



LATVIJAS REPUBLIKAS IZGLĪTĪBAS UN ZINĀTNES MINISTRIJA
RĪGAS TEHNISKĀ KOLEDŽA

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**REGULATION
ON RECOGNITION OF STUDY RESULTS
ACHIEVED IN PREVIOUS EDUCATION OR
PROFESSIONAL EXPERIENCE**

Riga

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Issued in accordance with
the Cabinet Regulations of
2012, January 10, No. 36 ,
Article 4

1. General conditions

1.1. The internal regulations prescribe the procedure by which Riga Technical College (hereinafter - the College), upon the application of a student or a person who is not a student of the College (hereinafter - the applicant) (Annex 1), carries out previous education or professional experience evaluation and recognition of results and recognition criteria.

**2. Commission for the Evaluation and Recognition of Study Results Achieved
in Previous Education or Professional Experience**

2.1. The Commission for the Evaluation and Recognition of Study Results Achieved in Previous Education or Professional Experience (hereinafter - the Commission) is formed from the academic staff of the College in the thematic area specified in each Latvian education classification represented at the College. The Commission consists of: a chairman, a secretary and at least two members. One joint commission may be formed for several thematic areas of education.

2.2. The staff of the Commission consists of the Head of the Study Department and two heads of departments / divisions.

2.3. The staff of the Commission shall be approved by order of the Director of the College. The term of office of the Commission shall be six years.

2.4. The Commission is obliged to review the applications of the applicants and take a decision on the recognition of the study results or on the refusal to recognize the achieved study results and inform the applicant in writing about the decision.

2.5. The Commission is entitled to:

2.5.1. to verify the compliance of the provided information and data with the actual circumstances;

- 2.5.2. to request additional information if the Commission considers that it does not have sufficient information at its disposal to objectively and comprehensively decide the issue regarding the recognition of study results;
- 2.5.3. if necessary, to determine examinations for the assessment of study results.
- 2.6. The Commission has a quorum if at least three of its members participate in the meeting: the chairman of the commission, the secretary and one member. If less than three members of the Commission participate in the meeting, the chairman of the Commission shall convene a repeated meeting to review the matter within three days. The meetings of the Commission are open to the public.
- 2.7. The Commission shall act by a majority of the members present. In the event of a tie, the chairman of the Commission shall have the casting vote.
- 2.8. If the Commission has decided to recognize the study results, the decision shall indicate the amount of the recognized study results in credit points, as well as the name of the study program, study course or study module in which the credit points of the recognized study results may be transferred.
- 2.9. If the Commission has decided on the necessity of the examination for the assess of the previously obtained study results, then the decision of the Commission shall indicate the name of the College study module or study course in which the examination must be taken, as well as the examination requirements. The applicant's knowledge, skills and competence in the examination are assessed in the amount of the requirement for obtaining credit points or a part thereof formulated in the corresponding description of the study course. The decision shall be accompanied by a description (s) of the relevant study course (s).
- 2.10. If the Commission has requested additional information from the applicant, the term for making a decision may be extended. The Commission shall take a decision within one month of receiving the additional information.
- 2.11. Minutes of the Commission meetings shall be taken. The minutes shall be kept by the secretary of the Commission for one year. At the beginning of the year following the end of the record year, the secretary of the Commission shall transfer the minutes to the Archives of the College.
- 2.12. Decisions of the Commission regarding the evaluation of study results achieved in previous education or professional experience shall be registered in a special register.
- 2.13. The applicant may contest the decision of the Commission by submitting an application to the Director. The decision of the Director shall be appealed in accordance with the procedures specified in the Administrative Procedure Law.

3. Assessment and Recognition of Study Results Obtained in Previous Education or Professional Experience

- 3.1. Study results achieved in previous education or professional experience are recognized if the following criteria are met:
 - 3.1.1. the presented documents contain clear, unambiguous and complete information regarding the achieved study results;
 - 3.1.2. at least one credit point can be awarded for the achieved study results;
 - 3.1.3. the education previously obtained by the applicant complies with the requirements for admission to the relevant study program;

- 3.1.4. in the examinations specified by the Commission, the applicant has demonstrated knowledge, skills and competence corresponding to the requirements of the relevant study program or part thereof.
- 3.2. The study results achieved and recognized in previous education or professional experience cannot be credited as a final examination of the respective study program.

