

 <p>UNIVERSITY OF LATVIA</p>	<p align="center">Regulations on the Recognition of Knowledge, Skills, Competence Acquired Outside of Formal Education or in Professional Experience, Recognition of Study Results Achieved in the Previous Education, and Referencing of Academic Activity at the University of Latvia</p>	<p align="right">Annex APPROVED by the UL Senate 28.06.2021. Decision No 2-3/86</p>
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Approved in accordance with Articles 47., 59.², 59.³, 84 of the Law on Higher Education Institutions,
Article 11 (2) of the Law on Scientific Activity,
14.08.2018. Regulations No 505 of the Cabinet of Ministers,
27.12.2005. Regulations No 1001 of the Cabinet of Ministers

I. General terms

1. Regulations on the Recognition of Knowledge, Skills, Competence Acquired Outside of Formal Education or in Professional Experience, Recognition of Study Results Achieved in the Previous Education, and Referencing of Academic Activity at the University of Latvia (hereinafter – Regulation) defines the procedure by which in the University of Latvia (hereinafter – University) the following is carried out:
 - 1.1. recognition of study courses;
 - 1.2. recognition of knowledge, skills and competence acquired outside of the formal education or in professional experience, and recognition of achieved study results in the previous education;
 - 1.3. referencing of academic activity with the requirements of the doctoral study programme.
2. In accordance with the procedures specified in the Regulations, study courses acquired in higher education institutions, knowledge, skills and competence acquired outside of formal education or in professional experience, study results achieved in the previous education, as well as academic activity in the doctoral study programmes can be recognised or referenced in the University’s study programmes of all levels.
3. The recordkeeping of knowledge, skills and competence acquired outside of formal education or in professional experience, and study results achieved in the previous education, as well as referencing of academic activity, are determined by University orders.
4. The applicant can contest the referencing decision of knowledge, skills and competence acquired outside of formal education or in professional experience, and study results achieved in the previous education, as well as academic activity in the doctoral study programmes in accordance with the procedures specified in the Law on Higher Education Institutions.

II. Recognition of Study Courses

5. In the study programmes of the University successfully completed study courses in the accredited or state recognised higher education institutions of Latvia or overseas can be recognised.
6. Final assessments of study programmes cannot be recognised in the study programmes of the University.
7. The University fully recognises study courses that are acquired in the study programmes or international education programmes specified in the intergovernmental or inter-university agreements, and completion of which the student has previously agreed upon with the study programme director.
8. Previously acquired study courses can be recognised in the same or lower study level. Study courses acquired in the first level professional higher education study programmes can be recognised in the other basic (bachelor's or second level professional higher education) study programmes.
9. For study programmes, which are implemented within the framework of cooperation agreement, the recognition procedure takes place in accordance with the agreement of the cooperation partners.
10. For mutually agreed upon study programmes or its parts, that anticipates the acquisition of identical study results, beginning studies in later stages, the agreed part of the programme can be recognised in accordance with the requirements specified in the programme.
11. Study courses are not recognised if the content of these courses or amount or study results (acquired knowledge, skills and competence) does not correspond with the requirements of the programme.
12. Recognised study courses are included in the fulfilled academic obligations by the student by:
 - 12.1. replacing study courses of the compulsory (A) part or limited optional (B) part of the study programme;
 - 12.2. including in the limited optional (B) part or the free choice (C) part of the study programme.
13. One study course of the University study programme can be replaced by several acquired study courses and vice versa – several study courses of the University can be replaced with one completed study course. By replacing the study course of the University with one or several courses the total amount of these courses must be equal to or greater than the amount of the University study course.
14. For study courses that are acquired at the University, an assessment is recognised if it is in the 10-grade system.
15. For study stages (study courses, modules, placement or final examinations) acquired in the study programmes specified in the international inter-university agreements the assessment can be indicated in accordance with the state grading system of its partner institution in which the study stage is acquired if it is provided by the agreement of cooperation partners.
16. The recognition of the study courses is performed by the Commission for the Assessment and Recognition of Competences Acquired Outside of Formal Education or in Professional Experience, and Study Results Achieved in the Previous Education (hereinafter – the Commission).

17. In the cases provided for in the paragraphs 7., 9. and 10 the recognition of the study course is performed by the study programme director.

