

**UNIVERSITY OF LATVIA PROCEDURE FOR RECOGNITION OF COMPETENCIES
DEVELOPED OUTSIDE FORMAL EDUCATION OR THROUGH PROFESSIONAL
EXPERIENCE AND LEARNING OUTCOMES ACHIEVED IN PREVIOUS EDUCATION**

No amendments to this document

I. General Terms and Conditions

1. The Regulation stipulates the University of Latvia (hereinafter - UL) procedure for the recognition of study courses and knowledge, skills and competencies acquired outside formal education or through professional experience, and learning outcomes achieved in previous education.

II. Application filling and processing

2. The recognition of study courses and competencies acquired outside formal education or through professional experience and learning outcomes achieved in previous education at the University of Latvia shall take place upon receipt of an application from a student or a person (hereinafter referred to as the Applicant).
3. Applications shall be accepted:
 - 3.1. from the beginning of the registration week of the autumn semester until 1 March;
 - 3.2. Applicants, who are seeking to commence studies in subsequent study stages shall submit their application in accordance with the University's procedure for commencing studies in subsequent study stages.
4. The Applicant shall submit the following documents in paper or electronically in compliance with the regulatory enactments on the processing of electronic documents, to the department administrative assistant or programme assistant (hereinafter referred to as the programme assistant) of the study programme where the recognition is to be granted:
 - 4.1. where the Applicant is seeking to credit study courses completed at a higher education institution, they shall submit:
 - 4.1.1. an application form completed in accordance with Annex 1;

- 4.1.2. a copy (upon presentation of the original) of the document from the higher education institution certifying that they have completed the study course and an English translation thereof
 - 4.1.3. a description of each recognised study course approved by the higher education institution in Latvian or English, if they are not available in full on the website of the higher education institution or in the UL Information System (hereinafter - LUIS). Upon the consent of the study programme director, course descriptions may also be accepted in another language;
 - 4.1.4. Applicants returning after studying at higher education institutions abroad as part of international programmes shall submit the original contract (European Credit Transfer and Accumulation System (ECTS) study contract, Erasmus+ student placement contract, etc.) with the signature of the foreign higher education institution if on paper, or a transcript if signed in the system, instead of the above-mentioned documents;
- 4.2. where the Applicant is seeking to credit competences and learning outcomes acquired outside formal education or through professional experience (hereinafter referred to as 'competencies and outcomes'), they shall submit:
- 4.2.1. an application form completed in accordance with Annex 2;
 - 4.2.2. copies of documents (upon presentation of the original) attesting to the competencies and results achieved;
- 4.3. where the Applicant is seeking to credit study courses for the purpose of commencing studies in subsequent study stages, the recognition of the courses shall be initiated on the application for commencing studies in subsequent study stages.
5. The programme assistant shall register the Applicant's application and enter the data in LUIS¹.
6. The programme assistant, in consultation with the programme director if required, shall forward the application and accompanying documents:
- 6.1. to the programme director, where the Applicant requires the recognition of study courses taken:
 - 6.1.1. within the framework of international study mobility and in the cases stipulated in Paragraph 35 of the Regulations of Study Programmes and Continuing Education Programmes of the University of Latvia, where the study courses have been previously agreed with the study programme director;

¹ Until the technical solution in LUIS is in place, the recognition procedure may be performed in print format.

- 6.1.2. within a joint or mutually integrated study programme under a cooperation agreement;
 - 6.1.3. within a mutually agreed and compatible study programme or part thereof that provides for the same learning outcomes and admission at subsequent study stages;
 - 6.1.4. as free electives or Part C courses at other universities;
 - 6.1.5. within the same study programme when resuming your studies;
- 6.2. to the Secretary of the Recognition Committee (hereinafter referred to as the Committee) of the relevant competencies acquired outside formal education or through professional experience, where the applicant is seeking to credit competencies and learning outcomes, as well as study courses taken in cases other than those listed in points 6.1.1 to 6.1.5.