4. Recognition of Study Results Achieved in Professional Experience

- 4.1. The study results achieved in professional experience are recognized in the amount of not more than 30 percent of the amount of the professional or academic study program.
- 4.2. The study results achieved in professional experience are recognized by:
 - 4.2.1. in the part of the relevant study program consisting of internship, moreover, these study results have been achieved in the field of professional activity which corresponds to the thematic field of education of the study program;
 - 4.2.2. in the study course or study module of the study program, upon acquisition of which practical knowledge, skills and competence are acquired. In this case, the person must take the examinations specified in the relevant study course or study module.

5. Recognition of Study Results Achieved in Previous Education

- 5.1. Study results achieved in previous education are recognized if they correspond to a higher education degree and are achieved:
 - 5.1.1. in the professional further education program, the acquisition of which gives an opportunity to obtain the fourth or fifth level of professional qualification;
 - 5.1.2. in a separate study course or study module of the study program, which the person has acquired as a listener;
 - 5.1.3. in the part of the study program;
 - 5.1.4. in other ways outside of formal education. In this case, the person takes the examinations specified in the relevant study course or study module.

6. Recognition of Study Results Achieved in Previous Education or Professional Experience

- 6.1. Applications for recognition of study results obtained in previous education or professional experience are accepted from September 1 to May 31 of each year. The procedure for submission of documents shall be determined by an order of the Director.
- 6.2. A personal file shall be created for each applicant. If the applicant is a student or is matriculated after the recognition of study results, the applicant's file shall be attached to the student's personal file.
- 6.3. The Commission shall, within one month from the receipt of the application, examine the applicant's application and attached documents and take a decision regarding the recognition or non-recognition of the study results achieved in previous education or professional experience, as well as the necessity of the examination for assessment. The decision shall be sent to the applicant in a previously agreed manner.
- 6.4. The applicant must pass the test for the assessment of the achieved study results in the following cases:

- 6.4.1. to recognize the study results achieved in professional experience as appropriate study courses or study modules, upon the acquisition of which practical knowledge, skills or competence are acquired;
- 6.4.2. to recognize study results obtained outside formal education;
- 6.4.3. if the Commission decides that the documents submitted by the applicant, which confirm the achieved study results, do not provide complete information regarding the knowledge, skills and competence acquired by the applicant.
- 6.5. Prior to the recognition of the study results achieved in professional experience, the Study Department of the College organizes a consultation (in the amount of a maximum of 10 lessons or 20 academic hours). Consultations are provided by the academic chair / department to which the chosen study program applies
- 6.6. The applicant's academic and / or professional knowledge and skills are assessed by the Commission. If necessary, the Commission may invite members of the academic staff (lecturers in charge of the field, lecturers of the corresponding study course, etc.) who are not members of the Commission to evaluate the study results. The Secretary of the Commission shall inform the applicant of the time and requirements of the test.
- 6.7. The examination assesses whether the knowledge, skills and competence presented by the applicant correspond or do not correspond to the planned study results of the relevant study program or its part. The result of the examination shall be recorded in the minutes of the Commission (Annex 2).
- 6.8. The Commission shall make a decision regarding the recognition of study results achieved in professional experience or the recognition of study results achieved in previous education as appropriate study courses or study modules of the study program, if all the criteria set out in 4.2. in accordance with paragraph 5.1. are fulfilled.
- 6.9. The decision on the recognition of study results achieved in professional experience shall indicate the amount of study results achieved in terms of credit points, as well as the name of the study program, study module or study course where the credit points of the recognized study results are credited.
- 6.10. The College shall issue a certificate to a person who, after recognizing the study results achieved in previous education or professional experience, does not wish to be matriculated at the appropriate stage of the relevant study program. It includes information on its recipient, issuer, study course or study module in credit points, name, surname and qualification of the lecturer, evaluations of study results (Appendix III).

Agreed on _____ . with director p.i. K. Rutinu _____

Head of Study Department _____ I.Klotiņa

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