



LIEPĀJAS UNIVERSITĀTE

CONFIRMED
at Liepāja Senate meeting, on 29.04.2019, Minutes No. 10

Liepāja University Regulations for recognition of the competences acquired outside formal education or through professional experience and of learning outcomes achieved in prior education

Issued in accordance with the Cabinet of Ministers Regulation No 505, from 14.08.2018, 'Regulations on recognition of the competences acquired outside formal education or through professional experience and of learning outcomes achieved in prior education', paragraph 4

I. GENERAL ISSUES

1. Regulations determine the formation of committees for recognition of the knowledge, skills and competences acquired outside formal education or through professional experience and of learning outcomes achieved in prior education (hereinafter - Committees), its rights and responsibilities, and decision-making procedures at Liepāja University (hereinafter LiepU).
2. The decision about the recognition of the knowledge, skills and competences acquired outside formal education or through professional experience and about the learning outcomes achieved in prior education (hereinafter – learning outcomes) is made by a recognition committee (hereinafter - committee) developed at LiepU.
3. For making decisions, the Commission follows regulations of Higher Education Law - paragraph 59² and 59³, regulations of the Cabinet of Ministers (CM) from 08.14.2018, No 505 "*Regulations on recognition of the competences acquired outside formal education or through professional experience and of learning outcomes achieved in prior education*" (hereinafter – regulations of CM) and documents that regulate LiepU study process.
4. The recognition of competences acquired outside formal education or through professional experience and of learning outcomes achieved in prior education has a service fee. The fees are approved by LiepU Senate .

II. ESTABLISHMENT AND OPERATIONAL PROCEDURES OF THE COMMITTEES

5. In LiepU, according to the thematic areas defined in the education classifier of Latvia, the following Committees for recognition of learning outcomes can be established:

Humanities and Arts; Mathematics, Informatics, Physics; Natural Sciences; Social Sciences; Health and Social Welfare; and Pedagogy.

6. The purpose of the Committees is to evaluate the achieved learning outcomes and to make an appropriate decision on recognition or refusal to recognize the learning outcomes.
7. The Committees consist of five faculty members of the particular field, nominated by the Faculty Council. The committee members are approved by the Rector.
8. The Chair and the Deputy Chair of each committee are elected from the committee members at its first meeting.
9. The duties of the Chair of the committee are:
 - 9.1. to inform the members of the relevant committee about the time, place and agenda of the committee meeting;
 - 9.2. if necessary, to invite experts to the committee meeting, to acquaint the experts with the essence of the issues to be examined and with the submitted documents;
 - 9.3. to organize taking minutes of the committee meetings, appointing a committee member for this task.
10. The duties of the Deputy Chair of the committee are:
 - 10.1. to chair the committee meetings when the Head of the committee is absent;
 - 10.2. to get the person's file from LiepU Department of Studies and to return it after the decision is made;
 - 10.3. to register the decision in the Department of Studies;
 - 10.4. to organize that the decision is communicated to the applicant.
11. The committee has a quorum if at least three committee members participate in the meeting. Decisions are taken by simple majority. In the cases when votes are different, the Chair of the committee has the decisive vote.
12. The Committee has the duty:
 - 12.1. to examine the documents submitted by the applicants;
 - 12.2. to evaluate the knowledge, skills and competences acquired outside formal education or through professional experience, as well as learning outcomes achieved in previous education;
 - 12.3. to assign additional tests in order to recognize the knowledge, skills and competences acquired through professional experience or outside formal education as corresponding to the learning outcomes achieved in the study course or module;
 - 12.4. to make decision about recognition or refusal to recognize the learning outcomes.
13. The Committee has the rights:
 - 13.1. to check the compliance of the information provided in the application with the actual circumstances;
 - 13.2. to request additional information about learning outcomes indicated in the application, accordingly extending the recognition of the study results for the period until the additional information is received. The Committee is entitled to obtain any additional information in accordance with the procedures established in the Law of Administrative Procedures, that is, from the person submitting the application, from other institutions, by assistance of experts, documents or other evidence. If the necessary information can be obtained from another institution, the committee shall obtain it itself;
 - 13.3. to assign additional tests in order to assess the knowledge, skills and competences acquired outside formal education or through professional experience, as well as the learning outcomes achieved in previous education, or in the cases when submitted supporting documents do not provide full information about the acquired knowledge, skills and competences.

14. The Committee assesses the learning outcomes achieved in previous education only in the cases when the study course has been mastered in a listener's status, or when there is no mark given at the end of the course, or if a study course is mastered but its volume is not specified in credit points.

