



LIEPAJA UNIVERSITY

Procedures for the recognition of study courses at Liepaja University

APPROVED

In LiepU Senate meeting of 24 May 2021, protocol No.12

Issued according to Clause 2.4. of the Constitution of Liepaja University

I. Explanation of terms

1. ***Credit of the European Credit Transfer and Accumulation System (ECTS)*** – a unit for recording the student's work. One credit in the education system of Latvia corresponds to 1.5 ECTS credits (1KRP = 1.5 ECTS).
2. ***Recognition of study courses*** – inclusion of the study courses acquired in accredited or in foreign recognised higher education institutions in the academic liabilities performed by a student, if their content and amount are consistent with the objectives, tasks, content and planned study results of the study programme.

II. General provisions

3. In Liepaja University (LiepU) study programmes may be recognised study courses which are successfully acquired in accredited, licensed or state-recognised Latvian or foreign higher education institutions, if credits have been credited for the acquisition of the course (in Latvian higher education credits or ECTS system):
 - 3.1. courses of study programmes, except for the final examinations;
 - 3.2. study courses acquired in the status as LiepU listener;
 - 3.3. in the status as exchange student or study courses acquired in foreign higher education institutions.
4. Outside the formal education acquired or competences obtained in the professional experience and recognition of achieved study results in the previous education takes place in accordance with the acquired outside the formal education of Liepaja University or competences obtained in the professional experience and the regulation of the commission on the recognition of study results achieved in the previous education (<https://www.liepu.lv/lv/672/nolikumi>).
5. Study courses are fully recognized which are acquired in study programmes specified in intergovernmental or interuniversity agreements or international education programmes (e.g. ERASMUS+) and which acquisition has been prior agreed in writing by the student with the director of the study programme and the dean of the relevant faculty.
6. Previously acquired study courses may be recognized on the same or lower study level. Study courses acquired in the study programmes of the first level vocational higher education

may be recognized in other undergraduate (bachelor or the second level vocational higher education) programmes.

7. The recognised study courses shall be enlisted in the academic liabilities fulfilled by the student: replacing the study courses of the compulsory part (A), limited choice part (B) or free-choice part (C) of the study programme.
8. The comparison of study courses shall be performed by the director of the study programme. The decision on the recognition of the study courses shall be taken by the dean of the relevant faculty.
9. Study courses shall not be recognised, if the content of these courses does not meet the requirements of the study programme.
10. One study course of LiepU study programme may be replaced by several acquired study courses and, conversely, several LiepU study courses may be replaced by one acquired study course, taking into account the number of credits.
11. The recognition of study courses may be contested by submitting an application addressed to the Faculty Council within a period of one month from the day the dean of the faculty has taken the decision.

III. Proceedings for the recognition of study courses

12. The recognition of study courses is taken after receiving the applicant's application.
13. The applicant submits in the faculty:
 - 13.1. an application addressed to the dean of the faculty regarding the recognition of study courses acquired elsewhere (also in the status as LiepU listener) as study courses of his programme.
 - 13.2. a copy of the document issued by the higher education institution in Latvian and English (presenting the originals) attesting the acquisition of study courses; if the document was issued abroad, a notarially approved translation into English must be added;
 - 13.3. an abstract in Latvian and/or English issued by a higher education institution for each study course to be recognised, if they are not fully available on the home page of the higher education institution, or a document equivalent to it. With the acceptance of the director of the study programme, abstracts of the study courses may be also accepted in another language;
 - 13.4. applicants, who after their studies return in foreign higher education institutions within the framework of international programmes instead of the above mentioned documents shall submit a copy of transcript of records (presenting the original) or a copy of the internship assessment (presenting the original).
14. The application and attachments of the applicant shall be submitted to the responsible employee of the faculty for preparing the recognition protocol of study courses, on the basis of the annual plan of the study programme.
15. The director of the study programme shall, upon receiving the template of the recognition protocol of study courses, enters the corresponding opinion on the status of the course in the form and indicates the date in the section "CONCERTED".
16. If a course is recognised, the date of obtaining the final evaluation shall be registered in the decision as the date of adoption of the course recognition and the evaluation obtained shall be used in accordance with the Clause 22.
17. The protocol of comparison/recognition of study courses shall be submitted to the dean of the faculty who takes the final decision.

