

 <p><b>UNIVERSITY OF LATVIA</b></p>	<p><b>CREDIT TRANSFER PROCEDURE AT THE UNIVERSITY OF LATVIA</b></p>	<p>Enclosure <b>APPROVED</b> by the UL Senate decision No. 190 of December 29, 2008</p>
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*With amendments made before May 25, 2009*

*Amendments: UL Senate decision No. 250 of May 25, 2009*

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Adopted in compliance with  
Part 1 of Article 15 of the  
Law on Institutions of Higher Education  
and Subclause 5 of Article 5.6 of  
the Constitution of the UL

## **1. Explanation of terms**

- 1.1. ***European Credit Transfer and Accumulation System credit point***—an accounting unit for student's workload. 1 credit point of Latvia equals 1.5 ECTS credits.
- 1.2. ***Credit transfer***—inclusion of credits earned from an institution of higher education, in Latvia or abroad, accredited or recognized by the state in the fulfilled academic obligations of the student if their content and workload satisfy the goals, tasks, content and planned learning outcomes of the respective study programme.

## **2. General regulations**

- 2.1. The University of Latvia (UL) study programmes will recognize credits earned from an institution of higher education, in Latvia or abroad, accredited or recognized by the state:
  - 2.1.1. study courses, except study course final examinations;
  - 2.1.2. further education courses if credits are earned for the course (as credit points of higher education of Latvia or ECTS credits).
- 2.2. The UL fully recognizes courses completed in study programmes under intergovernmental agreements or agreements between institutions of higher education or international education programmes which the student has got approved and verified in writing by the director of the respective study programme.
- 2.3. Study courses completed previously may be recognized in the same or lower study level. Study courses completed in study programmes of first level higher professional education

can be recognized in other basic study programmes (bachelor or second level higher professional education).

2.4. The recognized study courses are included in the record of fulfilled academic obligations of the student:

2.4.1. by substituting study courses from the obligatory (A) or elective courses in specialization (B) part;

2.4.2. by including in the elective courses in specialization (B) or elective courses (C) part

2.5. The assessment of UL completed study courses is also recognized, should it be done on a 10-point grading scale.

2.6. The recognition of the study courses is made by the study programme director. In case of uncertainties the decision about the recognition of study courses is made by the particular Council of the study programme.

2.7. For applicants resuming studies in the subsequent study stages, the recognition procedure shall be finalized before matriculation.

2.8. Study courses are not recognized if the content, volume in credit points or knowledge and competencies acquired do not conform to the learning outcomes of the programme.

2.9. One study course with a study programme of the UL can be replaced with a number of completed study courses and vice versa, a number of UL study courses may be replaced with one completed study course.

2.10. When replacing a study course of the UL with one or more courses, the total workload of the courses has to be equal to or exceed the workload of the study course of the UL.

*(Edited by the UL Senate decision No. 250 of May 25, 2009)*

### **3. Record keeping of recognition of study courses**

3.1. Recognition of study courses is made after receiving a student's application for credit transfer. Applicants resuming studies in the subsequent study stages have to hand in the application by the first day of the registration week.

3.2. Student (hereinafter—applicant) shall submit to the study programme secretary the following documents:

3.2.1. an application addressed to the study programme director with a request to recognize the completed study courses (Annex1);

3.2.2. a copy of the transcript approved by the institution of higher education that confirms the completion of the study course, and its translation into English;

