

**REGULATIONS**  
**on the Assessment and Recognition of Competences Acquired Outside Formal**  
**Education or in Professional Experience and of the Learning Outcomes**  
**Achieved in Previous Education**

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

*Issued in accordance with*  
*Section 59.<sup>2</sup> Paragraph 5, and Section 59.<sup>3</sup> Paragraph 2, of the Law on Higher Education;*  
*Cabinet Regulation No.505; 14.08.2018;*  
*Sub-paragraph 5.7.18. of Statutes of Latvian Academy of Culture Agency “Latvian College of*  
*Culture at the Latvian Academy of Culture”*

**1. General Terms**

The Regulations on the Assessment and Recognition of Competences Acquired Outside Formal Education or in Professional Experience and of the Learning Outcomes Achieved in Previous Education (hereinafter – Regulations) shall determine the procedures by which the Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture” (hereinafter – College), upon submission of a student or a person who is not a College student (hereinafter – Applicant), shall assess and recognize the learning outcomes achieved in previous education or competences acquired outside formal education or in professional experience, as well as the recognition criteria.

**2. Commission for the Assessment and Recognition of Learning Outcomes**  
**Achieved in Previous Education or Professional Experience**

2.1. *The assessment and recognition of competences acquired outside formal education or in professional experience and of the learning outcomes achieved in previous education at the College shall be carried out by the Commission for the assessment and recognition of learning outcomes achieved in previous education or professional experience (hereinafter - Commission).*

2.2. *Composition, establishment and changes of the Commission:*

2.2.1. One joint Commission has been established for several thematic areas of education. The Commission shall consist of: The Chairperson (Deputy Director of the College in the course of studies or his/her delegate), the Vice-Chairperson, the Secretary and at least two members;

2.2.2. Nominations for Commission personnel, including nominations for the Chairperson and Vice-Chairperson of the Commission, shall be proposed by the Deputy Director of the College in the course of studies, and directed to the Director for approval. The staff of

the Commission shall be approved by the Director. The term of office of the Commission shall be four years;

- 2.2.3. If a member of the Commission terminates his/her employment with the College, another member of the academic staff shall be approved in his/her place according to the procedure specified in sub-paragraph 2.2.2. of these Regulations.

2.3. *Rights and Responsibilities of the Commission:*

- 2.3.1. The Commission is under an obligation to examine the applications and to take a decision within such time limits:
  - 2.3.1.1. within one month after receipt of the application for recognition of the study results and inform the Applicant in writing of the decision taken;
  - 2.3.1.2. within four months of receipt of the application for recognition of knowledge, skills and competences acquired outside formal education or acquired through professional experience and inform the Applicant in writing of the decision taken.
- 2.3.2. The Commission shall have the right to verify the information and data submitted as factual; to request additional information if the Commission considers that it does not have sufficient information to decide impartially and comprehensively on the recognition of knowledge, skills and competences acquired; if necessary, to determine examinations in order to evaluate the conformity of the acquired knowledge, skills and competences of the Applicant with the learning outcomes to be achieved in the study programme or study module of the study programme.

2.4. *Decisions of the Commission:*

- 2.4.1. The Commission shall have a quorum if at least four of its members are present at the meeting: The Chairman or the Vice-Chairman of the Commission, the Secretary and two members;
- 2.4.2. Decisions of the Commission shall be taken by a majority of the members present. In the case of an equal number of votes, the vote of the Chairman or Vice-Chairman of the Commission (in the absence of the Chairman) shall prevail;
- 2.4.3. Where the Commission has decided to recognize the knowledge, skills and competences acquired outside formal education or professional experience, as well as the learning outcomes achieved in previous education, the name of the study programme, course or module and credits awarded shall be stated in the Commission decision;
- 2.4.4. Where the Commission has decided that an examination is necessary specified in sub-paragraph 2.3.2. of these Regulations, the decision of the Commission shall specify the name of the module or study course to be taken and the requirements for the examination. The knowledge, skills and competences acquired by the Applicant in the examination shall be assessed by the requirements for the acquisition of credit points set out in the relevant study course description. The decision shall be accompanied by the description(s) of the relevant study course (s);
- 2.4.5. Where the Commission has requested additional information from the Applicant, the period for taking a decision may be extended by up to two calendar weeks;
- 2.4.6. Minutes shall be taken of all meetings of the Commission. The minutes shall be kept for one year by the Secretary of the Commission. At the beginning of the year following the end of the year of record keeping, the minutes shall be transmitted by the Secretary of the Commission to the College Archives;

- 2.4.7. Decisions on the assessment of learning outcomes achieved in previous education or professional experience are registered by the Commission in a special register at the University of Latvia Information System (LUIS);
- 2.4.8. The Applicant may appeal the decision of the Commission by submitting an application to the Director of the College, whereas the Applicant may appeal against the Director's decision in accordance with the procedure prescribed by the Administrative Procedure Law.