18. Comparison of study courses must be carried out no longer than within 10 working days.
19. Results of study course recognition shall be registered in the informative system LAIS.
20. Documents of the study course(-s) recognition shall be added to the student's study personal case.
21. The form of study course academic comparison shall be approved by the Study Council.

IV. Display of records in the study documentation

22. In the study card shall be shown:
 - 22.1. the recognised study courses acquired in other higher education institutions of Latvia shall be indicated in a separate section, indicating the name of the higher education institution, period, name of the study course passed, amount of credits, corresponding part of the programme and indicating "recognised" in the evaluation.
 - 22.2. the recognised study courses acquired in study programmes specified in Erasmus+ or interuniversity agreements shall be indicated in a separate section, indicating the name of the higher education institution, period, name of the course passed, amount of credits, corresponding part of the programme, indicating "recognised" in the evaluation.
 - 22.3. the recognised study courses acquired in other LiepU study programmes (also the courses passed in the status as LiepU listener) shall be indicated in a separate section, indicating the name of the study programme, name of the study course passed, amount of credits, corresponding part of the programme and the evaluation obtained in the 10-point system.
 - 22.4. LiepU in the previous study periods (before the exmatriculation) recognised study courses acquired in their study programme shall be indicated in a separate section, indicating the name of the study course passed, amount of credits, corresponding part of the programme and the evaluation obtained in the 10-point system.
 - 22.5. the recognised which is acquired outside the formal education or competences obtained in the professional experience and the study results achieved in the previous education shall be indicated in a separate section, indicating the name of the education programme (courses, seminars) or its part thereof, type of self-education or professional experience, amount of credits, corresponding part of the programme and indicating "recognised" in the evaluation.
23. In the academic report shall be shown:
 - 23.1. study courses passed elsewhere and recognised shall not be displayed;
 - 23.2. study courses acquired and recognised in LiepU study programmes indicate the name of the course in the corresponding part of the programme, amount of credits, including ECTS credits, evaluation obtained in the 10-point system. The date of passing the study course and the teacher shall be indicated from the system sorting data.
24. In the diploma supplement shall be indicated:
 - 24.1. names of the recognised study courses acquired in other Latvian higher education institutions in the corresponding part of the programme, amount of credits, including ECTS credits, indicating "recognised" in the evaluation and next to the name of the course indicating the name of the higher education institution and the period during which the course has been acquired;
 - 24.2. names of the recognised study courses acquired in foreign higher education institutions (for example, within the framework of the Erasmus+ mobility programme or in the study programmes specified in interuniversity agreements) in English with IRD translation in the corresponding part of the programme, amount of credits, including ECTS credits, indicating "recognised" in the evaluation and next to the name of the course indicating the

name of the higher education institution and the period during which the course has been acquired;

- 24.3. LiepU in the previous study periods the names of the recognized study courses acquired in another study programme in a corresponding part of the programme, amount of credits, including ECTS credits and the evaluation obtained in the 10-point system;
 - 24.4. LiepU in the previous study periods (before the exmatriculation) the names of the recognised study courses acquired in the study programme in the corresponding part of the programme, amount of credits, including ECTS credits and evaluation in the 10-point system;
 - 24.5. the recognised which is acquired outside the formal education or competences obtained in the professional experience and the study results achieved in the previous education by indicating the name of the education programme (courses, seminars) or its part thereof, type of self-education or professional experience, amount of credits, corresponding part of the programme and indicating “recognised” in the evaluation.
25. In the Section 6 “Additional information” of the diploma supplement shall be written:
- 25.1. the name and the period of the study programme, if within the framework of LiepU the study programme has been changed;
 - 25.2. study courses acquired in international agreements and programmes of international education institutions, which the student has acquired without co-ordinating with the programme’s director and which are not recognised as part of the study programme, as well as the time period, the name of the state and higher education institution.

V. Other provisions

26. To acknowledge that *Procedures for the recognition of study courses at Liepaja University* approved at the Senate meeting on 25 March 2013 has lost its force.

Application for the recognition of study courses

To the dean _____
of the faculty of Liepaja University _____

(name of the study programme)

applicant's _____
(name, surname,

(number of a student's card – for students)

APPLICATION

Please recognize _____
(name of the higher education institution)

in the period from _____ until _____ acquired study courses.

In attachment:

1. _____ issued _____
(name of the higher education institution) (name of the document)

_____ copy;
(document's number, date of issue)

2. Abstracts of study courses on _____ pages.

/date/

/signature/

/signature transcript/