Annex 1

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 code, the examination requirements and the deadline by which the examination must be taken, or the condition if the decision is conditional, or the reasons for the decision if the decision is negative  |
| No. | Course title in Latvian | Volume | Course code and title[[1]](#footnote-1) | VolumeCP | Progr.Part (A/B/C) |
|  | Course title in English | CP | ECTS |
| 1. |   |   |   |   |    |   |   |   |
|   |
| 2. |   |   |   |   |    |   |   |   |
|   |
| 3. |   |   |   |   |    |   |   |   |
|   |
| 4. |   |   |   |   |    |   |   |   |
|   |
| 5. |   |   |   |   |    |   |   |   |
|   |
| 6. |   |   |   |   |    |   |   |   |
|   |

* *Add as many rows as courses to be recognised*

|  |  |  |
| --- | --- | --- |
| I certify the accuracy of the information provided and request that the study course be recognised.Signature: |  | Click or tap to enter the date. |
| I would like to receive a recognition decision: | [ ]  by email: | Specify your email  |
|  | [ ]  to the official electronic address: | Enter your official e-mail address |
|  | [ ]  in person at the UL |  |
|  | [ ]  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.*

1. Select courses from the UL study programme plan in LUIS or on the website [↑](#footnote-ref-1)