

Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”

PROCEDURE FOR ACADEMIC RECOGNITION OF ACQUIRED STUDY COURSES IN PREVIOUS EDUCATION

Issued in accordance with

Section 6., 47., 50., 59.² of the Law on Higher Education;

Cabinet Regulation No. 932, No.505;

Sub-paragraphs 3.1., 5.7.10., 7.1. of Statutes of Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”

1. General Terms

- 1.1. The Procedure for Academic Recognition of Acquired Study courses in Previous Education (hereinafter – Procedure) in Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture” (hereinafter – College) states that in College study programmes can be recognized:
 - 1.1.1. Successfully, fully acquired study courses, degrees, qualifications obtained at accredited higher education institutions in Latvia;
 - 1.1.2. Study courses and study programmes acquired in foreign universities and study programmes for which the Latvian Academic Information Centre has information that they have been recognised in their country;
- 1.2. College shall accept study courses acquired in another higher education institution for recognition, except final examinations: State examinations, final examinations – qualification examinations;
- 1.3. The recognised study courses shall be included in the academic commitments performed by the student, replacing parts of the Main study courses (Part A) and/or parts of the study courses of the industry (Part B);
- 1.4. The academic recognition of specialised study courses (Part C) shall be performed in cases where the previously acquired education was in College or in co-operation higher education institution in a study programme related to the specialisation to be acquired;
- 1.5. Examination of the application regarding the recognition of study courses shall be performed by the Deputy Director of the College in the course of studies or by a person delegated by him/her and shall prepare a proposal regarding the recognition of study courses;
- 1.6. The decision on the recognition of study courses is taken by the College's Commission for the Assessment and Recognition of Learning outcomes achieved in previous education or professional experience (hereinafter – Commission);

- 1.7. Study courses are not recognized if the content, volume and/or knowledge, skills and competences acquired do not comply with the requirements of the study program and the learning outcomes to be achieved.

2. Procedure for the Review of Applications, Evaluation

- 2.1. Comparison of study courses for recognition takes place upon receipt of the student's application;
- 2.2. The student submits to the Head of the Study Department:
 - 2.2.1. An application addressed to the Director of the College, requesting the recognition of the courses he/she has obtained, stating his/her name, surname, personal identification number, contact details, title of the study programme and study courses to be recognized and the name of the higher education institution, in which the study courses were acquired;
 - 2.2.2. A copy of the document certified by the higher education institution (presenting the original) certifying the acquisition of the study courses;
- 2.3. The following criteria must be met in order for recognition of learning outcomes achieved in previous education:
 - 2.3.1. The documents presented shall contain clear, unambiguous and complete information on the learning outcomes achieved;
 - 2.3.2. The student's previous education meets the requirements for admission to the relevant study programme;
 - 2.3.3. The student, if determined by the Commission, has passed the tests referred to in sub-paragraph 2.8. of this Procedure;
- 2.4. Academic recognition of study courses takes the form of credit transfer (in Latvian higher education credit system and/or ECTS system). Grades are transferred to the 10-point grading system if the previous education was at the College;
- 2.5. Study courses are recognized if the amount of credit points in the two comparable study programs is equal or the number of credits in the previously acquired study program is higher;
- 2.6. Courses acquired shall not be recognized if the content and volume of the course do not meet the requirements of the study programme;
- 2.7. If necessary, the Deputy Director of the College in the course of studies or his delegate may request the Student to provide additional information on the content of the study courses acquired in previous education;
- 2.8. If necessary, the Commission may set tests to assess the learning outcomes achieved in previous education;
- 2.9. Deputy Director of College in the course of studies or his/her delegate, using the current plan of a study programme, develops a proposal for academic recognition of study courses by completing the academic recognition form for study courses (Annex 1);
- 2.10. In the event of a positive decision by the Commission, the Deputy Director of College in the course of studies or his/her delegate shall enter the "recognize" rating in the academic recognition form for the study courses and confirm it by signature;
- 2.11. The examination of the application for recognition of study courses and the alignment of study courses shall be performed not later than during the meeting of

the nearest decision-making body of the College, except in the cases specified in sub-paragraph 2.7 of this Procedure;

- 2.12. After the meeting referred to in sub-paragraph 2.10, the Director of the College shall issue an order on the recognition of study courses;
- 2.13. The results of the recognition of study courses are registered in the Information System of Higher Education Institutions of Latvia (hereinafter – LAIS);
- 2.14. Examination of the application for academic recognition of study courses acquired in previous education and recognition of study courses shall be a paid service, which is regulated by the Regulations on Provision of Paid Services in College.

3. Records of Recognition of Study Courses

- 3.1. The Head of the College's Study Department, in accordance with the order of the Director of the College, records the results of the recognition of study courses in LAIS by entering:
 - 3.1.1. Name of the higher education institution in which the recognized study courses had been acquired;
 - 3.1.2. The name and amount of the recognized study course in credits;
 - 3.1.3. The period during which the study courses were acquired;
 - 3.1.4. The part of the College study programme in which the study course is enrolled;
 - 3.1.5. Code and name of the College study course to be replaced;
 - 3.1.6. The date of recognition of the study course;
- 3.2. The Diploma Supplement states:
 - 3.2.1. Names and credits of recognized study courses acquired at another higher education institution, incl. ECTS in credits, with a rating “recognized”;
 - 3.2.2. Name of the country and higher education institution where the study course had been acquired;
- 3.3. Documents of recognition of study courses shall be attached to the file of the student.

4. Final Terms

- 4.1. The student may appeal the decision of the Commission within one month after the decision by submitting an application to the College Director;
- 4.2. The Director of the College shall, within 5 working days of receiving the application referred to in sub-paragraph 4.1., order the convening of a new Commission for the academic recognition of study courses.