III. Assessment and Recognition of Competences Acquired Outside of Formal Education or in Professional Experience, and Study Results Achieved in the Previous Education

18. Competences Acquired Outside of Formal Education or in Professional Experience, and Study Results Achieved in the Previous Education are recognised if the following criteria are met:
- 18.1. the presented documents contain clear, unambiguous and complete information about the achieved study results;
 - 18.2. at least one credit point can be awarded for the achieved study results;
 - 18.3. the previously acquired education of the applicant corresponds with the admission requirements in the relevant study programme;
 - 18.4. during assessments specified by the Commission the applicant has demonstrated knowledge, skills and competence that corresponds with the requirements of the relevant study programme or its parts.
19. Competences acquired outside of the formal education or in professional experience, and study results achieved in the previous education cannot be included as a final assessment or doctoral thesis of the relevant study programme.
20. The assessment and recognition of the competences acquired outside of the formal education or in professional experience, and study results achieved in the previous education is performed by the Commission.

IV. Referencing Academic Activity to the Requirements of the Doctoral Study Programme

21. Academic activities that are performed outside of this doctoral study programme can be referenced to the requirements of the University doctoral study programme. Academic activity implemented in this way cannot be referenced to the doctoral examinations included in the doctoral study programme.
22. Academic activity can be referenced to the requirements of the doctoral study programme, if the following criteria are met:
- 22.1. the applicant has independently performed a thematically unified research which provides new scientific findings and for which scientific articles have been accepted for publication in the relevant scientific field or sub-branch;
 - 22.2. the applicant has successfully passed the doctoral examinations foreseen in the programme;
 - 22.3. the applicant has reported the scientific results of the doctoral thesis in at least one international seminar and conference in the relevant scientific field or sub-branch;
 - 22.4. the applicant has led a working group, performing certain section in the scientific project, participated in organising at least one international seminar or conference or conducted a

research in cooperation with foreign scientific institutions, other Latvian scientific institutions or companies.

23. The decision on referencing academic activity to the requirements of the doctoral study programme is made by the Faculty Council of the University.

V. Conditions, Rights and Obligations for the Formation of the Commission

24. The University forms a Commission in each thematic area of education represented in the University as specified in the Classification of Latvian Education. One joint commission can be formed in several thematic areas of education.

25. Formation and composition of the Commission:

25.1. the Commission and its composition are approved by an order of the University;

25.2. the Commission is composed of five voting members of the University academic staff. The Commission consists of a chairman, a deputy. The duties of the secretary of the Commission are performed by someone from the Commission or a representative of the administrative staff.

25.3. candidacies of the Commission personnel and secretary are proposed by the dean of its Faculty, which represents the relevant thematic area of education, it is considered by the Faculty Council and decides on promotion for approval with the order of the University;

25.4. if the member of the Commission terminates employment relationship with the University, than in their place, by the established procedure in the paragraph 25.3, another representative of the University academic staff is approved;

25.5. upon the proposal of the Faculty Council, the functions of the Commission may be delegated to the Study Direction Council by the order of the University.

26. Rights and obligations of the Commission:

26.1. the Commission is obliged to review the applications of applicants and to make a decision regarding the recognition of study results or regarding the refusal to recognise the achieved study results and inform the applicant in writing regarding the decision made;

- 26.2. the Commission is entitled to:

26.2.1. verify the correspondence of provided information and data with the actual circumstances;

26.2.2. request additional information if the Commission considers that it does not have sufficient data at its disposal in order to objectively and comprehensively decide the matter of study result recognition;

26.2.3. determine assessments for evaluation of study results;

26.2.4. invite necessary experts to make a quality decision.

VI. Financing

27. Evaluation of knowledge, skills and competences acquired outside of the formal education or in professional experience and study results achieved in the previous education, as well as the organisation of assessments for verification of these results, also the recognition of study courses and referencing of academic activity to the requirements of the doctoral study programme are a paid service. The price list of the paid service is approved by the order of the University.

VII. Closing remarks

28. The Regulation enters into force on November 1st, 2021.
29. To declare invalid the Senate 29.12.2008. decision No 190 “On the Procedure for Recognition of Study Courses at the University of Latvia”.
30. To declare invalid the Senate 26.03.2012. decision No 201 “On the Regulations for the Evaluation and Recognition of Study Results Obtained in Previous Education or Professional Experience at the University of Latvia”.

Chairman of the Senate

(signature*)

M. Auziņš

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Send: to all departments.

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