III. Recognition process for study courses, competencies and learning outcomes

7. In assessing and recognising study courses, competencies and learning outcomes, the study programme director and the Committee shall comply with:
- 7.1. prerequisites for the recognition of study courses, competencies and learning outcomes specified in the regulations of the Cabinet of Ministers and cases when the examinations specified in the study course or module are mandatory;
 - 7.2. the regulation stipulating the UL procedure for the recognition of knowledge, skills and competencies acquired outside formal education or through professional experience, and learning outcomes achieved in previous education as well as the recognition and alignment of academic activity;
 - 7.3. when recognising study courses, the level, content, scope and learning outcomes (acquired knowledge, skills and competence) of the study course shall be taken into account in accordance with the requirements of the programme, as well as the topicality and relevance of the learning outcomes to the stage of development of the relevant branch or sub-branch of science, taking into account the time elapsed since the study course to be recognised was completed.
8. The process of recognition of study courses when an application has been sent to the programme director:
- 8.1. the Director of the study programme shall, in the cases referred to in Paragraph 6.1 of this Regulation, take a decision on the recognition of the study courses within one month of receipt of the applicant's application or within one week in the case referred to in Paragraph 3.2 of the Regulation, using the study programme plan in force;

- 8.2. where the programme director determines that further assessment is required for the recognition of the study course, including the examination of the student's or applicant's knowledge, the programme assistant shall refer the application with the enclosed documents and the programme director's proposal to the appropriate Committee for consideration;
 - 8.3. where the programme director decides not to recognise the courses, the decision shall include the reasons for the refusal;
 - 8.4. the Director of the study programme shall draw up the decision on the recognition of the study courses in accordance with Annex 1 to this Regulation and forward it to the programme assistant for the applicant's information.
9. The process of recognition of study courses, competencies and learning outcomes by the Committee:
 - 9.1. Upon receiving the Applicant's application, the Committee shall, within four months in the case of recognition of knowledge, skills and competencies acquired outside formal education or through professional experience, or within one month in the case of recognition of study courses or learning outcomes obtained in previous education, or within one week in the case referred to in Paragraph 3.2 of this Regulation, examine the Applicant's application and the accompanying documents and take a decision on the recognition of study courses, competencies and learning outcomes, as well as on the need for an examination to assess the study courses, competencies and learning outcomes;
 - 9.2. where the Committee has decided that an examination is necessary, it shall indicate the name and code of the module or study course in which the examination is to be taken, as well as the examination requirements and the deadline by which the examination is to be taken;
 - 9.3. The Applicant's academic and/or professional knowledge and skills are assessed in the examination by a member of the teaching staff or a committee of members of the teaching staff appointed by the Committee. The teaching staff member or committee shall assess the Applicant's knowledge, skills and competence in the examination within the scope of the requirements for the acquisition of the credits or part thereof formulated in the relevant course description, verifying the relevance of the applicant's knowledge, skills and competence to the learning outcomes of the specific study course, and shall issue a written opinion (Annex 4). The opinion shall be handed in by the teaching staff member:
 - 9.3.1. to the Committee, which shall take its decision, and its secretary shall enter the information in LUIS;

9.3.2. if the decision of the board of examiners is conditional in accordance with Paragraph 13.2 of this Regulation, the opinion shall be forwarded to the programme assistant who shall enter the information in LUIS on the basis of the decision of the board of examiners and the opinion.

IV. Decision making

10. The quorum of the Committee shall be three or more members. The Chairperson or Vice-Chairperson and the Secretary of the Committee shall be present at the meeting of the Committee. If fewer than three members of the Committee are present, the Chairperson of the Committee shall convene a further meeting to consider the matter. The meetings of the Committee shall be open to the public. The minutes of the meetings of the Committee shall be kept (Annex 5).
11. The Committee shall take its decisions by a majority of the members present. In the event of a tie, the vote of the Chairperson of the Committee, or of the Vice-Chairperson if the Chairperson is not present, shall prevail.
12. If the Committee has decided to recognise a study course, competence and outcomes, the decision shall indicate the amount of the recognised study course or competence and outcomes in credit points, as well as the name of the study programme, study course or study module where the credits of the recognised competence and outcomes may be counted.
13. If the Committee has decided that an examination is necessary, then:
 - 13.1. the decision of the Committee shall specify the requirements of Paragraph 9.2 of this Regulation and shall be accompanied by a description of the relevant study course;
 - 13.2. the Committee may adopt a conditional decision stipulating that the study course or the competencies and learning outcomes shall be recognised if the examination is passed or not recognised if the examination is failed or not taken.
14. If the Committee decides not to recognise the study course or the competencies and outcomes, the decision shall include the reasons for the refusal.
15. Decisions of the Committee on the recognition of study courses shall be drawn up in accordance with Annex 1 to this Regulation. The decision shall be registered in the LUIS.
16. Decisions of the Committee on the recognition of competencies and outcomes shall be drawn up in accordance with Annex 3 to this Regulation. The decision shall be registered in the LUIS.
17. An individual decision is taken for each applicant.