- 3.2.3. a description of each study course in Latvian or English, approved by the institution of higher education, in case they are not fully available on the web page of the institution of higher education. In agreement with the study programme director, the descriptions can be accepted in other languages;
- 3.2.4. applicants who return from studies in foreign institutions of higher education in compliance with international agreements, have to submit the original form of the particular agreement (ECTS study agreement or Erasmus study internship agreement) with a signature of the coordinator of the foreign institution of higher education in place of the documents mentioned above.
- 3.3. The study programme secretary hands the applicants' application with appendixes to the programme director for reviewing.
- 3.4. The study programme director shall decide on academic recognition of study courses in compliance with the valid curriculum. (Annex 2)
- 3.5. The recognition of study courses is made at least once per month. For applicants resuming studies in the subsequent study stages, the recognition must be done by the last day of the registration week.
- 3.6. By the decision of the study programme director or Council of study programmes, the study programme secretary registers the results from the recognition of study courses in the Information System of the UL (hereinafter—LUIS) by entering:
  - 3.6.1. the name of the institution of higher education in Latvian and English; if the name of the institution of higher education is not offered in the LUIS menu, the name in Latvian and English shall be sent electronically to the director of the Student service for the menu updating;
  - 3.6.2. the title of the recognized course in Latvian and English and workload in ECTS credits;
  - 3.6.3. the part of the study programme (part A, B or C) where the study course is included;
  - 3.6.4. the course code and title of the replaced study course;
  - 3.6.5. the date of the recognition of the study course for study courses completed in other institutions of higher education, or date of examination for prior completed study courses at the UL;
  - 3.6.6. for prior completed study courses at the UL also the name, surname and academic title of the lecturer is included, as well as the evaluation grade if the performance is graded on a 10-point grading scale or "ieskaitīts" (passed) if the evaluation is in the pass (ieskaitīts)/fail (neieskaitīts) or 5-point grading scale.

- 3.7. The documents of the study course recognition (student application or ECTS study agreement, copy of a transcript approved by an institution of higher education which confirms the completion of the study courses as well as the approved descriptions of study courses if these have been submitted) is added to the student file.

*(Edited by the UL Senate decision No. 250 of May 25, 2009)*

#### **4. Entries in the Diploma Supplement**

- 4.1. The following information is presented in the Diploma Supplement:

- 4.1.1. study courses completed in other institution of higher education and the credit load int.al. in ECTS credits, by verifying transfer of credits “atzīts” (recognized);
- 4.1.2. for the study courses acquired at the UL in prior study periods—title, credit load and evaluation grade if it is graded on a 10-point grading scale or “ieskaitīts” (passed) if the evaluation is in the pass (ieskaitīts)/fail (neieskaitīts) or 5-point grading scale;
- 4.1.3. state and higher education institution where the study course is completed.

- 4.2. The 6<sup>th</sup> section of the Diploma Supplement “Papildinformācija” (additional information) shall include the following:

- 4.2.1. the study period in another institution of higher education;
- 4.2.2. study courses completed under international agreements and international education programmes which the student has completed additionally to the study courses approved in compliance with the procedure mentioned in clause 2.2 and which are not recognized as components of the Curriculum.

**Student application form sample**  
**UNIVERSITY OF LATVIA**

To the Director of \_\_\_\_\_  
(study programme)

programme \_\_\_\_\_  
(academic title, name, surname)

\_\_\_\_\_  
(name, surname of the applicant)

\_\_\_\_\_  
(No. of student ID card – for students)

**APPLICATION**

Please recognize study courses completed in \_\_\_\_\_  
(institution of higher education)

from \_\_\_\_\_ till \_\_\_\_\_.

**Appendix:**

1. \_\_\_\_\_ issued on \_\_\_\_\_  
(name and No of document) (date)

by \_\_\_\_\_  
(institution of higher education)

Description of study courses on \_\_\_\_\_ pages.

\_\_\_\_\_  
(date)

Signature

/Name, Surname/

**Study Course Recognition Form  
UNIVERSITY OF LATVIA**

**Comparison of courses from the UL study programme \_\_\_\_\_ with study courses which the**

(name of study programme)

**Student /applicant \_\_\_\_\_, studying in the Bachelor study programme in Psychology, has completed in \_\_\_\_\_**

(name, surname)

\_\_\_\_\_  
(name of higher education establishment)

Study course of UL study programme				Study course completed in other higher education institutions or previous study periods at the UL			Decision of the study programme director
No.	Part of progr.	Course code and title <sup>1</sup>	Cr. load (crp)	Course title	Cr. load (crp)	Cr. load ECTS	
1.							
2.							
3							
4.							

Programme director \_\_\_\_\_ /name, surname/ \_\_\_\_\_, 200\_\_

I have read and understand the above decision of the programme director:

Signature of student: \_\_\_\_\_ /name, surname/

\_\_\_\_\_