### **3. Procedure and Criteria for the Assessment and Recognition of Knowledge, Skills and Competences Acquired Outside Formal Education or in Professional Experience and for the Learning Outcomes Achieved in Previous Education**

- 3.1. Procedure for the assessment and recognition of knowledge, skills and competences acquired outside formal education or in professional experience and for the learning outcomes achieved in previous education:
  - 3.1.1. Applicants' applications shall be accepted from August 1 to May 31 of each year;
  - 3.1.2. The procedure for submitting documents shall be determined by order of the Director;
  - 3.1.3. An Applicant wishing to be recognized for/her knowledge, skills and competences acquired **outside formal education** or **in professional experience** shall submit an application to the College Study Department in accordance with the procedure referred to in sub-paragraph 3.1.2, indicating:
    - 3.1.3.1. name, surname and personal identification number; information on the knowledge, skills and competences acquired, the method, location, time period of acquisition; the study program in which recognition should take place; contact information.
  - 3.1.4. An Applicant wishing to be recognized for his/her learning outcomes achieved **in previous education** shall submit an application to the College Study Department in accordance with the procedure referred to in sub-paragraph 3.1.2, indicating:
    - 3.1.4.1. name, surname and personal identification number; the name of the higher education institution in which the study courses were previously acquired and the period of acquisition; contact information.
  - 3.1.5. The Applicant shall attach documents to the application referred to in sub-paragraph 3.1.3. and 3.1.4., certifying the information referred to in the application or copies of the documents, presenting the original documents;
  - 3.1.6. Each Applicant's personal file is created. If the Applicant is a student or is matriculated after the decision of the Commission, the Applicant's file shall be attached to the student's file;
  - 3.1.7. The Commission shall examine the Applicant's application and accompanying documents and take a decision in accordance with the time limits specified in sub-paragraphs 2.3.1.1. and 2.3.1.2.:
    - 3.1.7.1. Recognition of knowledge, skills and competences acquired outside formal education, provided that they have met the requirements specified in sub-paragraphs 3.1.3., 3.2.6., 3.1.8. and 3.2.4.;

- 3.1.7.2. Recognition of knowledge, skills and competences acquired in professional experience, provided that they have met the requirements specified in sub-paragraphs 3.1.3., 3.2.5., 3.1.8. and 3.2.4;
- 3.1.7.3. Recognition of learning outcomes achieved in previous education, provided that they have met the requirements specified in sub-paragraph 3.2.7., and the requirement specified in sub-paragraph 3.1.9. (if required).
- 3.1.8. In order to decide whether to approve or reject the application referred to in sub-paragraph 3.1.3, the Commission organizes tests for the Applicant, which assess the correspondence of the knowledge, skills and competences acquired outside the formal education or in professional experience with the learning outcomes achieved in the respective study module or study course of the respective study programme;
- 3.1.9. If necessary, the Commission shall organize additional tests for the applicant in order to decide whether to approve or reject the application referred to in sub-paragraph 3.1.4;
- 3.1.10. The test shall assess whether the knowledge, skills and competences presented by the Applicant **correspond to** or **do not correspond to** the learning outcomes to be achieved within the respective study module or study course of the respective study programme;
- 3.1.11. Applicants for the tests shall be evaluated by the teaching staff member(s) approved by the Deputy Director of the College in the course of studies or his/her delegate on a proposal from the Commission;
- 3.1.12. The decision of the Commission shall be notified to the Applicant in accordance with the procedures specified in the Law on Notification.
- 3.2. *Knowledge, skills and competences acquired outside formal education or in professional experience shall be recognized if the following criteria are met:*
  - 3.2.1. the documents presented contain clear, unambiguous and complete information on the knowledge, skills and competences acquired;
  - 3.2.2. knowledge, skills and competences acquired may be awarded at least one credit point;
  - 3.2.3. the Applicant's previous education meets the requirements for admission to the relevant study programme;
  - 3.2.4. Applicant has demonstrated knowledge, skills and competence corresponding to the requirements of the relevant study programme or its part in the tests prescribed by the Commission;
  - 3.2.5. Knowledge, skills and competences acquired in **professional experience** can only be recognized:
    - 3.2.5.1. in the part of the respective study programme which consists of traineeship and these study results are achieved in the field of professional activity corresponding to the thematic area of education of the study programme;
    - 3.2.5.2. on the learning outcomes to be achieved in a study programme or module of a study program which attest to the acquired practical knowledge. In this case the person passes the examinations specified in the respective study course or study module or other examinations determined by the Commission.
  - 3.2.6. Knowledge, skills and competences acquired **outside formal education** can be recognized if they correspond to the level of higher education and have been achieved:
    - 3.2.6.1. further education programme, professional development programme or other education programme (except basic education, secondary education and higher

education), where the acquired knowledge, skills and competences correspond to the learning outcomes achieved in the study programme or study module;

3.2.6.2. in other ways outside formal education (eg self-education). The knowledge, skills and competences acquired in these types of education in the study programs of specialists in the regulated professions can be recognized only as the learning outcomes achieved in the study course or module of the study programme, which confirm the acquired theoretical knowledge.

3.2.7. Learning outcomes achieved in **previous education** may be recognized if they correspond to the level of higher education and have been achieved in a particular study course or study module at a university or college, or in a part of a study programme which a person has acquired as a listener. The procedure for the recognition of learning outcomes achieved in previous education is further regulated by the College Procedure for Academic Recognition of Acquired Study courses in Previous Education.

3.3. *Knowledge, skills and competences acquired outside formal education or in professional experience and learning outcomes achieved in previous education cannot be counted as a final examination of the relevant study programme – Qualification Examination or Qualification Paper.*

#### **4. Financing**

4.1. *Assessment of knowledge, skills and competences acquired outside formal education or in professional experience and testing to evaluate the results shall be a paid service, which is regulated by the Regulations on Provision of Paid Services in College.*

4.2. *By decision of the College Director, students of the College may be exempted from payment for recognition of study results.*