V. Applicant information and storage of the file

18. The decision on the recognition of the study course or the competencies and learning outcomes shall be sent to the Applicant in a form (paper or electronic) agreed in advance with the Applicant within five working days from the date of the decision.
19. The Applicant may appeal against the decision in accordance with the procedure established by the Law on Higher Education Institutions.
20. The documentation of the recognition of studies shall be enclosed in the student's personal file. If the applicant is not a student of the University, a personal file shall be created and added to the documentation and kept in the Department of Student Services.

VI. Presentation of the recognition in the Diploma Supplement

21. For students at the University of Latvia, information on recognised study courses or learning outcomes is provided in the Diploma Supplement.
22. In the case of recognition of study courses, the following shall be indicated in the Diploma Supplement:
 - 22.1. the name of the recognised course;
 - 22.2. amount of credits, including ECTS credits;
 - 22.3. a "recognised/credited" rating or:
 - 22.3.1. for recognised UL courses, indicate the grade if it is in the 10-point system, or "pass" if the grade for the recognised course is in the pass/fail system or in the 5-point system;
 - 22.3.2. study stages (courses, modules, internships or final examinations) of study programmes covered by international inter-university agreements may be graded according to the national grading system of the partner institution where the study stage was completed, if agreed between the parties;
 - 22.4. the period during which the recognised courses were completed;
 - 22.5. the name of the country and higher education institution where the course was taken.
23. In recognition of competence and learning outcomes, the diploma shall include:
 - 23.1. the period during which the recognised competence and learning outcomes were acquired;
 - 23.2. the place or institution where the recognised competence and learning outcomes were obtained;
 - 23.3. the number and date of the decision of the Committee;
 - 23.4. the name of the recognised course;
 - 23.5. number of credits, including ECTS credits;
 - 23.6. an entry 'recognised/credited'.

To UL procedure for recognition of competencies developed outside formal education or through professional experience and learning outcomes achieved in previous education

Application/decision for recognition of studies

Registration No.:

Date:

The applicant must fill in the blue fields and provide their proposal in the orange fields!

UNIVERSITY OF LATVIA

[Select level of study] study programme "Title" student/applicant

(name, surname, student ID number or personal ID number)

/

(name of higher education institution in Latvian / in English)

from: Click or tap to enter the date.

to: Click or tap to enter the date.

Comparison of the study courses with the study courses of the study programme "Title" at [Choose study level]

I enclose an academic reference: select an item. issued: Click or tap to enter the date.

I enclose a course description: select an item. on pages

In addition, I enclose copies of the following documents:

Study Course completed at another higher education institution or in previous periods of study at the University			UL study programme course			Decision (Recognise/ Dis/ Check)	Additional information, including, in the case of an examination, the title of the study course, the
No.	Course title in Latvian	Volume	Course code and title ²	Volume	Progr.		

² Select courses from the UL study programme plan in LUIS or on the website

	Course title in English	CP	ECTS		CP	Part (A/B/C)		code, the examination requirements <u>and the deadline by which the examination must be taken</u> , or the condition if the decision is conditional, or the reasons for the decision if the decision is negative
1.								
2.								
3.								
4.								
5.								
6.								

* Add as many rows as courses to be recognised

<p>I certify the accuracy of the information provided and request that the study course be recognised. Signature:</p>		<p>Click or tap to enter the date.</p>
<p>I would like to receive a recognition decision:</p>	<p><input type="checkbox"/> by email: <input type="checkbox"/> to the official electronic address: <input type="checkbox"/> in person at the UL</p>	<p><u>Specify your email</u></p> <hr/> <p><u>Enter your official e-mail address</u></p> <hr/>

by post

Give your address

Total credit
points:

Fee for recognition of studies,

amount in EUR

Sum of words:

Signature

Transcript

Date

The documents were accepted and checked:

Select an item.

Signature

Transcript

Date

The recognition decision was adopted:

In accordance with Section 26 (8) of the Law on Higher Education Institutions, within one month from the date of receipt of the decision, the staff of the University of Latvia may appeal the decision to the Academic Arbitration Court of the University of Latvia. Pursuant to Section 26(9) of the Higher Education Law, persons who are not members of the staff of the University of Latvia may appeal the decision to the Rector of the University of Latvia within one month from the date of receipt of the decision.

