

**Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian
Academy of Culture"**

**REGULATIONS FOR EVALUATION AND RECOGNITION OF COMPETENCIES AND
KNOWLEDGE ACQUIRED OUTSIDE FORMAL EDUCATION OR IN PROFESSIONAL
EXPERIENCE AND RESULTS OF STUDIES ACHIEVED IN PREVIOUS EDUCATION**

Issued in accordance with

*Sections 6, 47, 50, Section 59², Paragraph Five and Section 59³, Paragraph Two of the Law of the Higher Education;
Cabinet Regulation No 505 of August 14, 2018, Rules for recognition of competences acquired outside of formal
education and professional experience and study results achieved in previous education;
Regulations of the Latvian College of Culture at the Latvian Academy of Culture*

1. General rules

1.1. The regulations determine the procedure by which the the Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture" (hereinafter – College) shall, upon application by a student or a person who is not a student of the College (hereinafter – Applicant), performs the evaluation and recognition of competences and knowledge acquired outside formal education or in professional experience and results of studies achieved in previous education.

1.2. The decision on the competences and knowledge acquired outside formal education or in professional experience and results of studies achieved in previous education, is made by the College's evaluation and recognition commission of competences, knowledge and study results achieved in previous education (hereinafter – Commission).

2. Evaluation and recognition commission of competences, knowledge and study results achieved in previous education

2.1. Composition of the Commission, creation and changes in the composition of the Commission:

2.1.1. The Commission consists of: chairman (deputy director in the course of studies (hereinafter – Deputy Director)), heads of departments or program directors, representative of the Study Department and secretary;

2.1.2. Candidates for the Commission's personnel are proposed by the Deputy Director and forwarded to the Director for approval. The personnel composition of the Commission is approved by the Director by order;

2.1.3. if a member of the Commission terminates the working relationship with the College, then another representative of the academic staff is approved in his place according to the procedure specified in paragraph 2.1.2.

2.2. Rights and obligations of the Commission:

2.2.1. The Commission is obliged to consider application and make a decision within the following terms:

2.2.1.1. **within a month** after receiving the application for the recognition of study results and to inform the Applicant in writing about the decision made no later than a week after the decision was made;

2.2.1.2. **no later than four months** after receiving the application for the recognition of competences and knowledge acquired outside formal education or in professional experience and to inform the Applicant in writing about the decision made no later than a week after the decision was made.

2.2.2. The Commission is entitled to check the compliance of the information and news with the actual circumstances, to request additional information if the Commission believes that it does not have sufficient information to objectively and comprehensively decide on the issue of the recognition of acquired or gained knowledge, skills and competences or study results and, if necessary, to determine tests to evaluate the conformity of the Applicant's acquired or gained knowledge, skills and competencies with the study results to be achieved in the study course or study module of the study program.

2.3. Commission decisions:

2.3.1. The Commission has decision-making power if at least four of its members participate in the meeting: the Chairman of the Commission, the secretary and two members;

2.3.2. The Commission makes decisions by the majority of votes of the members present. In case of an equal number of votes, the vote of the Chairman of the Commission is decisive;

2.3.3. if the Commission has decided to recognize the competences and knowledge acquired outside formal education or in professional experience, as well study results achieved in previous education, then the name of the study program, study course or study module and the transferred credits shall be indicated in the Commission's decision;

2.3.4. if the Commission has decided on the necessity of the examination referred to in point 3.1.5., then the name of the study module or study course in which the examination must be taken, as well as the examination requirements, shall be indicated in the Commission's decision. The Applicant's acquired or gained knowledge, skills and competences are evaluated in the examination according to the achievable study results specified in the study course description and the examinations specified in the study course or module.

2.3.5. if the Commission has requested additional information from the Applicant, the decision-making deadline can be extended for up to two calendar weeks;

2.3.6. all Commission meetings are recorded. Protocols are stored in the Study Department for one year.

2.3.7. The Applicant can challenge the Commission's decision by submitting a application to the Director of the College, while the Director's decision can be appealed in accordance with the procedure established by the Law on Administrative Procedure.

3. Procedure and criteria for evaluation and recognition of results of knowledge, skills and competences acquired outside formal education or in professional experience

3.1. Procedure for evaluation and recognition of results of knowledge, skills and competences acquired outside formal education or in professional experience:

3.1.1. applications are accepted from August 1 to May 31 of each year;

3.1.2. an Applicant who wants to have his/her **knowledge, skills and competences acquired outside of formal education or professional experience** recognized, submits an application to the College Secretariat, indicating his/her name, surname and personal identification number; information about acquired or gained knowledge, skills and competences, their acquisition method, place, period; the study program in which recognition should be carried out; and his/her contact information;

3.1.3. to the application referred to in point 3.1.2., the Applicant shall attach documents confirming the information mentioned in the application or copies of documents, presenting the original documents;

3.1.4. The Commission examines the application, the attached documents and makes a decision within the term mentioned in point 2.2.1. and in accordance with the criteria set out in this Regulation;

3.1.5. in order to make a decision on approving or rejecting the application referred to in paragraph 3.1.3., the Commission organizes examination for the Applicant, in which the conformity of the Applicant's knowledge, skills and competences acquired outside of formal education or in professional experience to the study results to be achieved in the relevant study course or study module of the study program is evaluated;

3.1.6. the examination evaluates whether the Applicant's demonstrated knowledge, skills and competences **correspond** or **do not correspond** to the study results to be achieved within the relevant study module or study course of the relevant study program, and the evaluations are recorded in the examination protocol;

