarding knowledge, skills and competences acquired **outside formal education or through professional experience** within the time limit specified in the Law on Higher Education Institutions.
22. If the recognition committee has decided on the conformity of the knowledge, skills and competences acquired outside formal education or through professional experience with the specified study course, then it shall appoint the **examination** in accordance with section 24.4 of the current Regulation.
23. **Recognition of study courses** is carried out by the recognition committee in accordance with the procedures specified in the current Regulation.
24. Duties of the recognition committee:
 - 24.1. after receiving the application, the secretary of the recognition committee sends the application to the director of the study programme and requests an assessment of the knowledge, skills, competences and learning outcomes indicated in the submitted annexes;
 - 24.2. the resolution regarding the recognition, non-recognition of study courses or taking examinations shall be made within a month (except for applications submitted between 1 March and the beginning of the autumn semester registration week – in this case, the deadline shall begin to count from the beginning of the autumn semester registration week) after the registration of the person's application;
 - 24.3. the resolution shall be prepared in accordance with Annex 7;
 - 24.4. if the recognition committee has decided on **necessity of the examination**, then:
 - 24.4.1. the resolution shall indicate the title and code of the UL study course in which the examination must be taken, the requirements of the examination, the deadline by which the examination must be taken, the examining lecturer or committee;
 - 24.4.2. the secretary informs the person and the lecturer or committee about this resolution by sending a completed statement form (Annex 8);
 - 24.4.3. the lecturer or committee prepares a written statement, containing opinion on the compliance of the person's knowledge, skills and competence with the

specified examination requirements or the person's failure to appear for the examination by the specified deadline;

- 24.4.4. the opinion shall be sent to the secretary of the recognition committee, who shall inform the committee and the person thereof. If the resolution of the recognition committee on the examination has been made subject to a condition in accordance with section 29.2 of the current Regulation, the opinion shall be forwarded to the filing clerk, who, based on the adopted resolution of the committee and this statement, shall enter the recognition information into LUIS in the event of a positive statement.
25. The secretary of the recognition committee sends the resolution to the person, as well as to the filing clerk of the respective study programme for entering recognition data into LUIS.

V. Resolutions of recognition committee

26. Recognition committee meetings are minuted (meeting minutes template – Annex 9).
27. If the recognition committee has decided to recognize a competence, learning outcomes or study course, the resolution shall indicate the amount of competences, learning outcomes and study course in credit points, as well as the title of the study programme, study course or study module toward which the credit points of the recognized competences and learning outcomes can be counted.
28. If the recognition committee has decided on the necessity of an examination, then:
- 28.1. the recognition committee in its resolution shall indicate the information required in section 24.4 of the current Regulation;
- 28.2. the recognition committee is entitled to make a conditional resolution, providing in the resolution that the competences, learning outcomes or study course are recognised, if the examination is passed successfully (the statement is "corresponds"), or are not recognised, if the examination is passed unsuccessfully (the statement is "does not correspond") or has not been taken (the statement is "not taken").
29. If the recognition committee decides not to recognize a competency, learning outcomes or study course, the resolution shall include the substantiation for the refusal.
30. Recognition committee resolutions shall be drawn up in accordance with Annex 7 to the current Regulation.

VI. Informing of the applicant and preservation of file

31. The resolution regarding the recognition of competence, learning outcomes or study courses shall be sent to the applicant in a manner previously agreed upon with the applicant within five working days after passing of the resolution.
32. The recognition documentation (person's application and resolution of recognition) is entered into the student's personal file. If the applicant is not a UL student, a personal file is created to which the documentation is attached. The recognition documentation is stored in accordance with the time limit specified in the UL framework for document classification.

VII. Entry of recognition results in the diploma supplement

33. For UL students, information about recognized study courses is indicated in the diploma supplement.
34. Recognizing the competence acquired **outside formal education** and competence acquired **through professional experience**, the diploma supplement shall indicate:
 - 34.1. name of the institution and country in which the recognized competence has been obtained;
 - 34.2. period of time wherein the recognized competence has been acquired;
 - 34.3. recognition committee resolution number and date;
 - 34.4. title of the recognized study course of the UL study programme;
 - 34.5. amount in credit points;
 - 34.6. assessment “recognized”.
35. Recognizing the learning outcomes of **study courses acquired in prior education**, the diploma supplement shall indicate:
 - 35.1. title of the study course completed elsewhere and recognized;
 - 35.2. name of the institution and country in which the study course has been acquired;
 - 35.3. period of time wherein the recognized study course has been acquired;
 - 35.4. amount in credit points;
 - 35.5. assessment “recognized”, or for previously completed UL study courses, the grade shall be indicated, if it is on a 10-point scale, or “passed” if the study course is graded on a pass/fail system or on a 5-point scale.