To UL procedure for recognition of competencies developed outside formal education or through professional experience and learning outcomes achieved in previous education

Application form for recognition of competencies acquired outside formal education or through professional experience and learning outcomes achieved in previous education



**LATVIJAS
UNIVERSITĀTE**

APPLICATION

Recognition of competencies acquired outside formal education or through professional experience and of learning outcomes achieved in previous education

Registration No.:

Date:

Reģistrācijas Nr.:

Datums:

datums, mēnesis, gads

Fill in the blue fields, save in PDF format, electronically sign and email or print, sign and submit on paper!

ID number:

Surname:

First name:

Gender:

Female

Male

Date of birth:

PLACE OF RESIDENCE

Index:

street, house, apartment:

town, rural territory, village:

municipality, country:

mobile phone number:

e-mail address:

official electronic address:

PLEASE RECOGNIZE/CREDIT

learning outcomes achieved in previous education

knowledge, skills and competencies acquired outside formal education

knowledge, skills and competencies acquired through professional experience

Obtained in the period from:

to:

Place and name of the educational institution where the programme was acquired, name of the programme, or institution where professional experience was acquired:

in Latvian:

in English

Type of educational programme:

Continuing education

Vocational secondary education

Professional upskilling

First-level professional higher education

Second-level professional higher education

Academic Bachelor's studies

Professional Bachelor's studies

Academic Master's studies

Professional Master's studies

residency

doctoral studies

continued on next page ...

Acquired knowledge, skills and competencies and learning outcomes achieved in previous education:

Purpose of recognition:

Substantiation of the compliance of the achieved outcomes with the requirements of the respective study programme or its part:

I SEEK RECOGNITION OF THE ACHIEVED OUTCOMES within – Name and type of the study programme:

<i>Course Code</i>	<i>Course Title</i>	<i>Credits</i>
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<i>Date of issue</i>	<i>Document title</i>	<i>The document attesting</i>
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Where additional documents are to be enclosed, a list of documents on a separate page shall be provided alongside the application

I would like to receive a recognition decision:

By e-mail

To the Official Electronic Address

Arriving in person at the University of Latvia

By post

I hereby consent to the processing of my personal data for the provision and administration of the study process at the University of Latvia, for statistical purposes and for the creation of an archive fund.

I hereby certify that I have read the procedure for recognition of competencies acquired outside formal education or through professional experience and learning outcomes achieved in previous education

I hereby certify that the information provided in this form is complete, true and correct to the best of my knowledge:

Signature

date, month, year

Total credit points:

Fee for recognition of study courses:

Amount in digits:

Amount in words:

The documents were accepted and checked by:

Dokumentus pieņēma un pārbaudīja:

Vārds Uzvārds

datums, mēnesis, gads

To UL procedure for recognition of competencies developed outside formal education or through professional experience and learning outcomes achieved in previous education

Template for the Decision of Committee for recognition of competencies acquired outside formal education or through professional experience and learning outcomes achieved in previous education

DECISION
of
UNIVERSITY OF LATVIA
COMMITTEE FOR RECOGNITION OF COMPETENCIES ACQUIRED OUTSIDE FORMAL
EDUCATION OR THROUGH PROFESSIONAL EXPERIENCE AND LEARNING OUTCOMES
ACHIEVED IN PREVIOUS EDUCATION

Riga, ____, 20___. _____ No ____

For the assessment of competencies acquired outside formal education or through professional experience and learning outcomes achieved in previous education

Faculty: Faculty of Social Sciences

Thematic domain: social sciences - information and communication sciences

The Committee, having examined the application of *Name, Surname*, ID for recognition of learning outcomes achieved in previous education _____ and non-formal education _____
(educational establishment)

or

through professional experience _____
(institution where professional experience or non-formal education was acquired)

by _____ study programme;
(name of study programme)

having examined the submitted documents, in accordance with the criteria stipulated in Cabinet of Ministers Regulations (Regulations No 505 of 14.08.2018.), and University of Latvia Procedure for recognition of competencies acquired outside formal education or through professional experience and learning outcomes achieved in previous education as well as recognition and alignment of academic activity (approved by the Senate Decision No 2-3/86 of 28.06.2021.) based on the decision of the Committee No. ____ of _____.20 and the results³ of the examination of _____.20, _____.20____, etc.,

DECIDED:

1. **to recognise the** following competencies and learning outcomes acquired outside formal education or through professional experience:

Competencies acquired outside formal education or through professional experience and learning outcomes achieved in previous education		UL study programme course	
No	Course title and length (CP/ECTS/hr) or type and duration (period) of professional experience	Title of study module or Course code and title	Volume (CP)

³ To be completed if the validation board has previously decided that an examination is necessary.