III. PROCEDURE FOR ACCEPTANCE OF APPLICATIONS

15. The procedure of recognizing the knowledge, skills and competences acquired outside formal education or through professional experience is initiated on the basis of a person's application addressed to LiepU Vice-rector of the Study Process (<https://www.liepu.lv/lv/674/iesniegumu-veidlapas>), stating the following:
 - 15.1. the person's name, surname and personal code;
 - 15.2. knowledge, skills and competences acquired outside formal education or through professional experience;
 - 15.3. the grounds for compliance of knowledge, skills and competences acquired outside formal education or through professional experience with the learning outcomes to be achieved in the study course of a particular study programme or study module;
 - 15.4. the aim for recognizing knowledge, skills and competences acquired outside the formal education or through professional experience;
 - 15.5. the name of the educational institution and study programme (or its part), the way how the professional experience is acquired, and the place where the knowledge, skills and competences are acquired;
 - 15.6. the period of time when the knowledge, skills and competences are acquired;
 - 15.7. the name of the study programme, in which the knowledge, skills and competences acquired outside the formal education or through professional experience would be recognized;
 - 15.8. personal contact information – a residential address or official electronic address (if the person has activated an official e-address account), where the commission's decision can be sent, as well as the phone number and email address, if one has it.
16. The procedure of recognition of the learning outcomes achieved in previous education is initiated on the basis of a person's application (application form) addressed to LiepU Vice-Rector of Studies (application form), stating the following:
 - 16.1. the person's name, surname and personal code;
 - 16.2. the name of the study programme, in which the study modules or courses, which a person has acquired in a listener's status, could be recognized;
 - 16.3. personal contact information – a residential address or official electronic address (if the person has activated an official e-address account), where the commission's decision can be sent, as well as the phone number and email address, if one has it.
17. The Department of Studies makes sure that the copies of the documents proving the achieved study results are attached to the application, verifies that the submitted copies of documents correspond to the originals, and ensures that adequate payment is made and the proof of the payment is attached.
18. If questions arise, the Department of Studies assists when filling in the application.
19. The application and attached documents are accepted in paper or electronic format, and they are registered and stored by the Department of Studies. A personal file is arranged for each person.
20. The Department of studies informs the Head of the relevant committee about receiving an application within two working days.

IV. DECISION MAKING PROCEDURE

21. The Committee examines the person's application for recognition of knowledge, skills and competences acquired outside formal education or through professional experience within four months from the date of receipt, and makes the decision (see Clause 23) or declares a refusal.
22. The Committee examines the person's application for recognition of learning outcomes achieved in previous education within one month from the date of receipt, and makes the decision (see Clause 23) or declares a refusal.
23. The Committee makes a decision on:
 - 23.1. the recognition of knowledge, skills and competences acquired outside formal education, if the criteria referred to in clauses 27.1, 27.2, 27.3, 27.4 and 29, are fulfilled;
 - 23.2. the recognition of knowledge, skills and competences acquired through professional experience, if the criteria, referred to in clauses 27.1, 27.2, 27.3, 27.4 and 28, are fulfilled;
 - 23.3. the recognition of learning outcomes achieved in previous education, if the learning outcomes achieved in the study modules or study courses correspond to the learning outcomes required in the study modules or study courses of LiepU study programmes, and if the criteria, referred to in clause 27.4, are fulfilled;
 - 23.4. the refusal to recognize the learning outcomes, if any of the criteria, referred to in clauses 27, 28 or 29, are not fulfilled.
24. The Committee prepares the decision on recognition of the learning outcomes (<https://kvs.liepu.lv/datnes.php?mape=/Ieksheeje%20mormatiivie%20dokumenti/Studiju%20process,%20studenti/Studiju%20rezultatu%20atzisanas%20dokumenti/&checksum=f597f63076d910933a11e6ed676af0730ac251cb>).
25. The Committee prepares the decision in two copies and register it in accordance with LiepU record-keeping procedures, and the applicant receives one of the copies within five working days from the time decision is made in accordance with the procedure specified in the Notification law.
26. The decision of the Committee may be disputed by submitting the application to LiepU Rector within one month from the date when the decision has come into force, but the Rector's decision may be appealed in the Court in accordance with the Administrative Procedure Law.

V. REQUIREMENTS FOR EVALUATION AND RECOGNITION OF THE OBTAINED COMPETENCES AND STUDY RESULTS

27. The Committee is entitled to recognize the knowledge, skills and competences acquired outside formal education or through professional experience, and the learning outcomes achieved in prior education, if the following criteria are met:
 - 27.1. the documents submitted by the person contain clear, unambiguous and complete information on acquired knowledge, skills and competences;
 - 27.2. at least one credit point can be awarded for the acquired knowledge, skills and competences; the Committee awards one credit point for knowledge, skills and competences acquired outside formal education or through professional experience if they have been achieved through the educational or professional activities that lasted for at least one week (40 academic hours);
 - 27.3. the person's prior formal education meets the admission requirements for the relevant study programme;
 - 27.4. the person has successfully passed the additional tests, if such were assigned by the Committee, and has shown the adequate knowledge, skills and competences in accordance to the requirements of the relevant study programme or its part.
28. The Committee may only recognize the knowledge, skills and competences acquired through professional experience:

- 28.1. in the part of the study programme, which consists of practice;
 - 28.2. for the achieved learning outcomes in a study course or a module of a study programme, which confirm the acquired practical knowledge.
29. The Committee may only recognize the knowledge, skills and competences acquired outside formal education if they correspond to the level of higher education and have been attained:
- 29.1. in a continuing education programme, professional development education programme or any other educational programme (except basic education, secondary education and higher education programme), where the acquired knowledge, skills and competences correspond to the learning outcomes to be achieved in the study programme or study module;
 - 29.2. in other ways outside the formal education (eg. self-education). Knowledge, skills and competences acquired through these forms of education in the study programmes that prepare the specialists for the regulated professions may be recognized only as learning outcomes achieved in the course or module of the study programme, that reflect the acquired theoretical knowledge.
30. The Committee does not have the rights to recognize knowledge, skills and competences acquired outside formal education or through professional experience as an exam or as state examination, or as final examination - professional qualification examination or a doctoral thesis.

VI. FINAL CONDITIONS

- 31. If a person enrolls for studies in LiepU, his/her personal file gets transferred to the Personnel Department.
- 32. The *Regulations on recognition of learning outcomes acquired through previous education or professional experience* from May 21, 2012 are declared null and void.

The Chair of the Senate

(signature)

Z.Gūtmane