3.1.7. in the examination, the Applicant is evaluated by the examination commission, which is approved by the Director's order;

3.1.8. The Commission's decision is communicated to the Applicant no later than a week after the decision is made.

3.2. Knowledge, skills and competencies acquired outside of formal education or in professional experience are recognized if the following criteria are met:

3.2.1. the presented documents contain clear, unambiguous and complete information about the acquired or gained knowledge, skills and competences;

3.2.2. it is possible to award at least one credit point for the knowledge, skills and competences acquired or gained;

3.2.3. the Applicant's previously acquired education meets the requirements of the Admission Rules;

3.2.4. In the examinations determined by the Commission, the Applicant has demonstrated knowledge, skills and competence corresponding to the requirements of the relevant study program or part of it;

3.2.5. knowledge, skills and competences acquired in **professional experience** can only be recognized:

3.2.5.1. in the part of the relevant study program that consists of traineeship, in addition, if these study results have been achieved in the field of professional activity that corresponds to the educational thematic area of the study program;

3.2.5.2. about the study results to be achieved in the study course or study module of the study program, which the Applicant can certify with the acquired practical knowledge. In this case, the person takes examination specified in the relevant study course or study module or another type of examination determined by the Commission.

3.2.6. Knowledge, skills and competences acquired **outside of formal education** can be recognized if they correspond to the level of higher education and have been achieved:

- 3.2.6.1. in a further education program, a professional development program or another educational program (except for the educational program of primary education, secondary education and higher education), in which the acquired knowledge, skills and competences correspond to the study results achievable in the study course or study module of the study program;
- 3.2.6.2. in other ways outside of formal education (eg self-education). In this case, the person takes examination specified in the relevant study course or study module or another type of examination determined by the Commission.
- 3.2.7. The knowledge, skills and competences acquired outside of formal education or in professional experience and the study results achieved in previous education cannot be counted as the state final examinations of the relevant study program - Qualification Examination or Qualification Paper.

4. Procedure and criteria for evaluation and recognition of study results achieved in previous education

- 4.1. The study results achieved in previous education can be recognized if they correspond to the level of higher education and were achieved in a separate study course or study module of a university or college study program, or in a part of the study program that the person obtained as a listener;
- 4.2. Procedure for evaluation and recognition of study results achieved in previous education
 - 4.2.1. are compared to Applicants who have submitted applications by September 30 of the current academic year;
 - 4.2.2. an Applicant who wants to have the study results achieved in his previous education recognized, submits an application to the College Secretariat, indicating: first name, last name and personal identification number; the name of the higher education institution where the study courses were previously studied, as well as the time period in which they were studied; contact information;
 - 4.2.3. To the application referred to in paragraph 4.2.2., the Applicant shall attach documents confirming the information mentioned in the application, or copies of documents, presenting the original documents.
 - 4.2.4. the review of the application for the recognition of the study results achieved in the previous education is carried out by the Deputy Director, afterwards the Deputy Director prepares a proposal for the recognition of the achieved study results to the Commission.
 - 4.2.5. If necessary, the Commission can set examinations to assess the study results achieved in previous education
- 4.3. The results of studies achieved **in previous education** can be recognized:
 - 4.3.1. if the presented documents contain clear, unambiguous and complete information about the achieved study results;
 - 4.3.2. the student's previously acquired education meets the requirements for admission to the relevant study program;
 - 4.3.3. if the Commission has determined additional examinations to assess the study results achieved in previous education and the student has passed these examinations.

4.4. The recognition of the achieved study results takes place as a transfer of credit points (in the credit points and/or ECTS system of Latvian higher education). Assessments in the 10-point system are transferred in cases where the previously acquired education had been at the College.

4.5. The achieved study results are recognized if the amount of study courses in credit points in both comparable study programs is the same or the number of credit points in the previously studied study program is greater, and there is compliance with the achievable study results specified in the study course descriptions.

4.6. Completed study courses are not recognized if the scope of the study course and the results to be achieved do not meet the requirements of the program

5. Record keeping of the process of recognition of competences and knowledge acquired outside formal education or in professional experience and results of studies achieved in previous education

5.1. The head of the College's Study Department, in accordance with the College Director's order, registers the results of recognition of the achieved study results in LUIS, entering:

- 5.1.1. the name of the higher education institution where the recognized study courses were taken;
- 5.1.2. the name and volume of the recognized study course in credit points;
- 5.1.3. the time period in which the study courses were completed;
- 5.1.4. the part of the College study program in which the study course is transferred;
- 5.1.5. the code and title of the College study course being replaced;
- 5.1.6. date of study course recognition

5.2. Shall be presented in the Diploma Supplement:

- 5.2.1. the names of the recognized study courses taken at another higher education institution and the amount of credit points, incl. in ECTS credit points, indicating the rating "recognized";
- 5.2.2. the name of the state and higher education institution where the study course was taken;
- 5.2.3. compliance of knowledge, skills and competences acquired outside of formal education or in professional experience, indicating the rating "corresponds";

5.3. The documents for the recognition of the achieved study results and the evaluation and recognition of the knowledge, skills and competences acquired outside of formal education or in professional experience are attached to the student's personal file.

6. Payment procedure

6.1. The evaluation of the knowledge, skills and competences acquired outside of formal education or in professional experience and the study results achieved in previous education and taking examinations to verify these results is a paid service in accordance with the College Regulations on the procedure for providing paid services.

6.2. The Applicant shall attach a certificate of payment to the application.