



# LIEPAJA UNIVERSITY

## **Procedures for the commencement of studies at later study stages in Liepaja University**

Issued in accordance with  
the Section 47 of the Law on Higher Education Institutions and  
rules No. 932 of the Cabinet of Ministers of 16.11.2004.  
“Procedures of the commencement of studies at later study stages”  
(amendments 14.02.2006.; 22.12.2009.; 14.08.2018.)

1. The commencement of studies at later study stages in Liepaja University (hereinafter - Procedures) regulates the commencement of studies at later study stages in Liepaja University (hereinafter - LiepU), in undergraduate and higher level study programmes.
2. Studies at later study stages in LiepU may be commenced by persons who have previously acquired not less than 40 credit points in full-time studies of a licensed or accredited higher education study programme, in part-time studies not less than at least 35 credit points in the following cases:
  - 2.1. by transferring from another higher education institution to LiepU study programme of the same or lower level;
  - 2.2. resuming studies after a break (exclusion);
  - 2.3. continuing studies in the higher education programme for the acquisition of a bachelor's degree after the acquisition of the 1st level vocational higher education;
  - 2.4. continuing studies after having obtained a qualification/degree in the same level study programme for the acquisition of another qualification.
3. Studies may be undertaken at later study stages by persons who, in accordance with the rules regarding the recognition of the acquired outside formal education or competences gained in professional experience and study results achieved in the previous education, have been recognised by a decision as acquired outside formal education or the knowledge, skills and competences gained in professional experience or the study results achieved in the previous education.
4. Where the previous stage of studies has been less than that specified in Clause 2, the admission shall take place in accordance with the admission rules of LiepU.
5. The application (LiepU form) for the continuation of studies shall be accepted by the responsible person of the faculty. The full-time applicant during the registration week of the semester, whereas the part-time applicant shall submit the following documents in the faculty by 1 October/20 February:
  - 5.1. an application for the commencement of studies at later stages;

- 5.2. an academic statement issued by a higher education institution;
  - 5.3. copies of the documents certifying the previously obtained education and their attachments, presenting the original documents;
  - 5.4. a decision regarding the recognition of knowledge, skills and competences acquired outside formal education or in the professional experience, or the study results acquired in the previous education;
  - 5.5. a copy of the personal identification document, presenting the original document.
6. The application may be submitted by the applicant in a personal or recorded parcel sent by post or electronically, signed with a secure electronic signature.
  7. The documents submitted by applicants shall be registered in accordance with the requirements of LiepU office work.
  8. Director of the programme shall compare the courses previously acquired and their extent with the relevant study programme, indicates which courses from the previously acquired study courses may be credited and which additional examinations shall be carried out.
  9. Study courses shall be counted if their amount in credit points in both comparable study programmes is equal or the number of credit points in the corresponding course previously acquired is higher. The comparison shall be recorded in writing in the comparison report (LiepU form), as well as a recommendation from the programme's director on the possibility of continuation of studies in a given semester, observing the following conditions:
    - 9.1. after imatriculation, the total amount of additional courses to be passed may not exceed 20 credit points;
    - 9.2. the number of credit points to be acquired in a study year, including additional which have to be passed, may not exceed 40 credit points.
  10. Comparisons shall not be carried out if studies at later study stages are commenced after the knowledge, skills and competences acquired outside the formal education, as well as the study results achieved in the previous education have been recognized.
  11. The programme's director shall draw up an individual study plan with additional requirements, indicating the courses to be acquired, the volume in credit points and the time period for the completion of the examinations. (LiepU form)
  12. Passing additional study courses is a fee service in accordance with normative acts of LiepU.
  13. The dean shall draw up a draft order of the rector regarding imatriculation on the basis of a comparison protocol and individual study plan made by the programme's director.
  14. The full-time applicant shall be imatriculated in LiepU by the end of the second week of the semester, while the part-time applicant by 15 October/1 March after concluding the study agreement and the settlement of the financial commitments and shall be registered for studies in the corresponding academic year of the semester.
  15. The dean controls the execution of the individual plan at the end of the study year.

16. Applicants who have passed the theoretical part of the relevant study programme may continue to carry out the final examinations of studies (qualification exam, bachelor's work, master's work, diploma work, qualification work) in the study programmes implemented by LiepU.
17. An application (LiepU form) for the completion of the final examinations shall be submitted in accordance with Clauses 5.1, 5.2, 5.5, 6 and 7 of the Procedures no later than in the end of the registration week of the semester in which the final examinations are to be completed.
18. The applicant shall be imatriculated for the completion of LiepU final examination on the basis of a decision of the Study Council.
19. LiepU may refuse the commencement of studies at later study stages if there are no free places in the relevant study programme.
20. When commencing studies at later stages, they shall be for the funds of natural/legal persons.
21. The applicant may challenge the decision within one month from the date of its coming into force by submitting a written submission to the rector of LiepU.

Rector

*(personal signature)*

Dace Markus