1.			
2.			
3.			

2. **disregard** the following competences acquired outside formal education or through professional experience and learning outcomes achieved in previous education:

Competences acquired outside formal education or in professional experience and learning outcomes achieved in previous education		Background
No	Course title and length (CP/ECTS/hr) or type and duration (period) of professional experience	
1.		
2.		
3.		
4.		

3. To set the following **tests** (examinations):

Competences acquired outside formal education or in professional experience and learning outcomes achieved in previous education		The course of study in which the examination is to be taken	
No	Course title and length (CP/ECTS/hr) or type and duration (period) of professional experience	Course code and title, examination requirements ⁴	Volume (CP)
1.			
2.			

4. in accordance with Section 26 (8) of Higher Education Law, the decision may be appealed by the staff of the University of Latvia to the Academic Arbitration Court of the University of Latvia within one month from the date of receipt of the decision. Pursuant to Section 26(9) of the Higher Education Law, persons who are not members of the staff of the University of Latvia may appeal the decision to the Rector of the University of Latvia within one month from the date of receipt of the decision.

Signatures and their transcriptions:

Chairperson: _____ / _____
Signature *Transcript*

Secretary: _____ / _____
Signature *Transcript*

⁴ The examination requirements shall be indicated if the assessment board has decided that the applicant is to sit an examination on part of the requirements set out in the course description



An opinion on the relevance of the applicant's knowledge, skills and competence to the learning outcomes of the course

UNIVERSITY of LATVIA
OPINION

on
the relevance of the Applicant's knowledge, skills and competencies to the planned outcomes of the course

Riga,

____.____.20____

On the basis of the Decision No.____ ____ of the Faculty of _____ Committee for Assessment and Recognition of competencies developed outside formal education or through professional experience and learning outcomes achieved in previous education in information and communication sciences as of _____.____.20____, the relevance of *Applicant's name, surname, ID* competencies acquired outside formal education or through professional experience and knowledge, skills and competence acquired in previous education for the planned learning outcomes of the study course *Code xxxx Name* has been evaluated.

Examination requirements⁵:

Findings:

Opinion: the knowledge, skills and competence of *the applicant's name and surname* meet/do not meet the planned learning outcomes of the study course *Code xxxxxx Name*.

Teaching
staff/committee:

_____	/	_____
<i>Signature</i>		<i>Transcript</i>
_____	/	_____
<i>Signature</i>		<i>Transcript</i>
_____	/	_____
<i>Signature</i>		<i>Transcript</i>

⁵ According to the decision of the Recognition Committee



To UL procedure for recognition of competencies developed outside formal education or through professional experience and learning outcomes achieved in previous education

Template for the Minutes of the meeting of the Committee for the recognition of knowledge and competencies acquired outside formal education or through professional experience and learning outcomes achieved in previous education

NAME OF THE COMMITTEE FOR THE ASSESSMENT AND RECOGNITION OF COMPETENCIES ACQUIRED OUTSIDE FORMAL EDUCATION OR THROUGH PROFESSIONAL EXPERIENCE AND LEARNING OUTCOMES ACHIEVED IN PREVIOUS EDUCATION

MINUTES

Riga, Date _____

No. _____

The sitting begins at _____

Chaired by _____

Minutes are taken by _____

Councillors present: /Position, first name, surname/

The invited attendees _____

Agenda:

1. On _____

2. On _____

3. On _____

1.

Reported: _____

(If the report is long, it should be annexed)

Informed: _____

(Position, name, surname)

Provided referral: _____

Decided: _____

2.

Reported: _____

(If the report is long, it should be annexed)

Informed: _____

(Position, name, surname)

Provided referral: _____

Decided: _____

3.

Reported: _____

(If the report is long, it should be annexed)

Informed: _____

(Position, name, surname)

Provided referral: _____

Decided: _____

The sitting ended at _____

The Chair

(signature)

/signature transcript/